APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

(A State Government University)

Bachelor of Computer Application (Hons.)
Academic Regulations, 2024

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Bachelor of Computer Application (Honours)

[BCA (Hons.)]

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The A P J Abdul Kalam Technological University

Bachelor of Computer Application (Honours) Academic Regulations, 2024

Preamble: In exercise of the powers conferred under sub-section (1) of section 46 of the A P J Abdul Kalam Technological University Act, 2015, the Academic Council hereby frames the A P J Abdul Kalam Technological University Bachelor of Computer Application (Honours) Academic Regulations, 2024.

1. Short Title - These Regulations may be called "The A P J Abdul Kalam Technological University Bachelor of Computer Application (Honours) Academic Regulations, 2024.".

2. Commencement- These Regulations shall come into force from the academic year 2024-2025.

3. Application- These Regulations shall apply to students admitted to colleges affiliated to the University other than autonomous colleges from the academic year 2024-25.

4. Definitions-

(1) For the purposes of these Regulations*, -*

    (a) 'Act' means the APJ Abdul Kalam Technological University Act, 2015 (17 of 2015);

    (b) 'Academic Calendar' means the official schedule set by the University, detailing the commencement and conclusion of classes, examinations, and events for an academic year;

    (c) 'Academic Council' means the Academic Council of the University constituted in accordance with the provisions of the Act;

    (d) 'Academic Year' means the academic cycle consisting of an Odd semester, an Even semester, and a Summer semester;

    (e) 'AICTE' means the All India Council for Technical Education constituted under the All India Council for Technical Education Act, 1987;

    (f) 'BoG' means the Board of Governors of the University;

    (g) 'BoS' means the Board of Studies constituted by the University in accordance with Act and First Statutes of the University;

    (h) 'BCA (Hons.) Degree Programme' means a programme leading to the award of a Bachelor of Computer Application (Honours) Degree by the University;

    (i) 'CGPA' means Cumulative Grade Point Average;

    (j) 'CIE' means Continuous Internal Evaluation which is assessed for every student for every course during the semester.

(k) 'Course' means a theory, project, or practical subject that is normally included in the curriculum for study for a BCA (Hons.) Programme;

(l) 'ESE' means the End Semester Examination which is conducted by the University/ affiliated college at the End of the Semester for all the courses of that semester as per the curriculum of study for the BCA (Hons.) Programme;

(m) 'First Statutes' means the APJ Abdul Kalam Technological University First Statues, 2020;

(n) 'Grade Card' means the certificate issued to each candidate generally containing course code, course title, grade and grade points along with SGPA of that semester;

(o) 'Regulations' means the A P J Abdul Kalam Technological University Bachelor of Computer Application (Honours) Academic Regulations, 2024;

(p) 'SGPA' means the Semester Grade Point Average;

(q) 'Syndicate' means the Syndicate of the University constituted in accordance with the provisions of the Act;

(r) 'UGC' means the University Grants Commission constituted under the University Grants Commission Act 1956;

(s) 'University' means the A P J Abdul Kalam Technological University;

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

1. General	
R 1.1	The provisions contained in these regulations shall govern the policies and procedures for the admission and registration of students to BCA (Hons.) Programme in affiliated colleges other than autonomous colleges, imparting instruction for course, conduct of the examination, evaluation, certification of student's performance leading to the award of BCA (Hons.) Degree.
R 1.2	The University shall have the authority to modify the regulations from time to time.
R 1.3	These regulations, and any amendments thereto issued from time to time, shall be binding on all parties concerned, including students, faculty, staff, and the managements of colleges affiliated with the university other than autonomous colleges from the academic year 2024-2025 onwards.

R 1.4	These regulations shall be applicable to any new BCA (Hons.) programme(s) that may be introduced in future.
R 1.5	In all matters contained in these Regulations, the decision of the University as recommended by the Academic Council and the Syndicate and approved by the BoG, shall be final.

2. Admission	
R 2.1	Admission policies, eligibility criteria for admissions to affiliated colleges, and procedures for admission shall be determined by the Government/University and the appropriate statutory/regulatory authorities.
R 2.2	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BoG.
R 2.3	A student admitted to a particular institute shall continue their studies at that institute until the completion of the programme, unless granted an inter-college transfer in accordance with R. 16 of this Regulation.

3. Structure of BCA (Hons.) Programme	
R 3.1	The duration of the BCA (Hons.) Programme shall be 4 years (8 semesters).
R 3.2	*Credit Requirements:* In order to complete the 4-Year BCA (Hons.) Programme, students must earn a total of 170 credits. This comprises: i. 167 credits from academic coursework. ii. 3 credits from student activities, as per the guidelines defined by the University.
R 3.3	*Academic Year Structure:* *Semesters:* Every academic year is structured to include: an Odd semester, an Even semester, and a Summer semester. The Summer semester, typically scheduled during the months of May and June, provides students with the opportunity to engage in internships or pursue additional skill courses to enhance their academic and professional development.

	Minimum Working Days: • Each semester shall have a minimum of 90 working days out of which 65 days shall be instructional days. • In the event that holidays are declared by the district collector or the state government, the institutions are required to reschedule the lost instructional days within the same semester, including Saturdays, to ensure the timely completion of the syllabus.
R 3.4	***Academic Calendar:*** The dates of major academic activities shall be published in the Academic Calendar. The academic activities in a semester shall normally include the following: • Commencement and completion of the semester • Semester enrolment dates • Course selection and mapping dates • University exam registration dates • Schedule of Internal examinations • Date of publishing of attendance and internal marks • Schedule of End Semester examinations • Dates of Extra/Co-curricular activities. • Submission of Student activity points • Dates of Internal and External academic audit • Internship dates/Vacation dates.
R 3.5	***Timely Completion of Portal-Related Activities:*** i. Colleges are required to strictly adhere to the prescribed timelines set by the University for all portal-related activities. ii. To prevent technical issues that may arise from last-minute actions, colleges must ensure that all required data and activities are submitted and completed within the specified timeframe. iii. The Principals of all colleges are responsible for ensuring that portal activities are completed on time, in accordance with the deadlines provided by the University.
R 3.6	BCA (Hons.) Programme shall have a curriculum and syllabi for its courses, approved by the Academic Council, with subsequent reporting to the Syndicate and the Board of Governors.

R 3.7	*Curriculum:* A curriculum refers to a structured and prescribed list of courses within a programme, organized in a specific format. It outlines the academic pathway for a particular programme and includes courses categorized under various heads, such as Programme Core, Programme Elective, Project Based Learning, Ability Enhancement Course, Multi-Disciplinary Course, Value Added Course and Skill Enhancement Course. This structured approach ensures that students receive a comprehensive education, covering essential courses/subjects while also providing options for specialized study within their chosen field. *Course:* Course refers to a specific subject, typically identified by its course number and course title, with a defined syllabus. It encompasses theory subjects, practical subjects, mini projects, or main project that are normally included in the curriculum. Each course is assigned specific credits and learning outcomes, contributing to the overall academic requirements for the successful completion of the BCA (Hons.) Programme.
R 3.8	*Syllabus:* A syllabus is a comprehensive document that outlines the learning objectives, content, and structure of a specific course. It includes essential details such as the course title, course code, course type, and delivery modes—Teaching Hours/Week (L-T-P-R). Additionally, it specifies the credits assigned to the course, Continuous Internal Evaluation (CIE) Marks, End Semester Examination (ESE) Marks, exam duration, and prerequisites. The syllabus also provides the course objectives, expected course outcomes (CO), CO-Programme Outcome (PO) mapping, prescribed textbooks, reference materials, assessment patterns, and question paper format (where applicable). This document serves as a guide for both students and instructors, detailing the learning expectations and assessment methods for the course.
R 3.9	*Syllabus Revision and Updates:* i. The syllabus for any course shall typically be updated once in every four years. However, innovative elective courses, open electives, industry-linked electives, and industry-linked minors may be introduced as needed.

	ii. The syllabus of any course offered in the curriculum can be modified or updated based on technological changes and emerging requirements. In any case, the modifications to core courses shall not exceed 30%. iii. All syllabus revisions shall be made exclusively on the recommendations of the relevant Board of Studies (BoS) and are subject to the approval of the Academic Council, with subsequent reporting to the Syndicate and the Board of Governors.

R 3.10	*Credit System:* The academic programmes of the University are structured on a credit system. The curriculum for the BCA (Hons.) Programme shall comprise a total of 170 credits, which includes 167 academic credits and 3 mandatory student activity-based credits. The general credit allocation pattern is as follows:	
	1 Hour of Lecture (L) per week	1 credit
	1 Hour of Tutorial (T) per week	1 credit
	2 Hours of Practical (P)/Project (R) per week	1 credit
	3 to 4 Hours of Seminar (S)/Practical (P)/Project (R) per week	2 credits

R 3.11	Credits shall be awarded for all courses listed in the curriculum. Courses in the curriculum are classified into 1, 2, 3, 4 or 6 credit courses based on the chosen content delivery method and the desired depth of the course. The delivery methods include Theory only, Theory with Tutorial, Theory with Lab/Practice, Theory with Project, Lab only and Massive Open Online Courses (MOOC). The L-T-P-R notation for each course signifies the allocation of hours for content delivery in terms of Lecture (L), Tutorial (T), Practical (P), and Project (R) per week.

