



**Bansilal Ramnath Agarwal Charitable Trust's
VISHWAKARMA INSTITUTE OF TECHNOLOGY,
An Autonomous Institute Affiliated to University of Pune.
666, Upper Indiranagar, Bibwewadi,
PUNE – 411 037.**

**Ordinances
Rules and Regulations
for
Master of Computer Applications (MCA)**

ISO 9001:2000 Certified Institute

PREAMBLE

Bansilal Ramnath Agarwal Charitable Trusts “**Vishwakarma Institute of Technology, Pune**” was established as a self financed Engineering College in **September, 1983**. It is affiliated to the University of Pune, Pune, recognized by Government of Maharashtra and approved by All India Council for Technical Education, New Delhi. The objective is to provide excellent technical education for producing high quality Engineering manpower for industry and promote academic excellence through research & development.

According to Indian Scriptures, '**Vishwakarma**' is a divine architect-engineer. He fashioned this world with His rare engineering skills. The Trust adopted this name with a Vision to develop engineers of high caliber, who could take up challenges of any type for providing appropriate engineering solutions.

The Institute was selected under World Bank assisted Technical Education Quality Improvement Programs (TEQIP) under the HRD Ministry, Government of India. The objective of the programme was to develop well performing Institute into Centre of Excellence.

The Institute envisaged a long term goal in October 2003 to attain complete Academic Autonomy by June 2008. University of Pune with concurrence from University Grants Commission and the Government of Maharashtra have conferred the Autonomous status to the Institute from the academic year 2008-09. **This allows the institute to prescribe its Academic Calendar, design its own structure and syllabi, conducts examination, carry out Assessment/Evaluation and declare results.** The Institute has developed a *Joyful Learning Model*, (The termed coined by the institute) in consultation with the Industry, Seniors Professors from **II Ts** and other Premier institutes in India and abroad, to cater to the needs of the industry in particular and the society in general. Under autonomy the degree however shall be awarded by University of Pune on completion of the programme.

Vishwakarma Institute of Technology as an autonomous Institute shall function with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential to foresting and development of intellectual climate conducive to the pursuit of scholarship and excellence.

The focus of the Institute is always student centric and the endeavor shall be to ensure that students get the best of what is required to create Outstanding Computer Professional.

INTRODUCTION

The basic objective of Master's programme in Computer Application is to provide our nation a steady professional with necessary knowledge , skills and foundations for acquiring a wide range of rewarding careers into the rapidly expanding world of Information Technology. It is a full time Three Years, Six Semester Master's Degree Programme of Computer Applications.

This booklet contains the necessary information about the Institute and M.C.A. programme offered, Rules and Regulations, Ordinances, etc. It also gives the insight into the Credit based systems.

M.C.A. programme is governed by Rules and Ordinances approved by the Academic Board from time to time. The Board continuously monitors these programs and makes appropriate modifications / improvements as and when required.

1.1 Vision and Mission Statement

1.1.1 Background of the vision and mission statement

All the Deans, Heads of Departments, Professors and Senior faculty of the Institute had discussed at length about the vision and mission of the institute and have unanimously resolved the mission statement. Thus, this mission statement has been drafted by the staff members of Vishwakarma Institute of Technology considering their strengths and future plan for the coming years. Therefore, they are committed towards the mission and are working in line with it.

1.1.2 Vision Statement

From Excellence at core to eminence above

1.1.3 Mission Statement

“Our Mission Is To Prepare Competent Engineers Imbided With The Spirit Of Professionalism And Responsible Citizenship In A Competitive Global Environment. To This End, Management And Faculty Commit Themselves To The Pursuit Of Excellence In Technical Education Through Discovery And Dissemination Of Knowledge, Development Of Technical And Social Skills And Inculcation Of Values That Define Professional Conduct.”

1.2 Particulars of the Institute

1.2.1 Name and Address of the Institute

Bansilal Ramnath Agarwal Charitable Trust's
VISHWAKARMA INSTITUTE OF TECHNOLOGY, PUNE,
(An Autonomous Institute under University of Pune.)
666, Upper Indiranagar, Bibwewadi, Pune – 411 037.
Maharashtra State. INDIA.

1.2.2 Name and Address of the Parent Body

Bansilal Ramnath Agarwal Charitable Trust,
251, Budhwar Peth, Shree Mangal,
Near City Post, PUNE – 411 002

