



ORDINANCES AND REGULATIONS
MASTER OF COMPUTER APPLICATIONS (MCA)
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

2019

Office of Dean Academics

NIT Raipur

CG, India, 492010

Extracted from

**“THE NATIONAL INSTITUTES OF TECHNOLOGY ACT, 2007,
No. 29 of 2007, Dated 5th June, 2007”**

Section 27, Page 7

Subject to the provisions of this Act and the Statutes, the Ordinances of every Institute may provide for all or any of the following matters, namely: —

- (a) The admission of the students to the Institute;
- (b) The courses of study to be laid down for all degrees of the Institute;
- (c) The conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- (d) The conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) The conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) The conduct of examinations;
- (g) The maintenance of discipline among the students of the Institute; and
- (h) Any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

Ordinance: A local law, an edict or decree.

Regulation: A law or administrative rule, issued by an organization, used to guide or prescribe the conduct of members of that organization.

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1. About the Institute

The National Institute of Technology Raipur (NIT Raipur) is a technical institution funded by the Government of India, located in Raipur, Chhattisgarh. Founded in 1956 as Govt. College of Mining & Metallurgy with two engineering disciplines, mining and metallurgy, the institute is one of the oldest of its kind in India. Currently it is one of the National Institutes of Technology, which have been accorded Institute of National Importance status by the National Institutes of Technology Act, 2007. National Institute of Technology, Raipur (NIT RR), upgraded from GEC Raipur in the year 2005, presently runs academic courses in 12 major disciplines in the form of graduate and post graduate courses. The Institute also inducts scholars for PhD courses. One of the biggest NIT, in the way of intake at UG level, has a legacy of more than 60 years of service to the nation.

Vision of the Institute:

To be a leader in technical and management education in India and to establish a unique identity for the development of high-quality human and knowledge resource in diverse area of technology and management.

Mission of the Institute:

To mould young students into rational thinking engineers/individuals who are motivated by a passion for professional excellence driven by human values and proactively engaged in betterment of society.

2. Preamble

- 2.1 The provisions in these regulations govern the conditions for imparting courses of instructions, conduction of examinations and evaluation of performance of students leading to Masters degree in Computer Applications programs in National Institute of Technology Raipur (NITRR).
- 2.2 This ordinance supersedes all the previous ordinances, rules and regulations and are effective from the academic year 2019-2020 onwards.
- 2.3 The medium of instruction in the Institute is English.
- 2.4 The provisions of these regulations shall also be applicable to any new discipline that will be introduced from time to time and added to the list of Academic Programme.

3. Acronyms

Acronyms	Full Form
CGPA	Cumulative Grade Point Average
CPI	Cumulative Performance Index
DAC	Departmental Academic Committee
DGC	Departmental Grievance Committee
EPR	Essential Program Requirements
ESE	End Semester Exam
FIR	First Information Report
GoI	Government of India
HOD	Head of the Department
IISC	Indian Institute of Science
IIT	Indian Institute of Technology
ISI	Indian Statistical Institute
L	Lecture
MCA	Master of Computer Applications
MHRD	Ministry of Human Resource Development
MIS	Management Information System
MOOCs	Massive Open Online Courses
MSE	Mid-Semester Exam
NA	Not Applicable
NCC	National Cadet Corps
NIMCET	NIT MCA Common Entrance Test
NIT	National Institute of Technology
NSS	National Service Scheme
OE	Open Elective
P	Laboratory
PC	Program Core
PE	Program Elective
PG	Post Graduate
PLR	Program Laboratory Requirements

PrC	Project Committee
SC	Schedule Caste
ST	Schedule Tribe
SPI	Semester Performance Index
T	Tutorial
TA	Teacher's Assessment
U.G.	Under Graduate
UFM	Unfair Means
UMC	Unfair Means Cases

4. Ordinance and Regulations (M.C.A. Programs)

4. A. Academic Programme

4. A.1. The Post Graduation Programme Master of Computer Applications.

4.B. Admission

Admissions are made on All India basis for this programme, with reservation as per Govt. of India norms. The selection criterion for admission into MCA is based on NITs MCA Entrance Test (NIMCET) or as directed by MHRD, Govt. of India from time to time. The eligibility for admission to MCA programme shall be as per guidelines of NIMCET or as directed by MHRD, Govt. of India from time to time.

4. C. Academic Calendar

- 4. C.1. The Academic Session shall commence generally in the month of July each year. Each Academic Session shall consist of two regular semesters, Autumn (Odd) and Spring (Even) apart from vacations, and mid-semester breaks, if any. Each regular semester shall normally consist of about ***eighteen (18)*** weeks including examination period.
- 4. C.2. The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- 4. C.3. The Academic Calendar, or any change therein during the session, shall require prior approval of the Senate/ Chairman, Senate.

4. D. Registration

- 4. D.1. Every student of M.C.A. program is required to be present and register at the commencement of each semester on the date fixed and notified in the Academic calendar. Registration process will have three components.
 - 4.D.1.1. Physical presence of the student on the first day of semester.
 - 4.D.1.2. Payment of semester fees including any unpaid dues of past semesters, and
 - 4.D.1.3. Getting enrolled/registered in the courses approved by the Departmental Academic Committee (DAC) of the department. Constitution of DAC/DGC is given in Annexure – I.
- 4. D.2. Percentage attendance for all students will be counted from the date of commencement of the semester, irrespective of his/her date of registration.

However, for First year students in first semester, attendance will be counted from date of admission into the Institute or date of commencement of class work, whichever is later.