R 3.12	*Self-Study Hours (SS):* In addition to lecture, tutorial, practical/practice, and project hours, the curriculum includes Self Study Hours. Self-Study Hours refer to the time students are expected to dedicate to independent learning activities outside of scheduled classroom instruction. These activities may include reviewing lecture notes, completing assignments, engaging in further reading, practicing problems, or working on projects without direct guidance from instructors or tutors. The Self Study Hours per week for each course are calculated as: $$\textbf{\textit{SS Hours= 1.5 L + 0.5 T + 0.5 P + R}}$$

	Each course within the BCA (Hons.) Programme shall be categorized as outlined in the table below.		
	Sl. No.	**Category**	**Code**	**Breakup of Credits**
R 3.13	1	Programme Core Course	PCC	69
	2	Programme Elective Course	PEC	24
	3	Programme Core Lab	PCL	16
	4	Project Based Learning	PBL	16
	5	Programme Core Project	PCP	18
	6	Ability Enhancement Course	AEC	17
	7	Multi-Disciplinary Course	MDC	4
	8	Value Added Course	VAC	2
	9	Skill Enhancement Course	SEC	1
	Total Academic Credits			*167*
	Mandatory Student Activities (MSA)			3
	Total Credits			**170**

R 3.14	Programme Core (PC) Courses are courses directly relevant to the BCA (Hons.) field of study. These core courses must be mandatorily taken by the student to fulfil the requirements of the programme and include both theory-only and lab-only courses.
R 3.15	Project-Based Learning (PBL) is integrated into the curriculum with specific courses designed to focus on project-based activities. These projects shall align with the course objectives and learning outcomes. Students are required to undertake project(s) related to the course in consultation with the faculty concerned and complete the project(s) within the semester. The optimal size for a project group shall be four members. The curriculum includes four project-based courses.
R 3.16	For Project-Based Learning courses, two hours of practical and two hours for project per week is included in the curriculum. Students can use these hours to practice the technologies and develop the project(s). For the assessment and evaluation of projects,

	faculty members shall be assigned in a ratio of one faculty member for every twenty students.
R 3.17	A Programme Elective (PE) course refers to a course that students can select from a specified set of options which includes the emerging and specialized courses in the field of Computer Applications.
R 3.18	A minimum enrolment of 15 students is required to offer a Programme Elective course. However, this requirement does not apply if the total number of students admitted to the programme is less than 15.
R 3.19	Students are not permitted to change the PE courses chosen in a semester after completing the exam registration on the KTU Portal.
R 3.20	*Programme Elective (PE) Course Change for Students with FE Status:* Students who have been assigned an FE grade in a Programme Elective course are eligible to request a course change if their originally registered elective is no longer offered to the junior batch at their institute. Options for the Student: i. Alternate Elective Course: The student may choose to register for an alternate elective course that is available and offered to the current batch. ii. Continuation of Previously Registered Elective: The student may opt to continue with the previously registered elective course, even if it is not offered to the current batch. In such cases, the college shall make the necessary arrangements to enable the student to complete the course. The principal must secure prior approval from the university before allowing a change in the elective course.
R 3.21	*Elective Course Change After the Normal Programme Duration:* Students who have not successfully completed an elective course within the normal programme duration of eight semesters shall be permitted to change their elective course. In such cases, students can register for an alternative elective within the same elective basket, provided the college is willing to offer that course. Any change in elective course must be approved by both the college and the university.
R 3.22	Skill Enhancement Courses (SEC) are designed to equip students with additional tools, techniques, and expertise that complement their core curriculum. These courses

	aim to enhance the overall skill set of students, making them better prepared to meet the evolving demands of the professional world.

R 3.23	*Maximum Credit Registration in a Semester*
	
	i. General Credit Limit:
	     The maximum number of credits a student can register for in a semester is limited to 10 credits in excess of the total mandatory credits allotted in the curriculum for that semester.
	
	ii. Exemption for Scheme Migration and Inter-University Transfer Students:
	     There shall be no credit limit for scheme migration students and inter-university transfer students when registering for transitory courses identified by the Board of Studies.

R 3.24	*Course Pre-Requisites:* For certain courses, students are required to have prior knowledge or expertise. To register for these courses, students may need to have studied specific courses or earned credits in relevant courses. In such instances, the Board of Studies shall clearly outline and specify these course pre-requisites in the curriculum and syllabus to ensure that students are adequately prepared for advanced learning.
R 3.25	The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English.

4. Maximum Duration for the Completion of BCA (Hons.) Programme

R 4.1	i. Additional Grace Period:
	     If a student has backlog courses remaining after the normal course duration of four years, the student will be permitted an additional grace period of two years to complete all courses and credit requirements specified in the curriculum.
	
	ii. Automatic Cancellation:
	     After this period, the student's registration will be automatically cancelled unless an extension is granted by the university. No separate intimation regarding this cancellation will be sent to the student.
	
	iii. At the end of the programme duration permitted by the university, students will no longer be able to register for courses or exams on the KTU portal. However,

	they may still apply for certificates, result revaluation, cancellation/migration, and engage in other portal activities permitted by the university.
	5. Academic Mentoring and Student Support
R 5.1	*Advisory System: Senior Faculty Advisor (SFA) and Faculty Advisors (FAs)* i. Each class shall be assigned a dedicated SFA and multiple FAs to provide focused guidance to students. ii. The Principal, in consultation with the Head of the Department (HoD), shall designate a regular faculty member with a minimum of five years teaching experience as the SFA. To ensure optimal attention, an SFA shall be assigned to only one class. iii. Each FA shall be responsible for overseeing the academic progress, well-being, and guidance of 25 to 35 students within their assigned class. iv. Faculty members with less than five years of experience may be appointed as SFA only if more experienced faculty members are not available within the department. v. If there are insufficient faculty members to serve as Faculty Advisors (FAs), faculty from Science or Humanities disciplines may also be considered for these positions to ensure adequate support and guidance for students. vi. Regular communication with the parents of students regarding progress in academic matters and other general issues shall be the responsibility of the SFA/FA.
R 5.2	The documents concerning all curricular and co-curricular matters of students under an advisory group shall be maintained under the custody of the SFA or FA.

R 5.3	***Communication Protocol for Student and Parent Requests:*** i. Students and parents are required to seek advice, clarifications, and permissions regarding academic matters from their SFA or FA. ii. All requests or applications from individual students or parents to college or university administrators must first be reviewed and recommended by their SFA or FA. iii. The institution is responsible for providing the necessary guidance, clarifications, and advice to students and parents in accordance with the prevailing academic regulations. iv. The SFA shall organize separate or combined meetings with advisors, course faculty, parents, and students to discuss students' academic progress and provide guidance on academic, non-academic, and personal issues.
R 5.4	***Course Faculty:*** Major Responsibilities: i. Compliance with Regulations: The course faculty shall adhere to all regulations and syllabus requirements related to the teaching of the course and the evaluation of students. ii. Record Maintenance: The course faculty is responsible for maintaining all relevant records of the course, including answer books, attendance, and other essential documents of the students enrolled in the course. iii. Conduct of Classes: The faculty shall conduct classes according to the University Academic Calendar and the teaching/learning timetable issued by the Head of Department. iv. Course and Evaluation Plan Distribution: The course faculty shall provide a course plan and evaluation plan, including course objectives and background materials, to all students within the first week of the semester. v. Evaluation Plan Preparation: The faculty shall develop a detailed evaluation plan that outlines how students' performance will be assessed throughout the course. vi. Documentation and Communication of Performance: The course faculty is responsible for documenting student performance and ensuring timely communication of results to students, including posting results on notice boards as stipulated by the University's regulations.

	vii. Reporting to HOD: The faculty shall report monthly to the HOD on cases of poor academic performance or low attendance, which may result in a 'FE' grade at the end of the semester.