1.2.3 Name and Particulars of the Principal and Dean of the Institute

Prof. Hemant Keshav Abhyankar

Principal,
020 – 24202221 ,
020 – 24280926 (Fax)
principal@vit.edu

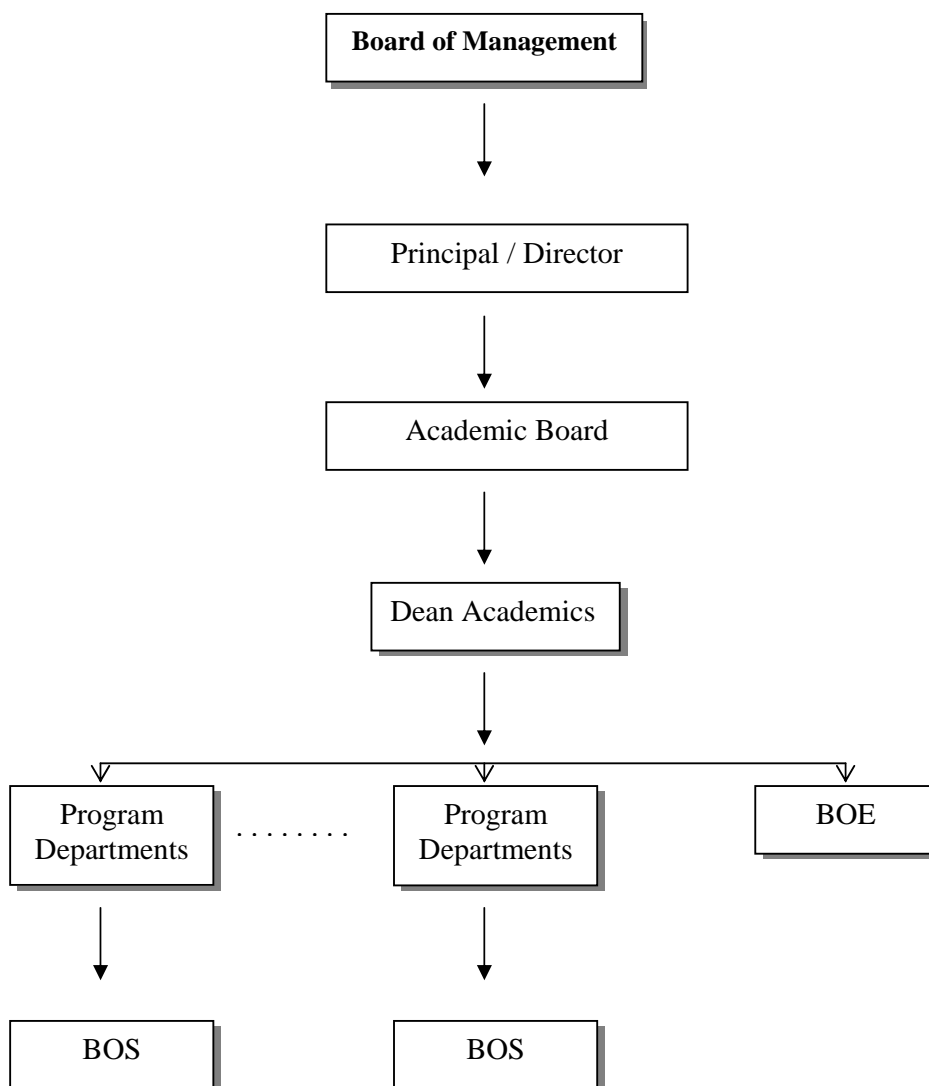
Prof. (Dr.) Rajesh Madhukar Jalnekar

Dean Academics
Dean.Academics@vit.edu

1.2.4 Information about the Establishment of the Institute

Year of Establishment	: 1983
G.R. No. and Date	: No. PEC 1683-118609/(310)/TE-1-A of State Government Dt. 01-09-1983
First approval by AICTE	: F-27-50/90- AICTE/US (PG)/7603 Dt. 20.09.1993

1.3 Organization Chart



1.4 Different Academic and Administrative Bodies of the Institute

As per the Statutes of the UGC and University of Pune, the Institute has constituted various Academic and Administrative Bodies for smooth functioning of the Autonomy.

1.4.1 Board of Management (w.e.f. 12/03/2008)

Board of Management

Sr. No.	Name of the Member	Category	Designation
1)	Shri Rajkumar Bansilal Agarwal, Bansilal Ramnath Agarwal Charitable Trust, 251, "Shreemangal" Bldg., City Post Chowk, Opp. Bank of India, Pune - 411 002	Chief Trustee, B.R.A.C. Trust	Chairman
2)	Shri Bajarangadas B. Lohiya 2 nd Floor, Harikrupa, Krupali Housing Society, Near Kalmadi House, Opp. Old Karnataka High School, Karve Road, PUNE - 411 004.	Nominee of the Trust	Member
3)	Shri Sudhir Tilloo Chief Executive Officer, DGP Hinoday Industries, M.I.D.C., Bhosari, PUNE - 411 026.	Nominee of the Trust	Member
4)	Dr. Naushad Forbes, Director, Forbes Marshall Ltd., Mumbai-Pune Road, Kasarwadi, PUNE - 411 034.	Nominee of the Trust	Member
5)	Shri Pramod Choudhari, Chairman, Praj Industries Ltd., Praj House, Bavdhan, Pune – 411 021.	Nominee of the Trust	Member
6)	Dr. Gajanan Ramakant Ekbote, Dean, Faculty of Medicine, 1170/33, Shivajinagar, Sushil Kuti, Ekbote Hospital, Pune – 411 005	Vice-Chancellor's Nominee	Member
7)	Dr. Pandit Vidyasagar, Director, B.C.U.D., University of Pune, Ganeskhind, PUNE – 411 007	Vice-Chancellor's Nominee	Member
8)	Prof.(Dr.) R.M. Jalnekar, Dean, Academic Development, Vishwakarma Institute of Technology, Pune.	Teacher nominated by Principal / Director	Member
9)	Prof.(Dr.) R.R. Kulkarni, Head, Mechanical Engg. Deptt., Vishwakarma Institute of Technology, Pune.	Teacher nominated by Principal / Director	Member