4. D.3. A student who does not register on the day announced for the purpose may be permitted by Dean Academics in consideration of any compelling reasons for late registration within next one week on payment of additional late fee as prescribed by the Institute from time to time. Normally, no late registration beyond one week from the scheduled date of registration shall be allowed.
4. D.4 After registration in each semester, each student should collect a registration sheet, which indicates the courses registered by him/her in that semester, signed by the faculty advisor/Head of the Department (HOD). The student should carry this registration sheet for all the examinations in that semester. This sheet shall serve the purpose of hall ticket for appearing for the examinations in that semester.
4. D.5. Only those students will be permitted to register who have
 4. D.5.1. Cleared all the institute and hostel dues of the previous semesters,
 4. D.5.2. Paid all required fees of the current semester,
 4. D.5.3. Not been debarred from registering for a specified period on disciplinary or any other ground
 4. D.5.4. Not been struck off from the rolls of the institute.
4. D.6. Except in 1st semester the tuition fees etc. will be paid semester wise and not year wise.
4. D.7. The classes of all semesters will start from the day following the registration or any other day as decided by the institute authorities/mentioned in the Academic Calendar.
4. D.8. Students may register subject(s) (up to a maximum of 32 credits in a semester) with the concurrence of the Head of the Department under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the academic calendar. An elective course will normally be offered only if there is a minimum registration of 20 students. To accommodate faster learning, students may be allowed to register for subjects of the higher semester up to four credits, the suitability and feasibility of the same should be approved by the DAC. For registering courses of higher semester, the student should possess a CGPA of 8 or higher, without any backlog.
4. D.9. If a student finds his/her load heavy in any semester, or for any other valid reason, he/she can drop some courses within three weeks from the commencement of the class work in the semester with the written approval of his/her Faculty Advisor and Head of the Department, with an intimation to Dean-Academic. In such circumstances, the student shall not be eligible for the award of Distinction even if she/he secures a CPI of 8.5 and satisfies the other requisite criterion as per rule 4.H.9. Extra subjects registered for Honours, Audit etc. can be dropped up to start of mid-semester examination, dropping of such extra subjects will not be counted for award of Distinction/Honours. Dropping of subjects after mid-semester examination shall render the student ineligible for award of Distinction/Honours. Elective courses may normally be changed within a fortnight from the commencement of classes.

[Updated: 49th Senate Dated 27.06.2023]

4. D.10. Backlog subjects means subjects from all the previous semesters (even + odd semesters) with 'R' grade. A student can appear for supplementary examination in the backlog subject/s as and when it is conducted. In case a student fails in the supplementary examination too then he/she has to register for a backlog subject whenever it is offered. His/her previous marks/grades will be cancelled and she/he will have to attend all classes and examinations as and when they are conducted. Major changes in the time table shall not be entertained to accommodate backlog students.

[Updated: 49th Senate Dated 27.06.2023]

4. D.11. A student must register for the backlog courses first giving priority to the oldest backlogs. [The students will register by default for backlog courses being offered in a particular semester]. The maximum credits (including backlog courses) that a student can register in a semester is 32.

4. D.12. A student must declare and register in course(s), other than the stipulated ones, which he/she wishes to opt for Audit and/or for Honors at the time of semester registration activity. Approval of DAC shall be required for the subjects being opted for Honors.

[Introduced: 45th Senate Dated 25.01.2022]

4. D.13. Registration in every semester is mandatory for a student. If a student fails to register in one or more successive semester(s), then the permission for registering afresh can be accorded by the Chairman, Senate, under extraordinary circumstances provided:

(i) The student justifies the reason for the gap (not registering in one or more semester(s)) by way of presenting medical certificates, affidavit for gap period (format attached as Annexure V), other documentary evidence etc. and if the DAC of her/his department find the justification tenable and recommends to allow him to register.

(ii) The student pays the due fees of the unregistered semester(s) after the approval of the Chairman, Senate.

Such gap period shall be counted towards the maximum permissible duration for the completing the degree. Decision of Chairman, Senate, shall be final and binding on the student. If such a student fails to complete the above process, then his/her admission may be cancelled.

[Introduced: 45th Senate Dated 25.01.2022]

4. E. Structure of Programme

4. E.1. The normal duration of the course leading to MCA degree will be six semesters or three years. Medium of instruction and examination will be English.

4. E.2. Teaching scheme of a subject, in general, has Lecture (L) with one credit per period per week, Tutorial (T) and Laboratory (P) components with half credit per period per week. However, some of these components may not be present in some subjects.

4. E.3 Any change in syllabi (up to one unit of the existing) proposed by the course coordinator has to be approved by the Departmental Academic Committee (DAC). Proposing changes in the syllabi for more than a unit would be termed as Revision of syllabi. Such revisions and changes

in courses and curricula proposed by the course coordinator and recommended by DAC shall have to be placed before the Senate for its approval.

4. E.4. The structure of MCA Programmes shall have Programme Core (PC), Elective Courses (PE and OE) and Programme Laboratory Requirements (PLR) as shown in Annexure –II.
4. E.5. The Sixth Semester, being kept for fulfillment of the academic requirement, is devote for Major Project. In this Semester the major project is to be completed by the candidate in the stipulated period. The project has to be carried out in reputed industry or organization of repute. The Major project will normally be carried out outside the Institute. Under extra ordinary circumstances Dean Academics may allow a student to work in the Institute for his/her major project on the specific recommendation of DAC. Students are allowed for a semester-long project in industry/organization provided the student has no backlog.

4. F. Credit Requirements

4. F.1. Institute follows semester-based credit system of study. The prominent features of the credit system are a process of continuous evaluation of a student's progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation. A student's progress is measured by the number of credits he/she has earned, i.e. completed satisfactorily. Based on the course credits and grades obtained by the student, Performance Index is calculated. A minimum Performance Index is required to be maintained for satisfactory progress and continuation in the program. Also, a minimum number of earned credits and a minimum Performance Index should be acquired in order to qualify for the degree. Minimum earned credit requirements for the 3-year MCA programmes shall be 134.
4. F.2. Basis of Credits will be $\{L+T+P/2\}$ where L, T and P are number of Lecture, Tutorial and Practical periods respectively. Credit in a course will be a full number and if it falls to be a fractional one then that will be considered as next higher full number. A candidate can earn all the credits allotted to a semester only when he/she passes the said semester.
4. F.3. The credits for the courses in which a student has 'E' (minimum passing grade for a course) or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained R, F or W grade will not be counted towards his/her earned credits.