R 5.5	***Class Committee and Class PTA Meetings***
	
	i. Class Committee Formation:
	    • For every class, a class committee shall be constituted by the Head of the Department, as given below:
	        ▪ Chairperson: Senior Faculty Advisor
	        ▪ Faculty Members- A senior faculty member who is generally not teaching that particular class, along with the Faculty Advisors.
	        ▪ Student members: A minimum of eight student representative from all genders.
	
	ii. Class Committee Meetings:
	    • The class committee shall convene at least twice during the semester to:
	        ▪ Interact and express opinions and suggestions to improve the effectiveness of the teaching-learning process.
	        ▪ Analyze the performance of the students in assessments and discuss ways to address any problems.
	        ▪ Discuss other problems faced by the students in classrooms, laboratories, and within the college.
	    • The first meeting shall be held within two weeks from the date of commencement of the semester.
	    • The second meeting shall be held after the announcement of first internal examination results.
	
	iii. Class PTA Meetings:
	    • Each class shall conduct a Parent-Teacher Association (PTA) meeting at least once per semester. In situations where physical meetings are not possible, class PTA meetings may also be conducted in online mode.
	    • The PTA meeting should be scheduled after the first internal examination results are announced, allowing for a comprehensive discussion of students' academic progress, attendance and addressing any academic or non-academic issues faced by students.
	    • The meeting shall include the following participants:

	- HOD, SFA, FAs and Faculty Members - Parents/Guardians of the students • Any actionable items or concerns raised during the PTA meeting should be addressed promptly by the concerned faculty, HoD, or college administration.
R 5.6	i. Internal Marks and Attendance Display: - Internal marks, course-wise attendance percentages, and activity points shall be uploaded to the University portal only after they have been displayed on the department notice board for at least two working days. - Any concerns raised by students regarding internal marks, attendance, or activity points shall be addressed in class committee meetings. The HoD/Dean/Principal shall ensure that proper resolutions are made. ii. Minutes and Action Taken Reports: - The SFA shall maintain minutes and action taken reports for all meetings. - These records must be approved by the HoD and Principal and be made available to academic auditors and the University upon request.
R 5.7	*Maintenance of Student Records:* i. The SFA/FA shall maintain a hard copy of the consolidated statement of attendance, internal marks, and activity points for the students in their advisory group. ii. These documents must be kept with the Head of Department (HoD) at all times to ensure they are readily available for any inspections.
R 5.8	i. The Principal shall inform and forward all regulations, amendments, guidelines, academic Calendars, circulars, announcements, etc., issued by the University regarding student academic and other matters to the HoDs and faculty/staff members for their information and timely action. ii. The SFA/FA shall ensure that all relevant information is communicated to the students to facilitate the timely completion of all academic activities as per the schedule published by the college and University.
6. Attendance	
	i. Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances, they are permitted to take leave, provided that the

R 6.1	total leave of absence does not exceed 25% of the academic contact hours for a course. ii. A minimum of **75%** attendance is mandatory to be eligible to appear for the end semester examination. iii. Menstrual Leave Attendance Relaxation: A **2%** relaxation in attendance shall be granted to eligible students as menstrual leave. iv. PWD Attendance Relaxation: A **5%** relaxation in attendance shall be granted to students with disabilities (PWD). v. The students shall be informed about their attendance status periodically by the colleges so that the students shall be cautioned to make up the shortage.
R 6.2	***Attendance Requirement Relaxation:*** i. Eligibility for Relaxation: In exceptional cases, such as medical reasons or personal emergencies, the principal may grant permission for condonation of attendance for students if their attendance is less than 75% but greater than or equal to 60%. ii. This relaxation applies to one or more courses registered in the semester. The Principal shall keep all records leading to this decision on attendance for verification by Academic Auditors/University officials. iii. This provision is applicable only for any two semesters during the normal programme duration. *Attendance Condonation Fee:* iv. Students shall pay a fee, as fixed by the university, for each course to avail the attendance condonation option.
R 6.3	***Attendance Relaxation (Duty Leave) for Participation in Official Events:*** i. Principals are authorized to grant attendance relaxation (duty leave) to students representing the college and Zone in officially sponsored competitions, events, championships, or tournaments. ii. Maximum Allowable Relaxation: Attendance relaxation is allowed up to a maximum of 10% for eligible students. iii. Students participating in Intercollege events must produce participation certificates countersigned by the Officer in charge of the event. iv. If a student represents the Zone, they must produce participation certificates from the university officials to claim duty leave. For sports activities, this certificate should be countersigned by the University Event Coordinator or the Director of

	Physical Education. For other extracurricular activities, the certificate should be countersigned by the Officer in charge of the event at the University or the Dean (Academics).
	v. Submission Process for Participation Certificates: All participation certificates should be forwarded to the Principal with recommendations from the Senior Faculty Advisor, Head of the Department, College Union Advisor, and the Dean (Academics)/UG Dean/Dean (Student Affairs) of the college. The participation certificates must be submitted within ten days of the event, and late applications will not be considered under any circumstances.
	vi. Requests for relaxation of attendance will be considered only at the end of the semester.
R 6.4	***Attendance Relaxation for Organizing Extra/Co-Curricular Activities:*** i. The Principals are authorized to grant attendance relaxation (duty leave) to the College Union/University Union members for organizing extra/co-curricular activities, up to a maximum of 10%. ii. For university-level events, students must produce the required documents countersigned by the Director of Physical Education of the University or the Officer in charge of the event at the University. iii. For college-level activities, the documents should be countersigned by the College Union Advisor. iv. Submission Process for Participation Certificates: All participation certificates should be forwarded to the Principal with recommendations from the Senior Faculty Advisor, Head of the Department, and the Dean (Academics)/UG Dean/Dean (Student Affairs) of the college. v. The participation certificates/documents must be submitted within ten days of the event, and late applications will not be considered under any circumstances. vi. Requests for relaxation of attendance will be considered only at the end of the semester.
R 6.5	i. Special Leave for Participation in International Events and Republic Day Parades: • The period of participation in international events and Republic Day parades, including attendance at coaching or training camps and travel,

	while representing the University or State or Country with prior approval, shall be considered as special leave.
	ii. Special Leave for Participation in Inter University Tournaments/ National and International Events:
	• Special Leave Eligibility: The days of participation in Inter-University tournaments or representing the University, State, or Country in officially sponsored competitions, championships, or events shall be considered as special leave for the students involved.
	• Prior Permission: Students must obtain prior permission from the Principal and University Events Coordinator, before participating in the Inter University tournaments/events.
	• Minimum Attendance Requirement: Special leave will only be sanctioned if the student has a minimum of 50% course-wise attendance for that semester.
	• Certificate Submission: After the event, students must submit participation certificates, duly signed by the University Events Coordinator, within ten days of the event. Special leave requests without prior permission, participation certificate or late submissions will not be considered under any circumstances.
	iii. Record Keeping:
	• The Principal shall maintain all records related to the sanction of special leaves, including participation certificates, for verification by Academic Auditors or University officials.
R 6.6	If participation in national or international events and Republic Day parades, while representing the University, State or Country, coincides with the End Semester Examinations, the next available examination opportunity shall be considered as the student's first chance.

7. Assessment

R 7.1	***End Semester Examinations (ESE):*** i. Examination Schedule: ESE shall be conducted every semester for courses as prescribed under the respective curriculum and syllabus.

	ii. Option to Defer Examination: A student may choose to take the ESE at the end of the current semester or defer it to the end of the following semester, except for the 8th semester where this option is not available, for any courses studied during that semester.
	iii. Class Completion Requirement: Semester classes must be completed at least ten days before the commencement of the End Semester University written examinations.
R 7.2	End Semester Examinations shall be conducted twice a year in accordance with the examination calendar published by the university. i. Syllabus Modification for Supplementary Examinations: If the syllabus of a course has been modified as per the Regulation, R 3.9, students who are attending supplementary examinations will be allowed to take the exam under the original syllabus for up to two supplementary examination attempts. ii. Transition to Modified Syllabus: After the second supplementary attempt, students who have not passed the course must take the examination based on the modified syllabus. No further examinations under the original syllabus will be permitted.
R 7.3	Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). Unless specifically mentioned in the curriculum, the ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) shall be as follows: 1. Theory Courses - 2: 3 2. PBL Courses - 3: 2 3. Laboratory Courses - 1: 1 4. Mini Project - 1: 1 5. Main Project - CIE only 6. Internship -CIE only 7. Seminar - CIE only
R 7.4	The evaluation scheme for theory courses, theory and lab-embedded courses, lab courses, seminars, mini projects, and main project courses shall be clearly outlined and published in the syllabus of the Programme.
R 7.5	i. *Continuous Internal Evaluation (CIE):*

- CIE shall be conducted based on day-to-day work, periodic tests, assignments, case studies, activities, micro projects, mini projects, MCQ, quiz etc.

- The evaluation pattern and weightage for each parameter shall be detailed in the syllabus of each course included in the curriculum.

- The faculty member(s) assigned to a course shall be responsible for carrying out the Continuous Internal Evaluation (CIE) for that course.

ii. *Internal Written Examinations:*

- The internal written examinations shall be conducted as specified in the syllabus of each course.

- The duration of the written examination shall be 2 hours and it shall carry a total of 40 marks.

- If there are two written examinations, each test shall cover 50% of the syllabus.

- Retests: Retests are permitted for students with valid reasons. They should be conducted immediately after the completion of the second internal examination, with a timetable officially published by the college's examination cell.

iii. *CIE Marks for Attendance*

- Full Marks for High Attendance: Full CIE marks for attendance shall be awarded if a candidate has secured 85% attendance or above in the course.