4. G. Grading System

4. G.1. A letter grade, corresponding to specified number of grade points, is awarded in each course for which a students is registered. Based on the sum total of marks obtained in TA, MSE and ESE, he/she will be awarded a letter grade based on his/her relative performance (w.r.t. other students) in the class of that course. The academic performance of a student shall be graded on a ten point scale. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has

earned and by the weighted Performance Index. A minimum number of credits should be acquired in order to qualify for a degree and continuation on semester basis.

- 4. G.2. The awards/grades are submitted in the Dean Academic office positively within the prescribed time limit as announced in the academic calendar after the End Term examination.
- 4. G.3. The grades to be awarded, corresponding grade points and the description of performance are listed below:

Grade	Grade Points	Performance
O	10	Outstanding
A	9	Excellent
B	8	Very Good
C	7	Good
D	6	Fair
E	5	Average
F	0	Fail
NA	--	Not Appeared in ESE
W	--	Withdrawal from the semester
R	--	Insufficient Attendance (to be repeated)
X	--	Debarred

The norms for the award of the letter grade are as follows:

- I. No student can be awarded E or better grade without securing at least 35% aggregate marks in any course, i.e. in (MSE+ESE+TA).
 - II. For award of E or better Grade, it is also mandatory that the student should secure at least 35% marks of the maximum marks awarded/scored in the End Semester examination in the course.
 - III. The class average is calculated by excluding the marks obtained by F grade students.
 - IV. Further, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in the subject.
 - NA: for "Incomplete assessment" due to non-appearance in an exam, if the student misses the End-semester examination.
 - R: for 'Insufficient attendance' in the course (that course is to be repeated).
 - W: for "Temporary withdrawal" from the Semester.
 - X: for "Debarred" on grounds of malpractices in examinations or indisciplinary behavior, etc.
- 4. G.4. An 'O' grade stands for Outstanding achievement. The 'E' grade stands for average performance representing the minimum passing grade in any course.
 - 4. G.5. The 'F' grade denotes failing in a course. A student has to repeat the courses in which he/she obtains 'F' grade, until a passing grade is obtained. 'F' grade may result in increased period of stay for completing degree requirements. No SPI will be awarded if a student has obtained one or more grade 'F' in a particular semester.

4. G.6. The student who remains absent (due to compelling reasons as mentioned in the clause 4.H. 1- (iv)) in the end semester examination will be awarded 'NA' grade. When a student gets 'NA' grade for any subject(s) during a semester, the SPI of that semester and the CPI at the end of that semester will become zero until that particular course/semester is not cleared by the student. Such student must appear in the supplementary examination to convert the 'NA' grade to any pass grade. If such a student remains absent in the supplementary examination too then he/she will be awarded 'R' grade.
4. G.7. A 'W' grade is awarded in a course where the student has opted to withdraw from the semester. Withdrawal from a course is permitted until the commencement of the mid-semester examination.
4. G.8. The 'R' grade is awarded for insufficient attendance (as mentioned under section 4. I) and student has to repeat the course during the next year whenever it is offered or later as advised by the DAC.
4. G.9. The performance of a student is evaluated in terms of two indices, viz. the Semester Performance Index (SPI) which is the Performance Index for a semester and Cumulative Performance Index (CPI) which is the Performance Index for all the completed semesters, at any point of time. The SPI is calculated on the basis of grades obtained in all courses registered for the semester. The CPI is calculated on the basis of all pass grades obtained in all completed semesters. Both SPI and CPI will be taken up to the second place of decimal without rounding off and recorded as such.

$$SPI = \frac{\sum_{\text{courses.}} (\text{Course credit} \times \text{Grade point})}{\sum_{\text{courses.}} (\text{Course credit})}$$

$$CPI = \frac{\sum_{\text{All sem. completed}} (\text{Course credit} \times \text{Grade point}) \text{ in passed courses}}{\sum_{\text{All sem. completed}} (\text{Course credit}) \text{ in passed courses}}$$

4. G.10. The CPI, SPI and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester except in final year, second semester (i.e. VIth semester of M.C.A. courses) through a grade sheet. In its place a consolidated grade sheet will be issued for final semester. This consolidated grade sheet supersedes all the earlier grade sheets.

4. H. Assessment Procedure

4. H.1. (i) The teacher's assessment would be carried out with Class tests, assignments, viva-voce, quizzes, laboratory assignments etc., being the constituent components of continuous assessment process, and a student must undergo the continuous assessment process as prescribed by the teacher/coordination committee of the subject. If due to any compelling reason (such as his/her illness, calamity in the family etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee in consultation with the concerned Head of the Department may take such steps (including the

conduct of compensatory tests/examinations) as are deemed fit. In each semester, there shall be one mid semester exam (MSE), and one end semester exam (ESE) apart from surprise tests/quizzes/assignments. Students will be permitted to appear in the examinations in only those subjects for which they have registered at the beginning of the semester. The mid semester and supplementary examinations will be conducted by the Departments as per the schedule and guidelines provided by the Academic calendar. By the mid semester examination, minimum two units of the syllabus should be completed. End Semester examination is normally conducted centrally in the Institute.

(ii) If a student fails to appear for the mid semester examination in any subject(s) due to compelling reason like serious illness of himself/herself which necessitates hospitalization/bed rest (with intimation to the institute medical officer) or a calamity in the family, he/she shall apply immediately to the Head of the Department, along with relevant certificates within one week after completion of the examinations. All such cases will be scrutinized by DAC and approved list of candidates shall be permitted for a re-examination and the period of re-examination and syllabus shall be notified by the respective Head of the Department.

(iii) Appearing in the end-semester examination in the theory and laboratory subjects is mandatory for a student. Unless exempted as stated below, if a student fails to appear for the end-semester examination, he/she shall be awarded 'F' grade in the subject. He/she can be permitted to appear for the Supplementary examinations to be conducted later, as announced in the academic calendar. In such cases, the student will be awarded only 'E' grade in-case the student gets more than 40 % marks in the Supplementary examination.

(iv) However, if a student misses the end-semester examinations due to a compelling reason like serious illness of himself/herself which necessitates hospitalization or a calamity in the family, he/she may appeal to the Dean-Academic before commencement of examination through his/her Head of the Department and Institute Medical Officer for permitting himself/herself to appear in the subsequent examination(s), when conducted next. DAC of that department may, after examining the documents and being convinced about the merit of the case, recommend permitting him/her to appear in the subsequent supplementary examination(s). In such cases, transitory grade 'NA' is temporarily awarded to the student in the subject.