- Proportional Reduction for Lower Attendance: If a student has attendance below 85% in a course, a proportional reduction in the attendance marks shall be applied as follows:
  - Above 80% but less than 85% Attendance: 4 Marks
  - Above 75% but less than 80% Attendance: 3 Marks
  - Above 70% but less than 75% Attendance: 2 Marks
  - Above 60% but less than 70% Attendance: 1 Marks
  - Below 60% Attendance: 0 Marks

- Duty leave/special leave shall be considered when awarding internal marks for attendance.

| R 7.6 | *Self-Study/Self-Learning Option for students undergoing Internship (Semester 7 & 8):* |

	i. Students undertaking internships in Semester 7 or 8 may opt for a self-study/self-learning mode instead of attending regular classes or MOOC courses.
	ii. The evaluation for self-study courses will be conducted in a similar manner as for regular theory courses.
	iii. The attendance percentage accrued during the internship period will be considered equivalent to class attendance for all courses.
	iv. All other academic requirements detailed in the course syllabi, such as assignments, micro-projects, and internal examinations, must be completed by these students as per the instructions provided by the course faculty and the Head of Department.
	v. The registration, examination etc. will be as per academic/examination calendar.
R 7.7	***Submission and Resolution of Complaints Regarding Continuous Internal Evaluation Marks:*** The CIE marks obtained by students for all courses in a semester shall be published at least 7 days before the commencement of the End Semester Written Examinations. i. Submission of Complaints: Any grievances or concerns regarding the published CIE marks must be submitted by the students individually to the faculty handling the course, as well as to the Senior Faculty Advisor, within two days of the publication of marks. ii. Resolution Process: The Head of Department, UG Dean, and Principal shall ensure that genuine complaints are promptly addressed and resolved.
R 7.8	There shall be no option for students to improve their Continuous Internal Evaluation marks. *Special Provision:* i. In exceptional situations, there shall be a provision for the University to conduct the CIE if the University finds significant procedural lapses or major discrepancies, identified by the Syndicate, in the internal assessment process that have substantially impacted the evaluation process for an entire class at any affiliated institution. ii. The University will define the procedure, which may include re-assessment, or other appropriate methods. The revised internal marks will then be updated in the student's final grade.

	iii. The decision of the University regarding the special provision shall be final and binding, and no further appeals will be entertained once the process is completed.
R 7.9	Students registered for a course shall attend the course regularly, complete the Continuous Internal Evaluation, and, if eligible, appear for the End Semester Examinations.

R 7.10	To be eligible to attend the End Semester Examination for a course, students must fulfil the following criteria:
	
	i. Attendance: A minimum attendance of **75%** is required for each course. However, the following relaxations are applicable:
	
	    • A 2% relaxation in attendance shall be granted to students eligible for menstrual leave, reducing the required attendance percentage to 73% for each course.
	
	    • Students with disabilities (PWD) shall be granted a 5% relaxation in attendance, lowering the minimum required attendance to 70% for each course.
	
	ii. Disciplinary Status: Students must not have any pending disciplinary actions.

R 7.11	Students are expected to uphold disciplined and respectful behaviour at all times, both on and off campus. It is imperative that students avoid any actions or activities that could harm or diminish the reputation and prestige of the University or College. *Timely Updation of Student Disciplinary Action Status on KTU Portal:* i. All disciplinary actions taken against students must be promptly recorded and updated on the KTU portal. ii. The Principal or Head of the Institution is responsible for any consequences arising from delays or omissions in reporting disciplinary actions.
R 7.12	Students who fail to meet the minimum attendance eligibility requirement in a course shall be awarded an "FE" (Failed due to lack of meeting Eligibility criteria) grade and will be ineligible to appear for the ESE for that course.
R 7.13	*Registration for Courses with "FE" Grade* Students awarded an "FE" grade must register for the courses during the semesters in which the courses are normally offered. However, students may register for "FE" courses from any semester, provided those courses are offered by their institute.

R 7.14	***Registration for Trailing "FE" Courses:***
	
	A trailing student is defined as one who has completed the academic programme of the normal eight-semester duration but still has pending backlogs. Backlog subjects refer to courses from previous semesters in which the student has received an 'F' or 'FE' grade. These students must retake exams or complete assessments to fulfil degree requirements.
	
	  i. Students with trailing "FE" grades are eligible to re-register for these courses to clear their backlogs.
	
	  ii. Credit Limit Exemption: Trailing students may register for "FE" courses from any semester without being subject to the credit limit specified in R 3.23, provided the courses are offered by the institute during the registration period.

R 7.15	***Syllabus Change (FE Students Re-registering a Course):*** If there is any change in the syllabus as per regulation R 3.9, FE students who are re-registering for the course must undergo the new syllabus currently being offered.

R 7.16	***"Ab" Grade and Option to Defer End Semester Examination:***
	
	  i. Opting Out of ESE (Except Semester 8):
	    • Students who have completed a course and registered for the ESE are permitted to opt out of attending the End Semester Examination in any semester except Semester 8.
	    • In such cases, an "Ab"(Absent) Grade will be assigned, provided the student meets the minimum attendance eligibility requirement.
	
	  ii. Absence Due to Health Issues or Personal Emergencies:
	    • Students who have completed a course and registered for the End Semester Examination but were unable to attend the ESE due to health issues or personal emergencies, except in Semester 8, shall be marked with an "Ab" Grade on the semester grade card, provided they meet the minimum attendance eligibility requirement.
	
	  iii. First Attempt Consideration:
	    • The next immediate examination opportunity will be considered as the student's first attempt at the examination.
	    • These students are required to re-register for the End Semester Examination at the next available opportunity to earn the credits.

	iv. Conversion to "F" Grade: • If the student does not register for and attend the immediate supplementary examination offered by the university, the "Ab" Grade will be converted to an "F"(Fail) Grade. v. Absence in Semester 8: • If a student does not attend the ESE in Semester 8, an "F" Grade will be awarded, irrespective of the reasons for absence.
R 7.17	*Pass Criteria for Courses:* i. The pass minimum for a course shall be 40% in the End Semester Examination (ESE) and 50% in the combined score of Continuous Internal Evaluation (CIE) and End Semester Examination (ESE). ii. Failing Grade: A letter grade 'F' will be awarded to a student if the overall mark (CIE + ESE) is below 50%. iii. Courses Assessed Solely through CIE: For courses that are assessed solely through CIE, the pass minimum shall be 50%.
R 7.18	*Awarding of FE Grade for CIE-Only Courses:* Students who do not achieve a passing grade or minimum attendance eligibility in CIE-only courses shall be awarded an "FE" grade instead of an "F" grade.
R 7.19	i. Students who receive an 'F' grade in an End Semester Examination must appear for the End Semester Examination at the next available opportunities to earn the credits. ii. They shall not be permitted to re-register for the same course.
R 7.20	*Grading and Grade Card Information:* Letter Grades: At the end of each semester, a student will receive a 'Letter Grade' for every course they have registered for during that semester. These letter grades will reflect the student's performance in each course. i. Grading Criteria: Grading shall be based on the percentage of marks obtained by the student in a course, as outlined in Section R 7.21. ii. Semester Grade Card: The semester grade card will include the **grade** for each course, along with the Semester Grade Point Average (SGPA) for that semester.

R 7.21	**Grade and Grade Points**	
	Grades	Grade Point (GP)	% of Total Marks Obtained in the Course
	S	10	90% and above
	A^+	9.0	85% and above but less than 90%
	A	8.5	80% and above but less than 85%
	B^+	8.0	75% and above but less than 80%
	B	7.5	70% and above but less than 75%
	C^+	7.0	65% and above but less than 70%
	C	6.5	60% and above but less than 65%
	D	6.0	55% and above but less than 60%
	P (Pass)	5.5	50% and above but less than 55%
	F (Fail)	0	Below 50% overall (CIE + ESE) Or Below 40 % for ESE
	FE	0	Failed due to lack of meeting eligibility criteria Or Failed in CIE only courses.
	Ab (Absent)	0	Assigned to a student who deferred the regular ESE or was absent, but still meets the eligibility criteria.
	Classification of BCA (Hons.) Degree	First Class with Distinction	CGPA 8.0 and above
		First Class	CGPA greater than or equal to 6.5 and below 8.0
	*Equivalent Percentage Mark shall be = 10 * CGPA*		

R 7.22	***Successful Course Completion and Credit Earned:*** i. Passing Grades: A student will be considered to have successfully completed or passed a course if any of the following grades are earned - S, A^+, A, B^+, B, C^+, C, D, or P.

	ii. Credit Earned: The credits for the courses in which a student has obtained a 'P' (minimum passing grade for a course) grade or higher shall be counted as credits earned by the student.
R 7.23	*Semester Grade Cards and Consolidated Grade Card (CGC):* i. A Grade Card shall be issued to each eligible student at the end of each semester, and a CGC will be issued at the end of the programme. ii. Grade cards for registered courses will be made available in the student's login portal at the end of each semester. iii. The grade card shall reflect the course name, course code, grades, and credits acquired by the student for each registered course. Additionally, the grade card will indicate the month and year of examination for each course, as well as the Semester Grade Point Average (SGPA) for that semester. iv. The Cumulative Grade Point Average (CGPA) will be included in the semester grade card only if the student has cleared all courses and has no backlogs at the time of the declaration of that semester's results. v. The 'F', 'FE', and 'Ab' grades obtained by a student will be removed from the grade card once the course is successfully completed. vi. Upon earning the required credits for the degree, the University shall issue a final Consolidated Grade Card. vii. The CGC will include the Cumulative Grade Point Average and reflect the overall performance of the student in all semesters since joining the programme. Additionally, the month and year of programme completion will also be included in the CGC. viii. The CGC shall be issued to students upon request and payment of the prescribed fee.
R 7.24	*CGPA Certificate and CGPA Calculation Statement:* i. CGPA Certificate: • A CGPA Certificate, reflecting the current Cumulative Grade Point Average of a student, will be issued upon formal request. • The CGPA displayed on the certificate will be the most up-to-date value as of the date of issuance. ii. CGPA Calculation Statement:

	• A CGPA Calculation Statement will be provided upon formal request by the student. This statement offers a detailed breakdown of the student's Cumulative Grade Point Average (CGPA) calculation. iii. Fee Payment: • To obtain either the CGPA Certificate or CGPA Calculation Statement, the student must pay the prescribed fee, as determined by the University.
R 7.25	***Official Transcripts (OT):*** i. Official transcripts shall be issued to students both before and after the completion of the programme upon request and payment of the prescribed fee. ii. Upon successful completion of the programme, the Official Transcript issued to the student shall include all the information contained in the individual grade cards for each semester, along with the month and year of passing and the Cumulative Grade Point Average (CGPA). iii. The Official Transcript issued before eight semester will include the grade card information for all semesters that the student has successfully completed up to the date of issuance.
R 7.26	***Position Certificate for Top 2% Students:*** The University shall issue a Position Certificate to the top 2% of students, based on their academic performance across all semesters. The ranking shall be determined by the student's Cumulative Grade Point Average (CGPA) at the end of the programme. Eligibility Criteria: i. Students with any history of 'F', 'FE', or 'Ab' grades are not eligible for the Position Certificate. ii. Only students who have completed their degree requirements within the normal programme duration are eligible. iii. The certificate will be issued only after three months from the announcement of the Semester 8 results. iv. The ranking will be based on the CGPA as of the date of the official publishing of the position ranking. No re-ranking will be entertained after the issuance of the certificate. v. Any disciplinary action during the course of the programme will disqualify a student from receiving the position certificate.

	The University reserves the right to amend the policy or criteria for issuing position certificates, subject to changes in academic regulations or other governing factors.
R 7.27	*Grade Improvement:* Students are not permitted to improve the grades of a passed or successfully completed courses.
R 7.28	*Minimum Cumulative Credit Requirements for Registering to Higher Semesters:* Students must meet the following minimum cumulative credit requirements to be eligible for registration in higher semesters.

Semester	Total Credits Allocated in the Curriculum	Cumulative Credits	Minimum Cumulative Credits required for Regular BCA (Hons.) Students
First	20	20	Not Applicable
Second	24	44	Not Insisted
Third	25	69	Not Insisted
Fourth	24	93	Not Insisted
Fifth	23	116	**18** Credits from S1& S2
Sixth	23	139	Not Insisted
Seventh	17	156	**37** Credits from S1 to S4
Eight	11	167	Not Insisted

R 7.29	*Mandatory Course and Examination Registration:* i. All students are required to register for the prescribed credits in each regular semester unless they are on authorized leave from the institute. ii. Course Registration and Exam Registration, as per the prescribed dates announced in the Academic Calendar, are mandatory for every student. iii. A student who fails to complete both Course Registration and Exam Registration for all the courses listed in the curriculum for a given semester will not be eligible to enrol in the next higher semester.
R 7.30	*Minimum Attendance Requirement for Semester Advancement:* i. Students will not be permitted to register for the next higher semester if they do not achieve at least 40% average attendance in the current semester.

	ii. There shall not be any restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the minimum attendance requirement and Regulation 7.29(iii)
R 7.31	All matters pertaining to the conduct of End Semester Examinations (ESE), declaration of results, revaluation, scrutiny, review, handling of malpractices, and related procedures shall be managed in strict accordance with the University Examination Manual.
R 7.32	*CCTV Surveillance for End Semester Examinations:* i. All End Semester Examinations (ESE) shall be conducted under CCTV camera surveillance to maintain the integrity and security of the examination process. ii. The Principal or Institution Head is responsible for ensuring that all video recordings and footages are securely stored at the college for the minimum period specified in the University Examination Manual. These recordings must be readily available for review by authorized personnel if required.

8. Calculation of SGPA/CGPA

R 8.1	*Semester Grade Point Average (SGPA)* • The SGPA earned by a student is a quantitative indication of the student's performance in a semester. • The SGPA is the weighted average of the grade points obtained in all the courses registered by the student in the current semester. *SGPA Calculation:* • For each course registered, the grade points earned are multiplied by the credits for that course. • The sum of all such credit- grade point products is then divided by the total credits registered in that semester to calculate the SGPA for that semester. $$\text{SGPA} = \frac{\sum_{i=1}^{n}(C_i \times GP_i)}{\sum_{i=1}^{n} C_i}$$ Where: • n is the number of courses in the semester. • 'C$_i$' is the credit assigned for the i$^{\text{th}}$ course. • GP$_i$ is the grade point earned in the i$^{\text{th}}$ course.

- The calculation includes all grades, including 'F', 'Ab', and 'FE' grade courses.
- 'F', 'Ab', or 'FE' grades are assigned a grade point of 0

Cumulative Grade Point Average (CGPA)

- The CGPA indicates the overall performance of a student from the time of joining the programme to a specific semester.
- It is calculated by taking the weighted average of the grade points obtained in all the courses registered by the student since the first semester.

CGPA Calculation:

$$\text{CGPA} = \frac{\sum_{i=1}^{m}(C_i \times GP_i)}{\sum_{i=1}^{m} C_i}$$

Where:

- m is the total number of courses considered in the CGPA calculation.
- 'C$_i$' is the credit assigned for the ith course and 'GP$_i$' is the grade point for that course.
- The summation is done for all courses specified in the curriculum up to the semester for which the CGPA is being calculated.
- The calculation includes all grades, including 'F', 'Ab', and 'FE' grade courses.

R 8.2	Non-Computable Courses for SGPA and CGPA: • Courses that are not considered for the computation of SGPA and CGPA shall be explicitly listed in the curriculum.
R 8.3	GPA and CGPA shall be calculated to two decimal places.
R 8.4	*Percentage Equivalent of CGPA:* The percentage equivalent of a CGPA is calculated by multiplying the CGPA by 10. Example: A CGPA of 8.95 is considered equivalent to 89.5% (8.95 x 10 = 89.5%).

9. Activity Credits Requirement for BCA (Hons.) Students

R 9.1	i. A student must earn 3 credits by actively participating in co-curricular and extra-curricular activities, in accordance with the guidelines issued by the University from time to time. The required activity points must be earned from 3 designated groups, as specified in the BCA (Hons.) curriculum.

	ii. Regular BCA (Hons.) students are required to acquire a minimum of 120 activity points, with at least 40 points earned from each specified group, to fulfil the curriculum requirement of 3 activity credits.
	iii. Students are required to maintain a file containing documentary proof of the activities they have participated in, attested by the Senior Faculty Advisor or Faculty Advisor.
R 9.2	***Inter-University and Scheme Migration Students:*** Inter-university and Scheme Migration students shall earn a minimum of 5 points per semester in each specified group during their period of study at KTU.

10. Eligibility for BCA (Hons.) Degree

R 10.1	A student shall be eligible for the award of a BCA (Hons.) Degree from the University upon satisfying the following requirements: i. Fulfilled all the curriculum requirements within the stipulated duration of the programme. ii. Minimum CGPA and Credits: Must have a minimum CGPA of 5.0 AND should have minimum 170 credits including 3 credits from Activity Points. iii. Disciplinary Record: No pending disciplinary actions.
R 10.2	The Degree Certificate, Provisional Certificate, Consolidated Grade Card, and Migration/Cancellation certificates shall be issued to students only after the candidate has settled all dues to the University.