4. H.2. The weightage assigned to various components of Teacher's assessment (TA) shall be announced by the concerned class teachers in the beginning of the semester. Each student, registered for a course, shall be awarded marks by the concerned teacher/faculty in-charge. The marks awarded to a student depend upon his/her performance in various examinations, laboratory works/ assignment etc. The marks awarded are to be used to award the relative letter grades, and grade point.
4. H.3. Assessment of Lecture Courses: The mid and end semester examinations are of 2 hours and 3 hours respectively. Review of question papers shall be done by the committee appointed at the departmental level. Result analysis shall be done at the Departmental Academic Committee (DAC) meeting and the same shall be reported to the Senate. The evaluation pattern for the theory courses shall be as under:

Sub-component	Weightage
TA: Class tests/ Quizzes/ Assignment/Tutorials, etc.	20 marks
Mid semester exam	30 marks
End semester exam	50 marks

4. H.4. Assessment of Laboratory Courses: The continuous assessment in a laboratory course in each semester shall be for 100 marks, with the following weightages:

Sub-component	Weightage
Continuous evaluation(TA)	40 marks
Mid-semester evaluation	20 marks
End Semester examination	40 marks

The marks for continuous evaluation may be distributed among various components like class work performance, Lab records, Quizzes, skill tests/assignments/mini projects and mid semester evaluation comprises of performance of the practical and viva-voce.

4. H.5. Project: Number of students assigned a project work should be restricted to a maximum of four. Head of each Department shall appoint a project coordinator who in consultation with the other faculty members will prepare a list of project topics to be given to the students at the beginning of semester. The project evaluation for the MCA Programme shall be carried out by a Project committee (PC) comprising, the Head of the Department or his/her nominee (Chairman), project coordinator and the project guide/s. The allocation of projects, faculty guides and tentative plan of work are to be done before the last day of class of the every semester. A mid-semester assessment and end-semester assessment will be carried out for each Part by the project coordinator and supervisor/s. The students are to be continuously assessed on their initiative, interest, effort and regularity shown during the project work and in the preparation of the project report. The project work shall be evaluated for 100 marks, with the following weightages:

Sub-component	Weightage
Periodic evaluation by Guide(TA)	40 marks
Midterm review	20 marks
End Semester viva-voce examination	40 marks

If the performance of a student is not satisfactory, he/she can be awarded 'F' grade. Such a student will be given a maximum time of three months to improve his/her performance. If the performance of such a student is not satisfactory even after the extended time period, he/she will have to repeat the project work in the next academic year. The Departments have to evolve rubrics for evaluation of Project work. The marks may be distributed among various components like selection of topic, problem statement, literature review, methodology, oral and written presentation of the work done and performance in viva-voce examination. The final evaluation of the project work will be done at the end of semester. Any conduct on the part of students with regard to plagiarism (in project report or elsewhere) will be considered as indulgence in unethical means, and will invite strict disciplinary action.

Major Project/Thesis Evaluation: At the end of the sixth semester, the MCA student shall present his/her thesis work before an evaluation committee constituted by the HoD, which will

evaluate the work and decide whether the student may be allowed to submit the thesis or whether he/she need to carry out additional work. This shall be an open presentation. A committee consisting of Programme Coordinator or his nominee (as chairman), Internal Examiner and an External Examiner shall conduct the final viva-voce examination. The External Examiner may be an expert on the topic from outside the Institute or from another department of the Institute. If the performance of a student is not satisfactory, he/she can be awarded 'F' grade In case the thesis is not accepted the candidate shall be allowed to carry our additional work and resubmit after a period of not less than three month decided by the evaluation committee.

Sub-component	Weightage
Mid Term Evaluation	100 marks
Internal	100 marks
External viva-voce	300 marks

4. H.6. (i) The final grades awarded to the students in a subject must be submitted by the teacher/Chairman, Project committee to the concerned Head of the Department. The Head of the Department shall place the grades of students in all subjects before the DAC for its consideration and recommendation. The grades recommended by the DAC shall be sent to the Examination section.

(ii) As a process of learning by students and also to ensure transparency, the answer scripts after correction of class tests, mid-semester examinations, assignments etc., will be shown to the students within the time-frame as mentioned in the Academic Calendar. The teacher/Chairman, Coordination Committee must submit the marks obtained in mid semester examinations to the Head of the Department two weeks after the end of mid semester examinations. The marks obtained in class tests/ minor tests held till that date also need to be submitted to the Head of the Department. The performance of the students in these examinations will be discussed in the DAC.

(iv) In order to ensure transparency in the evaluation of scripts of end-semester examination, those answer scripts also shall be shown to the students up to one day before the finalization of grades. Once the Grades are finalized by DAC, the student will no longer have any right to verify his/her answer scripts. The student can appeal to DGC for any arbitration within one week from the date of official publication of interim results in the Institute Website.

4. H.7. A student of the M.C.A. degree program must complete the prescribed course work with a minimum requirement of 132 credits within a maximum period of six years starting from registration of I year I Sem.

4. H.8 (i) A student is considered eligible for the award of Honors if she/he

a) has passed minimum two extra theory subjects (approved by DAC) other than the stipulated ones. The extra theory subjects should comprise of minimum six and maximum eight credits over and above the minimum credit requirement of the concerned branch.

b) has passed all the courses without securing R, X, F or W Grades during the period of study,

c) has passed all the courses without dropping any courses in any semester and

d) has passed securing a CPI of 8.5 and above.

If a department offers one or more courses beyond the minimum credit requirement, the same shall not be considered for award of honours.

(ii) A student is considered eligible for the award of First Division with Distinction if she/he has passed all the courses

a) Without securing R, X, F or W Grades during the period of study,

b) Without dropping any courses in any semester, and

c) With a CPI of 8.5 and above.

(iii) A student failing to satisfy Rule 4. H.8 (i and ii), even if he/she gets a CPI of 8.5 or more will not be eligible for the award of Distinction and will be awarded First Division only.

(iv) A student with a CPI of 6.5 and above but less than 8.5 is considered eligible for the award of First Division.

(v) A student with a CPI of 5.0 and above but less than 6.5 is considered eligible for the award of Second Division.

4. H.9 The valued answer scripts shall be preserved for a maximum period of 12 (twelve) months after publication of results. The teachers are required to send the valued answer scripts of both mid semester and end semester examinations to the examination section to preserve them.

4. I. Attendance Requirement and Absence

4. I.1. Every student must attend all theory, tutorials and practical classes in the subjects in which she/he has registered at the beginning of the semester. However, to account for constraints/unavoidable circumstances, a condonation for the shortage of attendance up to 15 % can be granted by the DAC of the concerned department.

A short fall in attendance up to a further 10% can be condoned by the Dean of Academic Affairs under satisfactory reasons. In truly exceptional circumstances, the Director may relax attendance requirements with reduction of grade, one or two steps lower, as it may be thought appropriate and recommended by a committee constituted for the purpose.

4. I.2. Students not having minimum 75 %(including condonation) attendance in any course, shall not be permitted to appear for the end semester examination in that subject and is awarded "R" Grade in that course. Such student has to register for the course in which he/she has shortage of attendance, as and when the course is offered next.

- 4. I.3 If the period of absence is for a short duration (of not more than two weeks), application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). The Head of the Department will grant such leave. During such leave period, the student will be marked as absent. Even with this leave applied, the student must satisfy at least 75 % attendance requirement to appear for end semester examination.
- 4. I.4. A student must inform the Dean (Academics) through Head of the Department immediately of any instance of continuous absence from classes.
- 4. I.5. The students will be informed of the status of attendance by the concerned course teacher at least twice in a semester. (to be listed under the duties of course coordinator/subject teacher).
- 4. I.6. A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement Department, NCC/ NSS Camps etc., shall be considered as on-duty subject to a maximum of **five days** in a semester. Prior permission from competent authority is required for availing on duty permission. The period of absence can be counted as 'present' for the computation of percentage of attendance at the end of semester.

4. J. Promotion

- 4. J.1. There are no restrictions for promotion to next semester. However, as per clause 4.D.11, a student can register for maximum of 32 credits in a semester. In case of backlog, the student must register in the backlog papers first, giving priority to the oldest backlogs. A student will be permitted to register for maximum of seven theory subjects in any semester including backlog papers.
- 4. J.2. Once a candidate has passed a semester examination, one shall NOT be permitted to reappear in that examination or part thereof with a purpose of improvement of performance in exam, such as, division, marks, grades etc.

4. K. Duration of the Programme

- 4. K.1. Normally a student has to complete all the requirements for MCA Programmes in three years (six semesters). Academically weak students who are unable to pass in some courses and have to repeat them in subsequent semesters or register for lesser number of courses in a semester on their own or as per the advice of the DAC, shall be permitted to complete all the requirements of the degree in maximum 12 consecutive semesters (six years). The same holds equally for students who have requested and been granted temporary withdrawal.

4. L. Eligibility for the Award of the Degree

- 4. L.1. A candidate shall be eligible for the award of the degree of the Master of Computer Applications (MCA) only if the candidate:

- i) Has undergone the prescribed programme of study (by registering and crediting all core, professional and Open elective subjects),
- ii) Has earned the minimum total number of credits specified in the curriculum of the relevant programme of study,
- iii) Has obtained prescribed CPI of 5.0 or above within specified maximum permissible duration,
- iv) Has no dues to the Institution, Library, Hostels, etc.,
- v) Has no disciplinary action pending against him/her.

4. M. Temporary Withdrawal

- 4. M.1. A student who is unable to attend classes for more than four weeks (twenty teaching days) in a Semester, may apply to the Dean, Academics through Convener, DAC, for withdrawal from the Semester along with supporting documents, which shall mean withdrawal from all the registered courses in the Semester. Dean Academics shall put-up such cases with his recommendations to Chairman Senate for approval, decision of the Director & Chairman Senate will be final. For Application for semester withdrawal must be made as early as possible and latest one week before the start of the End Semester Examination.
- 4. M.2. Partial withdrawal from the semester shall not be allowed.
- 4. M.3 Any application on medical grounds shall be accompanied with a medical certificate from the institute Medical Officer. A certificate from a registered medical practitioner containing the registration number may also be accepted in those cases where a student is normally residing off campus or becomes ill while away from the Institute.
- 4. M.4. A student will be permitted for semester withdrawal only twice in the entire duration of his programme.
- 4.M.5. Such a student will be awarded 'W' grade in all subjects in the semester in which temporary withdrawal is made. Such a student will have to pay semester admission and institute fee for the semester in which temporary withdrawal is made.

4. N. Permanent withdrawn

Once the admission for the year is closed, the following conditions govern for permanent withdrawn of admission:

- 4. N.1. A student, who wants to leave the institute for good, will be permitted to do so, only after clearing all the dues, if any. Also, all the fees and charges already paid by him/her will not be refunded on any account.
- 4. N.2. Those students who have received any scholarship, stipend or other forms of assistance from the institute shall repay all such amounts.

4. N.3. The decision of the Director and Chairman, Senate regarding all aspects of withdrawal of student shall be final and binding.

4. O. Faculty Advisor

4. O.1. To help the students in planning their courses of study and to render general advice regarding either the academic programme or any other activity, the Head of the Department concerned, will assign every year, a certain number of students from the first year to a faculty member who will be called Faculty Adviser. The set of students thus assigned will continue to be under the guidance of this Faculty Adviser till they complete the programme or replaced by the HOD.

4. P. Course Evaluation by the students (Feedback)

4. P.1 Every course run in a semester is evaluated on the basis of feedback received from the students registered in that course. During the last week of a semester, the students shall give their feedback on the courses studied by them during the semester. The feedback system shall be computerized and coordinated by the MIS personnel. The compiled feedback reports shall be forwarded by the MIS personnel to the concerned Head of the Department who will scrutinize the same and may take appropriate steps to enhance the quality of teaching of the courses. If the feedback belongs to a subject handled by the Head of the Department, then the same shall be scrutinized by the Dean (Academics). Results will be withheld for those students who have not submitted the feedback.