11. Break of Study

R 11.1	A student is permitted to avail break of study under the following circumstances: i. *Medical Reasons:* • In case of an accident or serious illness requiring prolonged hospitalization and rest. • The student must submit all necessary medical reports, along with the recommendation of the treating doctor, clearly stating the reasons for the break of study and its duration. • Before rejoining, the student must provide a fitness certificate from the treating doctor.

	ii. *Start-up Venture or Product Development:* • If the student has a viable idea for a start-up venture or product development. • The student must submit a project report to the college Principal, detailing the purpose, action plan, technical details, funding details, and future plans. • The Principal shall evaluate the proposal by forming an expert team consisting of a technocrat and a bank executive and make a decision based on the team's recommendations. • Break of study for a start-up is allowed only after the 4th semester. *iii.* *Taking up a Fellowship in Foreign University/National and International Industry:* • If the student is taking up a fellowship at a foreign university, an institute of national importance, or in a national or international industry. • The student must provide relevant documentation of the fellowship offer, including the duration and nature of the fellowship. • Approval for the break of study shall be granted based on the fellowship's academic and professional value, as assessed by the college Principal, after obtaining recommendations from the IQAC and the College Council. *iv.* *Personal Reasons:* • Students may apply for a break of study due to personal reasons or other circumstances that temporarily hinder their ability to continue their studies for a specified period.
R 11.2	***Procedure for Break of Study Approval:*** i. The Principal shall upload the request received from the students for break of study and relevant documents to the University portal for final approval, along with their recommendations. ii. The break of study will take effect only after receiving final approval from the University.
R 11.3	***Duration of Break of Study:*** i. The normal duration for a break of study is 1 year. ii. In exceptional situations, Break of Study is permitted for a maximum duration of two years.
R 11.4	***Break of Study After Examination Eligibility Entry:***

	Colleges shall not be permitted to mark a break of study for a student in a specific semester once the examination eligibility details for that semester have been entered on the KTU portal. Students in this situation shall only be permitted to mark break of study in the next immediate semester.

R 11.5	During the break of study period, students are required to adhere to the following guidelines:
	
	  i. Students are not permitted to attend any regular classes offered by the institution during the break of study period.
	
	  ii. Students are also not permitted to represent the institution or University in any technical or non-technical events during the break of study period.
	
	  iii. Students are not allowed to participate in any institute-level activities or events held on campus during their break of study.

R 11.6	*Examination Eligibility:* Students are eligible to register and appear for the End Semester Final Examination for courses in which they have received an 'F' or 'Ab' grade.
R 11.7	If a student is debarred/suspended for disciplinary reasons, it will not be considered as a break of study.
R 11.8	*Classification of Student Status Post-Break of Study:* If a student does not rejoin the institution after the permitted break of study duration and fails to communicate their status, they will be treated as being under "Uninformed Long Absence".

12. Uninformed Long Absence

R 12.1	A student shall be classified under 'Uninformed Long Absence' if they are continuously absent from classes or other academic obligations for 20 working days without submitting a written notification to the Principal.
R 12.2	i. The Principal shall send an official communication to the student, parent, or guardian within 15 working days from the start of the absence, directing the student to immediately resume attendance. ii. This communication should be delivered via registered letter and email.
R 12.3	i. The proof submitted by the Principal for 'Uninformed Long Absence' must include the official communication sent to the student, parent, or guardian directing the student to attend classes immediately, and an undertaking that the

	student failed to attend classes despite the notice within the specified time (20 working days).
	ii. These documents shall be uploaded to the university portal by the Principal when marking a student as having an 'Uninformed Long Absence'.
	iii. The Uninformed Long Absence will take effect only after receiving final approval from the University.
R 12.4	Students designated as being in uninformed long absence shall not be eligible for promotion to the next semester alongside their peers.
R 12.5	***Rejoining After Uninformed Long Absence:*** i. Rejoining for Students (Except First-Year): Students, except those in their first year, are permitted to rejoin within a maximum period of one year following the marking of their 'Uninformed Long Absence on KTU portal. ii. Rejoining for First-Year Students: First-year students are permitted to rejoin if they submit a rejoining request within a maximum period of two months after being marked as Uninformed Long Absence. However, they shall not be permitted to rejoin if they submit the request after the last working day specified in the second semester academic calendar.
R 12.6	***Rejoining Fee:*** A rejoining fee, as fixed by the university, shall be collected from the student upon approval of their rejoining request.
R 12.7	***Removal from Roll List:*** i. If students do not rejoin the institute within the time limit specified in Regulation, R 12.5, the colleges are authorized to remove their names from the roll list with the approval of the University. ii. The colleges are not required to pay any cancellation fee for removing the names of students under the 'Uninformed Long Absence' status. iii. A cancellation certificate or migration certificate can be issued to the student upon formal request. A prescribed fee will be collected from the student for the issuance of these certificates. The certificate will only be issued if the student has cleared all outstanding dues to the University.

	13. Massive Open Online Course (MOOC)
R 13.1	The MOOC shall be considered valid only if it is conducted by agencies such as AICTE, NPTEL, SWAYAM, NITTTR, or other agencies approved by the academic council of the university.
R 13.2	The MOOC should have a minimum duration of 8 weeks.
R 13.3	The course should be taught in online mode. The course should include a proctored/offline End Semester examination.
R 13.4	If a student opts for a full-term internship either in 7th or 8th semester, at least 70% of the MOOC content should align with the area of study addressed by the corresponding course in that semester.
R 13.5	*MOOC Approval:* i. Proposal Submission: - Submission Deadline: Colleges affiliated with the University must submit proposals for the approval of MOOCs at least one month before the commencement of the respective semester and prior to student enrolment in these courses. - Review Report: The Principal shall submit a comprehensive review report for the proposed MOOCs. This report must include- - Details of the MOOC agency - Course duration - Benefits of offering the MOOC - Syllabus Comparison Report: The proposal must also include a syllabus comparison report, which compares the syllabus of the theory course with the MOOC course. The report should indicate the percentage of similarity in course content. - The Principal shall forward the review report and syllabus comparison report to the University only after obtaining the recommendations of the IQAC and the College Council. ii. No Retrospective Approval: - Under no circumstances will a request from an affiliated college to consider the approval of a MOOC after a student has enrolled be considered.

R 13.6	*Selection and Review of MOOC:* i. Guidelines for MOOC Selection: The Board of Studies shall issue clear guidelines for selecting MOOCs from an approved list. ii. Annual Review and Updates: The BoS is also responsible for conducting an annual review of these courses, updating the list as necessary based on feedback from students and faculty. iii. Publication of Approved MOOCs: The University shall publish the revised list of approved MOOCs before the commencement of each semester, in accordance with the review report submitted by the BoS.
R 13.7	*MOOC Selection Verification:* A scrutiny committee, consisting of the Senior Faculty Advisors (SFAs), KTU Coordinator, Heads of Departments, IQAC Convenor, and the Dean (Academics)/UG Dean, shall verify that the MOOCs selected by students comply with the guidelines R 13.1 to R 13.6.
R 13.8	*MOOC Course Registration and Grading:* i. Students may register for and complete a MOOC included in the curriculum of their programme in any lower semester. ii. However, the credits earned for the MOOC will only be awarded and reflected in the grade card for the respective semester in which the course is officially part of the curriculum.

14. Grace Marks for Sports /Arts Competitions

R 14.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R 14.2	The criterion for the award of Grace Marks is representing the University / state / country in officially sponsored competitions / championships / tournaments with prior official permission from the University.
R 14. 3	*Grace Marks for End Semester Written Examinations:* i. Grace Mark Allocation: Grace marks will be awarded for each course in which the University conducts the End Semester Written Examinations. The grace mark shall be 10% of the ESE marks for that course as specified in the curriculum. ii. Maximum Marks Condition: The total marks for a course, including the grace marks, must not exceed the maximum allowable ESE marks for that course.

	iii.	If a candidate does not achieve the minimum required passing marks after applying the grace marks, additional moderation, as determined by the respective board, may be granted to achieve a pass.
R 14. 4		*Grace Marks for the winners of Events organized by KTU:*
	i.	Grace marks shall be awarded to the winners (First, Second, and Third places) of state-level events conducted by the University. The University will publish the approved list of events eligible for grace marks.
	ii.	Grace Mark Allocation: Grace marks will be awarded for each course in which the University conducts the End Semester Written Examinations. The grace mark shall be 5% of the ESE marks for that course as specified in the curriculum.
	iii.	Maximum Marks Condition: The total marks for a course, including the grace marks, must not exceed the maximum allowable ESE marks for that course.
	iv.	If a candidate does not achieve the minimum required passing marks after applying the grace marks, additional moderation, as determined by the respective board, may be granted to achieve a pass.
R 14.5		*Grace Marks Awarding Criteria:*
	i.	Current Semester Performance: Grace marks shall be awarded for the regular examination of the current performing semester.
	ii.	Single Achievement Eligibility: Only the single highest achievement during the semester period shall be eligible for the award of grace marks.
	iii.	Semester Period Consideration: Grace marks will be allocated based on the semester period (Odd or Even) as published by the University for each semester, and they will only be applicable within that specific period.
	iv.	Non-Redistribution Between Semesters: Grace marks shall not be redistributed from one semester to another semester.
	v.	Non-Redistribution Between Courses: Grace marks cannot be redistributed from one course to another within the same semester.
	vi.	Exclusions: Grace Marks shall not be awarded for supplementary examinations, or MOOC Courses.
	vii.	First Chance Consideration: Grace marks will be granted to a candidate if the examination is considered their first chance for a particular course, as defined under Regulation, R 6.6.

R 14.6	*Submission of Grace Marks Request:*
	i. The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal, accompanied by all relevant documents.
	ii. The submission must be made within the timeframe prescribed by the University.
	iii. Any requests received beyond this timeframe shall not be considered under any circumstances.