4.Q. Credit Transfer and Online (MOOC) courses

4.Q.1. Within the broad framework of these regulations, Dean Academics on the recommendation of the concerned DAC may permit students to earn part of the credit requirements in other institutes of repute and status in the country or abroad.

4.Q.2 Students can register for online (MOOC) courses against an elective (PE and/or OE) as per the approved scheme of the program based on the recommendation of DAC and approval of the Head of the Department. Credits will be earned only when such courses are of minimum 40 hours duration. The online (MOOC) courses must be from renowned sources and recognized by the respective DAC. The assessment of online/MOOC courses shall be carried out at the institute. The DAC will appoint a faculty to guide and evaluate such student. Also, the supplementary examination for online/MOOC courses, if necessary, will be conducted by the associated faculty with the permission of DAC.

[Updated: 50th Senate Dated 29.09.2023]

4.R Rules to Deal with Academic Malpractices and Misconduct

4.R.1 Every student of the institute is expected to maintain highest level of integrity and honesty in academics befitting the student of an institute of national importance. Rules to deal with unfair means (UFM) adopted by a student is given in Annexure –III.

4.R.2 Any misconduct not related to academics or not covered under UFM rules, will be dealt by the institute and the corresponding punishment pertaining to academics will be binding on the student.

4.S Power to Modify

4.S.1 Notwithstanding all that has been stated above, the senate of the institute, has the right to modify any or all the above rules and regulations from time to time.

4.S.2 In emergency situations, the Director in capacity of the Chairman Senate, can exercise powers of the Senate and discharge the functions of the Senate. Such decisions must be reported to the Senate in its next meeting

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CONSTITUTION & FUNCTIONING OF DEPARTMENTAL ACADEMIC COMMITTEE (DAC)

CONSTITUTION

- Chairperson - Ex officio Head of the department
- Convener - Any faculty member of department nominated by Chairperson
- Member
- i) Three faculty members of the department preferably senior faculty of the department.
 - ii) One faculty member from outside the department.
- Student Member - One student from pre final year with good academic record.
- External Member - One from other NIT/IIT/IISC/ISI/Reputed Institute and one from Field/Industry

- Members from the department may be less than three, in case three faculty members are not available in the department.
- All the members of the committee will be nominated by the head of the department in consultation with the faculty members.
- Chairperson may invite any other faculty member in a particular meeting as a invitee member, if need rises.
- In a meeting, where matter is related to PG course, one senior faculty member of the concerned specialization should be called in the meeting as a invitee member.
- Two separate panels of external members should be prepared, one from academic institute & others from field/industries. Any one member from each of these panels may be called as per need.
- External members will only be called in case of introduction/removal/modification of the courses and development of the course.
- Students may not be allowed in a meeting of confidential nature.

QUORUM

Convener and Chairperson of DAC will make every efforts so that all members attend the meeting. However, to hold the meeting quorum will be 2/3rd of due members.

FUNCTIONS

1. To monitor the conduct of all courses of the department including PG courses (if any).

2. To ensure & suggest suitable measures for academic excellence of the courses offered by the department.
3. To develop the curriculum (syllabus, scheme) for the UG and PG courses offered by the department and recommend the same to the Senate. To propose modification in the existing ordinance, if necessary.
4. To propose new courses or closer of existing courses.
5. To recommend the semester result to Dean(Academic) for declaration.
6. To take up any responsibility or function assigned by the senate.
7. Committee may recommend any academic matter for its inclusion in the senate meeting.
8. To obtain feedback of the performance appraisal of the course instructor from the students in the prescribed format.

TENURE OF THE COMMITTEE

The tenure of members will be of two years.

DUTIES/RESPONSIBILITIES OF THE CHAIRPERSON

1. To nominate convener and all members of the committee and send the names to Dean (Academic).
2. To ensure that the meeting of the committee is called regularly and recommendation of the committee are complied with after approval of competent authority.

DUTIES/RESPONSIBILITIES OF THE CONVENER

1. To call the meeting at least once in a calendar month and whenever necessity arises.
2. To call the meeting immediately after the semester result is prepared for recommending it for declaration.
3. To document the minutes of the meeting and communicate recommendations to Dean (Academic) through Chairperson.

CONSTITUTION & FUNCTIONING OF DEPARTMENTAL GRIEVANCE COMMITTEE (DGC)

Applicable for all degree awarding departments

CONSTITUTION

- Chairperson - Ex officio Head of the department
- Convener - Convener of DAC will be the convener of Grievance Committee
- Member
- i) Three faculty members of the department who are member of DAC from department.
 - ii) One faculty member from outside the department, who is member of DAC.

- Members from the department may be less than three, in case three faculty members are not available in the department.
- All the members of the committee will be nominated by the head of the department in consultation with the faculty members.
- Chairperson may invite any other faculty member in a particular meeting as a invitee member, if need rises.
- In a meeting, where matter is related to PG course, one senior faculty member of the concerned specialization should be called in the meeting as a invitee member.

QUORUM

Convener and Chairperson of Grievances Committee will make every efforts so that all members attend the meeting. However, to hold the meeting quorum will be 2/3rd of due members.

FUNCTIONS

1. To receive issues and grievances/complaints in writing from the students regarding shortage of attendance, admission, detention, examination and other academic activities and make recommendation suitably.
2. To receive grievances/complaints in writing from the students regarding anomaly in award of marks/grades due to bias, victimization erratic evaluation etc. and redress the complaints.
3. To interact with the concerned course teacher/question paper setter and student separately in the case of complaints as mentioned in point no. 2 above. Finally suitable recommendation shall be

TENURE OF THE COMMITTEE

The tenure of members will be of two years.

DUTIES/RESPONSIBILITIES OF THE CHAIRPERSON

1. To nominate convener and all members of the committee and send the names to Dean (Academic).
2. To ensure that the meeting of the committee is called regularly and recommendation of the committee are complied with after approval of competent authority.

DUTIES/RESPONSIBILITIES OF THE CONVENER

1. To call the meeting whenever necessity arises.
2. To document the minutes of the meeting and communicate recommendations to Dean (Academic) through Chairperson.

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Program Structure

The structure of M.C.A. Programmes shall have Essential Program Requirements (EPR), Programme Core (PC), Elective Courses (PE and OE) and Programme Laboratory Requirements (PLR) as follows:

Essential Program Requirements:

S. No.	Course Name	No. of Courses	Max. Credits
1.	Mathematics	03	12
2.	Communication Skills	01	02
3.	Communication Skill Lab	02	04
4.	<i>Minor Project Work</i>	01	04
5.	<i>Major Project Work</i>	01	20
	Total	08	42

* Including Lab

Branch Specific

Programme Core Requirements (PCR):

Number of Core courses: 14

Number of credits: 56

Elective Course Requirements:

Number of Programme electives (PE): 4

Number of Credits for Programme Electives: 12

Number of Open electives (OE): 2

Number of Credits for Open Electives: 6

Programme Laboratory Requirements (PLR):

Number of Programme Laboratories: 09

Number of Credits: 18

Number of Project: 02

Number of Credit for Minor Project: 04

Credit Point for Major Project: 20

The above distribution of the EPR, PCR, PE, OE and PLR can be modified with the approval of the Senate.

PROCESS AND REGULATIONS FOR UNFAIR MEANS CASES

Standard operating procedure for dealing with cases of unfair means:-

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The UFM Committee appointed by the Institute shall after giving a personal hearing recommend the penalty, if any, to be imposed on the candidate. If the candidate fails to turn up before the committee for personal hearing, the committee shall be entitled to decide the case on basis of record and recommend penalty, if any, to be imposed without giving any further opportunity of hearing.

Formation of UFM Committee:

There will be four members in UFM committee including chairperson. Chairperson and Members will be recommended by the Prof (I/c) Examinations and Dean Academics and approved by the Director. Term for the chairperson and member will be for two years. Director may change or increase the term of any member of the committee.

(a) Procedure for booking of cases of use of Unfair Means at the examination centre:

1. Issuance of Second Answer Sheet. As soon as any case of unfair means comes to the notice of the Superintendent/ Invigilator of the examination center he/she shall take possession of the Answer Sheet of the candidate along with paper or other material found in his/her possession and provide the candidate with a second Answer Sheet immediately. On the top of the Answer Sheet it should be super scribed "Second Answer Sheet". The Superintendent shall record on the first Answer Sheet the time when the case was brought to his/her notice. He/She shall also record the time on the second Answer Sheet when it was issued to the candidate.
2. Explanation of the Candidate. While issuing the second Answer Sheet the candidate shall be asked by the Centre Superintendent to submit his/her explanation in writing. In case the candidate refuses to give his/her statement, he/she should not be forced to do so, only the fact of his/her refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Superintendent.
3. Statement of the Invigilator. The Invigilator, who detects the use of UFM by a candidate, shall also record his/her statement which shall be verified and signed by the Centre Superintendent. The statement of invigilator should clearly indicate the details of incident.
4. Material found from the candidate. As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Sheet duly signed by the Invigilator and Centre Superintendent.

5. Procedure to be followed in case of smuggling out an Answer Sheet. In case a candidate has smuggled out an answer Sheet, the Centre Superintendent should call for the candidate directly and try to secure the Answer Sheet. In case of non-availability of the Answer Sheet, the matter should be reported to the police and a copy of the FIR be sent to the office of Controller of Examination along with the statement of the Invigilator present in the room and also of the candidate. The statement of the peon/police constable etc., if any, should also be forwarded.
6. Other Cases of Unfair Means
- a) Impersonation. In case of impersonation, the Centre Superintendent should send to the Controller of Examination, the statement of the person found to be impersonating, the Invigilator/s and the real candidate, if possible. He/She may also report the matter to the police and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case.
- b) Misconduct. In case of misconduct by a student, the punishment / penalty will become serious. In case of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the peon/policeman concerned may be obtained and sent to the office of the Controller of Examination.
7. Documents Required to be Sent in UFM Cases. All cases of UFM should be recorded in the prescribed form for reporting UFM cases as given in Annexure - A. The form shall be accompanied by the following documents:-
- a) First and/or second Answer Sheets
 - b) Explanation of the candidate
 - c) Statement of the Invigilator
 - d) Incriminating material found from the student
8. Submission of Unfair means cases. A separate sealed cover should be sent to the office of Controller of Examination along with the prescribed Performa in each case booked daily under UFM with a covering Performa generated by MIS.

List of penalties for different types of cases under UFM.

Category of offence	Offence(s)	Penalty
A	Recovered material not related to the subject or found writing something on the question paper,	Issue of warning not to repeat the same
B	<p>Relevant material written by the candidate on any part of body, wall, door of the room, table/ desk, other devices used by the candidate.</p> <p>OR</p> <p>Recovered matter related to the subject found on person of the candidate whether used or not used for writing answer(s)</p> <p>OR</p> <p>The candidate is copying from copy of other candidate and/or helping others to copy</p> <p>OR</p> <p>Carrying electronic gadgets in the examination hall which are not explicitly allowed</p> <p>OR</p> <p>Candidate is caught with a material which he/she has chewed or swallowed or torn into pieces and the candidate refuses to sign the documents</p> <p>OR</p> <p>Replacement of Answer Sheet, exchange of Answer Sheet with other student, addition of extra pages in the Answer Sheet, smuggling of Answer Sheet/pages,</p>	<p>Award of F grade in the concerned paper of current examination.</p> <p>If the current examination happens to be the supplementary exam then F grade will imply R grade.</p>
C	Manhandling with staff on duty or creating disturbance in the examination hall/center.	Award of F grade in all the subjects in the current examination. If the current examination happens to be the supplementary exam then F grade will imply R grade.
D	<p>Carrying the answer sheet away from the examination hall.</p> <p>OR</p>	Award of R grade in all the subjects in the current examination and debarring for immediate next semester from academic activities. The

	Impersonation	period for which the student is debarred, would be considered for calculating the maximum stipulated time (seven years) for completing the program.
E	Two times indulgence in UFM as per category B, C and D above.	Award of R grade in all the subjects in the current examination and debarring for immediate next semester from academic activities. The period for which the student is debarred, would be considered for calculating the maximum stipulated time (seven years) for completing the program.
F	More than two times indulgence in UFM as per category B,C and D above.	Award of R grade in all the subjects in the current examination and debarring from the Institute for a period of one and a half years. The period for which the student is debarred, would be considered for calculating the maximum stipulated time (seven years) for completing the program.