15. Grace Marks for Persons with Disability (PWD)

R 15.1	*Integration of RPWD Act, 2016 in BCA (Hons.) 2024 Regulations:* The Rights of Persons with Disabilities Act, 2016 (RPWD Act), and its provisions, including the implementation of Unique Disability Identity (UDID) Cards, shall be fully integrated and adhered to in the BCA (Hons.) 2024 regulations.
R 15.2	*Awarding Grace Marks for PWD Candidates:*
	i. PWD candidates who are eligible for Grace Marks shall be awarded these marks for both regular and supplementary examination attempts until they pass the entire examination.
	ii. The Grace Marks awarded to PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.
	iii. Maximum Marks Condition: The total marks for a course, including the grace marks, must not exceed the maximum allowable ESE marks for that course.
	iv. Grace Marks shall be awarded for:
	• Courses in which the University conducts End Semester written and practical examinations.
	• Courses in which the University does not normally conduct End Semester Examinations.
	v. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.
	vi. Transfer of marks from one paper to another shall not be permitted.
	vii. Grace marks shall not be awarded for MOOCs.
R 15.3	*Submission of Grace Marks Request:*
	i. The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal, accompanied by all relevant documents.

	ii. The submission must be made within the timeframe prescribed by the University.
	iii. Any requests received beyond this timeframe shall not be considered under any circumstances.
16. Inter College Transfer	
R 16.1	Inter-college transfer shall be applicable only for regular BCA (Hons.) students and is not allowed in the first year of admission.
R 16.2	i. The transfer shall be permitted after the completion of second semester examinations and before the commencement of third semester classes. ii. Candidates must fulfil the academic eligibility requirements for promotion to the third semester. iii. The students shall opt only one college for inter college transfer. iv. The transfer shall be with effect from the first working day of the third semester.
R 16.3	Inter-college transfers shall be initiated by the University through a notification before the commencement of third semester classes, which will also outline the guidelines for the transfer process.
R 16.4	*Vacancy Reporting and Publication:* i. Colleges shall finalize all category and quota corrections on the KTU portal prior to the vacancy generation process. Subsequently, they should submit a detailed category-wise vacancy list to the university before the inter-college transfer notification is released. ii. The university shall then publish the consolidated college-wise vacancy list on the KTU portal alongside the inter-college transfer notification.
R 16.5	The transfer shall only be permitted within the sanctioned strength of the receiving college as approved by AICTE and the University.
R 16.6	The following category of students shall not be eligible for inter college transfer i. Govt. of India Nominee. ii. Lateral Entry Students. iii. Students admitted in any supernumerary seats other than EWS. iv. Any other category ineligible as per conditions for admission prescribed by the Government of Kerala/Government of India.
R 16.7	*The transfer shall be permitted only between:*

	i. Govt./ Govt. Colleges
	ii. Govt./ Govt. Aided Colleges (merit seats)
	iii. Govt. Cost Sharing colleges (Merit-Lower Fee)
	iv. Govt. Cost Sharing colleges (Merit-Full Fee)
	v. Private Self-Financing Colleges (merit seats)
	vi. Govt. Cost Sharing colleges (Merit-Full Fee to Merit-Lower Fee)
	vii. Govt. Cost Sharing colleges (Merit-Lower Fee to Merit-Full Fee)
	viii. Management quota in Private Self-Financing Colleges
	ix. Students admitted under NRI quota in Govt. Cost Sharing colleges
	x. Students admitted under NRI quota in Self-financing Colleges
R 16.8	***Inter-College Transfer -Reservation and Fee Regulation Policy:*** i. Reservation Policy: The reservation policy of the State of Kerala shall be strictly adhered to for all inter-college transfers into Merit seats. ii. Transfer to Merit (Lower Fee) Seat in Government Cost Sharing Colleges: If the transfer involves moving to a Merit (Lower Fee) seat, the Principal of the receiving college must ensure that the transferring students have higher ranks than the first-ranked student in the Merit (Higher Fee) category. If this criterion is not met, such students will only be considered for admission under the Merit (Higher Fee) category. iii. In such instances, the College Principal must first transfer eligible students from the Full Fee category to the Lower Fee category based on their Entrance rank before considering new admissions.
R 16.9	If the number of applicants exceeds the available vacant seats in the receiving college, the transfer shall be based on the merit of the applicants.
R 16.10	i. Candidates recommended by the Principal of the receiving college shall remit a fee (no fee for SC/ST students) to the University account through the portal within the stipulated date to process the application.
R 16.11	i. The college transfer, once approved by the University upon the recommendation of the Principal of the receiving college through the portal and subject to the conditions stipulated in the regulations, will be final and binding on the applicant. ii. No student will be permitted, under any circumstances, to refuse the change of college once approved by the University.

R 16.12	i. A student is permitted to opt for an inter-college transfer only once during the duration of the programme. ii. Once a student has transferred to a new college, they are ineligible to apply for another inter-college transfer.
R 16.13	*Exceptional Circumstances for Inter-College Transfer:* In the event of extraordinary circumstances, such as health issues, closure of a college or withdrawal of recognition/affiliation by AICTE or the University, the University reserves the right to facilitate the transfer of students from one affiliated institution or college to another affiliated institution or college offering the same programme at any time during the continuation of the programme.
R 16.14	Timeline for Inter-College Transfer Process: All inter-college transfer processes shall be completed within 30 working days from the date of commencement of semester classes.

17. Migration from other Universities

R 17.1	Migration to APJ Abdul Kalam Technological University from other universities shall be permitted under the following conditions: i. Ranking Requirement: The parent institution must be ranked in the National Institutional Ranking Framework (NIRF) or within the top 1000 in the QS, THE, or ARWU World University Rankings. This ensures that the parent institution meets recognized standards of academic excellence. ii. Exceptions for Non-Ranked Institutions: In cases where the parent university does not meet the above ranking criteria, migration may still be allowed if a bipartite agreement or Memorandum of Understanding (MoU) has been established between the parent university and APJ Abdul Kalam Technological University for this purpose.
R 17.2	i. Students from both Indian and foreign universities are eligible to apply for inter-university transfer. ii. If the transfer is from a foreign university, the institution must be approved by the Association of Indian Universities (AIU). iii. The transfer process for all applicants shall adhere to the standard procedures outlined by APJAKTU, including application submission, document verification, credit transfer evaluation, and final admission.

R 17.3	Submission of Inter-University Transfer Applications: i. Inter-university transfer applications must be submitted exclusively through the university portal within the specified timeframe outlined in the official inter-university transfer notification. ii. Applications submitted outside of the designated portal or timeframe will not be considered.
R 17.4	Applicants seeking migration to the University must submit the following documents along with their application: i. Regulations, Scheme, and Syllabus of the respective specialization, attested by the Registrar of the parent University or an equivalent authority. ii. Copies of all certificates and mark lists from 10th grade onwards, attested by a gazetted officer. iii. Original certificates and mark lists must be produced upon request by the University.
R 17.5	*Migration to APJAKTU:* i. Migration up to Fifth Semester: • Students shall be permitted to migrate to APJ Abdul Kalam Technological University (APJAKTU) only up to the fifth semester, provided they fulfil the University's eligibility criteria for admission to the course applied for migration. ii. Special Circumstances for Fifth and Sixth Semester Students: • Under special circumstances, students who have completed the fifth or sixth semester at other universities and are willing to do so shall be permitted to rejoin the fifth semester in KTU-affiliated colleges. • However, such students must meet all other eligibility conditions specified by the university.
R 17.6	The student will be offered admission to any of the affiliated colleges or institutions of the University, subject to seat availability. The student must provide a no objection certificate from the respective college or institute regarding this matter.
R 17.7	Admission on a migration basis will be through the lateral transfer of credits, as recommended by the concerned Board of Studies.

R 17.8	Students shall be allowed to migrate to the University subject to satisfying the rules and regulations regarding the maximum number of backlogs, grade points, minimum credit requirements for promotion to higher semesters, etc.
R 17.9	The Board of Studies will assess the student's suitability for migration based on programme compatibility, backlogs, grade points, and credit requirements.
R 17.10	*Fees for Migration and Processing* i. Fee Payment Requirements: • Students offered admission through migration must pay the specified migration fees and processing (University) fees as set by the University. ii. Payment Schedule: • The processing fee must be paid along with the application. • The migration fee is due at the time of admission offered by the University. iii. Non-Refundable Fees: • Once paid, these fees are non-refundable under any circumstances.
R 17.11	Students offered admission must produce a migration certificate and a character certificate from their parent University/Institute at the time of admission.
R 17.12	i. Completion of Transitory Courses: Admitted students must complete the transitory courses from previous semesters to fulfil programme requirements, as prescribed and assessed by the Board of Studies according to the academic requirements of the University. ii. Consideration of Previous Courses: The Board of Studies shall consider advanced courses or different courses completed by the student at the parent Institution when identifying transitory courses. iii. Limit on Transitory Courses: The maximum number of transitory courses that can be allowed is 6. iv. If the Board of Studies decides that more than 6 transitory courses are necessary, the matter must be further decided by the Academic Council. v. If the Academic Council concurs with the Board of Studies' decision on requiring more than 6 transitory courses, the student will have to join a lower semester.
R 17.13	*Credit Limit for Transitory Course Registration:*

	Students transferred from other universities shall not be subject to any credit limit as mentioned in R. 3.23, when registering for courses, including transitory courses, in a semester.
R 17.14	*Credit Transfer and CGPA Calculation Policy for Inter-University Transfer:* i. Credit Counting: The number of credits transferred from the previous university shall be counted towards fulfilling the minimum credit requirements of the BCA (Hons.) programme at KTU. ii. Equating Credits to KTU System: Credits earned from the host institution shall be equated to the KTU credit system to ensure consistency in academic standards and alignment with the KTU curriculum. iii. Transcripts Issued by KTU: The transcripts issued by APJ Abdul Kalam Technological University will only include the courses, credits, and grades completed at KTU. iv. Exclusion of Detailed Listing: The transcripts will not include a detailed listing or breakdown of individual courses for transferred credits. v. Transferred credits from a host institution shall be incorporated into the CGPA calculation at KTU. However, to ensure consistency and fairness, the grades earned at the host institution must be converted to the equivalent KTU grading scale before being included in the CGPA calculation. vi. Indication of Transferred Credits: The credits transferred from the previous university will be indicated as a total at the bottom of the Consolidated Grade Sheet and Official Transcript, labelled as 'Total Credits Transferred from (Name of the Institute/University, place and Country)'.
R 17.15	*Mandatory Course Registration After Inter-University Transfer:* Students shall be required to register for and complete all the courses listed in the curriculum along with other students as per the BCA (Hons.) 2024 Regulation, irrespective of the semester in which they rejoin.
18. Student Exchange Programme	
R 18.1	i. Exchange programmes shall be conducted with Institutes of National Importance (INIs) in India, as recognized by the Ministry of Education, or with universities/institutions with which KTU has established bilateral agreements or MoUs.

	ii. Exchange programmes with international universities/institutions shall be limited to those ranked below 1000 in the QS/THE/ARWU World University Rankings or with universities/institutions with which KTU has established bilateral agreements or MoUs.
R 18.2	i. Students must have a minimum CGPA of 7.5 up to the last declared results to be eligible for participation in the exchange programme. ii. Additionally, students must have no pending disciplinary actions and no backlogs at the time of application.
R 18.3	The programme is open to students in their 3rd/4th year for undergraduate studies.
R 18.4	***Duration for Student Exchange Programme:*** i. The exchange programme shall have a minimum duration of one semester and may extend up to a maximum of two semesters. ii. Two-year student exchange programmes are permitted if an affiliated institution signs a Memorandum of Understanding (MoU) with a foreign university, in accordance with AICTE guidelines and with the approval of the University. iii. In such cases, students with a minimum CGPA of 6.5 up to the last declared results are eligible for participation in the exchange programme. All other eligibility conditions shall remain the same.
R 18.5	i. Before departure, students must select core courses and elective baskets at the host university that align with their KTU curriculum. ii. The Principal shall forward the student's request to the university along with the course equivalency review report, including the syllabus and other relevant information. This report must be approved by the Head of the Department, the IQAC, and the College Council.
R 18.6	i. The relevant BoS of the university shall thoroughly compare the selected courses with the KTU curriculum to identify equivalent or suitable courses, ensuring they meet the necessary academic requirements for credit transfer. ii. If an exact match or equivalent courses are not available in the same semester, core or elective courses that provide similar knowledge or skills, offered in any semester or through similar programmes at the host university during the student exchange programme, may be considered for equivalency. iii. Courses shall be pre-approved by the university's academic council to ensure proper credit transfer.

R 18.7	Students participating in international exchanges are responsible for obtaining the necessary visas, arranging travel, accommodation, insurance, and fulfilling other requirements specified by the host university and host nation.
R 18.8	Students shall adhere to the code of conduct of both KTU and the host institution.
R 18.9	Upon return, students shall submit their transcripts from the host institution to KTU. Credits earned during the exchange programme shall be transferred to the student's KTU record and applied toward their degree requirements, provided the courses were pre-approved by the university's academic council and successfully completed.
R 18.10	***Credit Transfer and CGPA Calculation Policy for Student Exchange Programme:*** i. The number of credits transferred from the host institution shall be counted towards fulfilling the minimum credit requirements of the BCA (Hons.) Programme at KTU. ii. Equating Credits to KTU System: Credits earned from the host institution shall be equated to the KTU credit system to ensure consistency in academic standards and alignment with the KTU curriculum. iii. Transcripts/CGC issued by APJ Abdul Kalam Technological University will only list the courses, credits, and grades completed at KTU. iv. The transcripts/CGC will not include a detailed listing or breakdown of individual courses for transferred credits. v. Transferred credits from a host institution shall be incorporated into the CGPA calculation at KTU. However, to ensure consistency and fairness, the grades earned at the host institution must be converted to the equivalent KTU grading scale before being included in the CGPA calculation. vi. The credits transferred from the host institution will be indicated as a total at the bottom of the Consolidated Grade Sheet, labelled as 'Total Credits Transferred from (Name of the Institute/University, place and Country)'.
R 18.11	If equivalent courses cannot be identified or successfully completed during the exchange, students shall be required to complete additional courses recommended by the Board of Studies (BoS) upon their return to KTU to fulfil their academic requirements.
R 18.12	To facilitate the smooth transfer of KTU credits to foreign universities, the curriculum shall include provisions for self-study (SS) hours and ECTS calculations.

R 18.13	*Compliance with Government and AICTE Orders for Student Exchange Programmes:* All applicable government and AICTE orders issued from time to time shall be binding on student exchange programmes.

19. Internships	
R 19.1	Students at KTU are permitted to undertake two types of internships: 1. Short-Term Internships 2. Long-Term Internships.
R 19.2	*Short-Term Internships:* • Students are allowed to pursue short-term internships after the completion of their Third Semester University Examination. • The period for a Short-Term Internship shall not exceed 8 weeks.
R 19.3	*Long-Term Internships:* • Students can opt for the Long-Term Internship either in the 7th or 8th semester. • The internship period for a Long-Term Internship should last a minimum of 4 months but not exceed 6 months (4 to 6 months).
R 19.4	*Option for 1 Year Internship:* This policy allows students to opt for a one-year internship during their final year, provided they meet specific eligibility criteria and adhere to the University's long term internship guidelines. i. Eligibility Criteria: Students who have successfully completed all theory courses listed in the seventh and eighth semesters of their Programme curriculum through MOOCs are eligible to apply for a one-year internship. ii. Remaining Courses: Eligible students must have only the following courses pending: • Seminar in 7th or 8th Semester. • Project/Internship in Semester 7 and 8. iii. Internship Approval: Students meeting the above eligibility criteria may join a one-year internship, provided they also satisfy all other eligibility requirements outlined in the University's Long-Term Internship Guidelines. Final approval

	for the internship will be granted by the University, ensuring that all academic requirements are met.
	iv. Integration of Project/Internship: The Project/Internship component in Semester 7 and 8 may be integrated with the one-year internship, subject to approval from the University. The integrated internship must align with the academic objectives of the student's programme.
	v. Students doing one-year internship may deliver their Seminar in 7th or 8**th** Semester in an online mode. The seminar will be evaluated using the same criteria as in-person seminars.
	This policy provides flexibility to students in their final year to gain extended industry experience while fulfilling the remaining academic requirements.
R 19.5	*Internship Guidelines and Eligibility Conditions:* i. The detailed guidelines and eligibility conditions for internships, including both short-term and long-term options, shall be published separately by the University. ii. These guidelines may be modified by the University as needed to ensure they remain relevant and effective.
R 19.6	Students must not have any pending disciplinary action to be eligible for both short-term and long-term internships.

20. Industrial Visit

R 20.1	*Industrial Visit and Industrial Training:* i. Industrial Visit (IV): • Industrial visits are permitted either in the fifth semester (S5) or in the sixth semester (S6). • A maximum of 12 days are allowed for the IV, with no more than 6 working days included in this period. ii. Industrial Training: • Students who do not participate in the industrial visit must attend industrial training during the same period. iii. Attendance:

	• The period of industrial visit or industrial training (maximum of 6 days) shall be considered for granting attendance to the students. iv. Guidelines: The detailed guidelines for the IV shall be published separately by the University.
21. Ombudsperson	
R 21.1	The University shall appoint an Ombudsperson, in accordance with the provisions contained in the University Grants Commission (Redressal of Grievances of Students) Regulations 2023, as amended from time to time for the redressal of grievances of students.
22. Overriding Provisions	
R 22.1	Notwithstanding anything contained in these regulations, the appropriate statutory bodies of the University shall have the power to amend, modify or repeal any of these regulations from time to time.