Aggrieved by the decision of the Standing Committee on Unfair Means Cases, a candidate may make a representation addressed to the Director along with the prescribed fee of Rs. 5000/- for reconsideration of his/her case. The Director may refer the matter to the Appellate Committee to be constituted for the purpose for reconsideration. The decision of the Appellate Committee once approved by the Director shall be final and binding on the candidate.

IMPORTANT NOTES:

- I. The fact that a particular roll no. was booked as UMC should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Sheet to the Controller of Examination through MIS.
- II. Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers.

- III. Candidates can be physically searched by the Centre Superintendent / Invigilators / Member of the team of Observers deputed by Examination Division before or during the examination at any time except that a female candidate should be searched by a female member only.
- IV. Normally when a candidate goes out to toilet the invigilators must ensure that the Answer Sheet and Question Paper of the candidate has been left behind on his/her seat in the examination hall.
- V. At the end of the examination no candidate should be allowed to leave the room till all the scripts are collected, counted and found correct. If a candidate forces his/her way out with the answer script, the complete statement explaining the circumstances under which the candidate has left with the script should be made out. In no case this provision should be used to cover up the loss of Answer Sheet. The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Sheet as also efforts made to recover the Answer Sheet.

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Annexure IV

[Introduced: 45th Senate Dated 25.01.2022]

The following criteria is approved for the award of medals and preparation of the merit list under CBCS scheme for MCA.

1. Award of Medal

The Gold Medal will be awarded to an outgoing student of MCA program who has scored the highest CPI at the end of the sixth semester amongst all the outgoing students of MCA and who additionally fulfills all the following conditions: -

1. The student must have completed the degree in the stipulated time. The stipulated time for completing the MCA degree is three years.
2. The student has never been awarded “F”, “X”, “R” or “W” grades in any subject and has not dropped any subject in any semester during the entire tenure of the degree.
3. The student has scored a CPI of 6.5 or higher.

The **Silver Medal** will be awarded to an outgoing student of MCA who has scored second highest CPI (next lesser CPI than the highest) who mandatorily fulfills the above-mentioned conditions additionally.

2. Resolution of tie while awarding medals

In case of a tie of the CPI score for the award of medal, the student who has earned more credits (than the stipulated credits) amongst the tied cases shall be given the medal. In case the tie still remains unresolved, then the third digit of the CPI will be considered to decide the highest CPI. The medal, then, shall be awarded to the outgoing student having Highest CPI considering the third digit after decimal. If the tie in CPI cannot be resolved with above two methods, then the medal shall be awarded to each student involved in the tie.

3. Preparation of Merit List

A merit list comprising of top 10 scorers arranged in descending order from the highest CPI scored who have: -

- (i) Never been awarded “F”, “R”, “X” and/or “W” grades in any subject; and
- (ii) Never dropped any subject,

till the semester under consideration, shall be published after the final result of each semester is declared for MCA programme under CBCS.

For resolution of tie in merit list, the procedure defined in point 2 of this annexure will be applicable.

Annexure V

[Introduced: 45th Senate Dated 25.01.2022]

AFFIDAVIT FOR GAP PERIOD

I, _____ S/o _____, and
resident of _____

_____ do hereby solemnly state & affirm as under:-

(1) That I am a resident of above said address.

(2) That I have passed /appeared in _____ semester in the Autumn / Spring
semester in the year _____ in _____ (Branch)

(3) That I have not joined/admitted in any School/College/Institution during the period in
which I have not registered and studied in _____ Semester(s) at NIT Raipur.

(4) That the reason(s) for my not registering in aforementioned semester(s) is /are

_____. (mention the Reason(s) clearly)

(5) That there is a GAP in my studies from _____ to _____.

(6) That during this period I was not involved in any illegal activity and that no
Criminal case is pending against me in any court of law.

Deponent (Student)

Verification:-

Verified that the contents of my above said affidavit are true and correct to the best of my knowledge
and belief and nothing has been concealed or misrepresented therein. In case the above facts are
found in correct at any stage then my admission can be cancelled by the Institute.

Date: _____

Place: _____

Witness

(1)

(2)

Deponent (Student)

Categorization of Additional Subjects

The addition of audit courses to already existing structure of subjects categorized as Essential Programme requirements, Core, Programme Electives and Open Electives has been approved.

The additional subjects will be categorized into the following three categories and shall be denoted with the abbreviations mentioned below at the end of the name of the respective course in grade sheet:

1. Audit courses (AD)
2. Additional subjects for earning Honors (HON)

For Audit subjects, the following is proposed:

A student can audit course(s) other than those specified for his/her current semester, provided:

- a. Maximum credit opted by the student do not exceed 30.
- b. The student declares to audit course(s) at the time of semester/course registration activity as per academic calendar in consultation with faculty advisor/Head.
- c. The student appears in the mid semester examination and secures at-least 35 percent marks in it, and
- d. The student attends the classes regularly and is not awarded a “R” grade by the subject teacher.

Audit subjects are not required to be passed and a student may not appear in the end semester examination, however, in case a student fails to secure 35 percent marks in the mid semester examination and/or is awarded an “R” grade by the subject teacher, then the course will not be considered as audited and shall not be mentioned as audited in the grade sheet.

If a student (who secures at-least 35 percent in mid-semester examination of the audited course and is not awarded “R” grade by the subject teacher) opts to appear in the end semester examination of the audited course, then she/he will be awarded grades, however, the grades obtained for the audited subject shall not be counted to calculate the SPI/CPI and in no case shall be considered for award of honors. The audited course(s)/subject(s) and the grade(s) obtained (if any) shall be mentioned in the grade sheet with notation “AD” at the end of “Course name”.