Sr. No.	Name of the Member	Category	Designation
10)	Prof. (Dr.) S.K. Mahajan, Director of Technical Education, Maharashtra State, 3, Mahapalika Marg, Mumbai - 400 001	Ex-Officio, D.T.E., Mumbai.	Member
11)	Dr. B.K. Bhadri, Regional Officer, Western Regional Council of AICTE, Industrial Assurance Bld., 2nd Floor, Veer Nariman Road, Churchgate, MUMBAI - 400 020	Ex-Officio, Regional Officer, A.I.C.T.E., Mumbai.	Member
12)	Vacant	State Government Nominee	Member
13)	Vacant	UGC Nominee	Member
14)	Prof. (Dr.) S.D. Awale, Director, National Institute of Industrial Engineering (NITIE), Vihar Lake, MUMBAI – 400 087.	AICTE Nominee, New Delhi	Member
15)	Shri Bharat Rajkumar Agarwal, Managing Trustee, BRAC Trust, 251, "Shreemangal" Bldg., City Post Chowk, Opp. Bank of India, Pune - 411 002	Meritorious Alumni of the Institute	Member
16)	Prof. (Dr.) U. N. Gaitonde, Professor of Mech. Engg., IIT, Bombay, Powai, Mumbai – 400 076	Expert from Education / Industry	Member
17)	Prof. H.K. Abhyankar, Principal, Vishwakarma Institute of Technology, 666, Upper Indiranagar, Bibwewadi, Pune - 411 037	Principal / Director	Member Secretary

1.4.2 Academic Board

Sr. No.	Name of the Member	Category	Designation
1.	Prof. H.K. Abhyankar	Principal / Director	Chairman
2.	Prof. S.Y. Prabhu, Professor of Computer Engg.	Dean – Planning & Development	Member
3.	Prof. H.G. Phakatkar, Professor of Mechanical Engg.	Dean – Quality Assurance	Member
4.	Prof. S.N. Mali, Assistant Professor, Computer Engg.	Dean – Students' Welfare	Member
5.	Prof. N.B. Patki, Workshop Superintendent	Dean – Admissions	Member
6.	Prof. (Dr.) S. Pavithran, Professor of Mechanical Engg.	Professor	Member
7.	Prof. (Dr.) K. Sundaram, Professor of Mechanical Engg.	Professor	Member
8.	Prof. (Dr.) S.V. Joshi, Professor of Mechanical Engg.	Professor	Member
9.	Prof. (Dr.) B.V. Barbadekar, Professor of Information Technology	Professor	Member
10.	Prof. (Dr.) J.V. Kulkarni, Professor of Instrumentation Engg.	Professor	Member
11.	Prof. (Dr.) D.S. Bhatkhande, Professor of Chemical Engg.	Professor	Member
12.	Prof. (Dr.) S.P. Malgonde, Professor of Mathematics	Professor	Member
13.	Prof. (Dr.) P.M. Patil, Professor of Electronics Engg.	Chairman – BOS	Member
14.	Prof. (Dr.) R.R. Kulkarni, Prof. & Head of Mechanical Engg.	Chairman – BOS	Member
15.	Prof. M.L. Dhore, Asstt. Prof. & Head of Computer Engg.	Chairman – BOS	Member
16.	Dr. (Smt.) A.M. Moolchandani, Asstt. Professor, Physics & Head, Engg. Sciences Deptt.	Chairman – BOS	Member
17.	Prof. (Dr.) S.R. Inamdar, Asstt. Prof. & Head of Chemical Engg. Deptt.	Chairman – BOS	Member
18.	Prof. (Dr.) V.M. Kale, Asstt. Prof. & Head of Industrial / Production Engg. Deptt.	Chairman – BOS	Member
19.	Prof. (Smt.) S.S. Agashe, Asstt. Prof. & Head of Instrumentation Engg. Deptt.	Chairman – BOS	Member
20.	Prof. N.V. Sahasrabuddhe, Asstt. Prof. of Mechanical Engg.	Controller of Examinations	Member

Sr. No.	Name of the Member	Category	Designation
21.	Prof. S.P. Nitsure, Asstt. Prof. & Head of Civil Engg.	Principal / Director Nominee	Member
22.	Prof. (Smt.) N.S. Chandollikar, Reader, M.C.A.	Principal / Director Nominee	Member
23.	Smt. A.S. Joshi, Lecturer of Electrical Engg.	Principal / Director Nominee	Member
24.	Prof. (Smt.) S.V. Kurundkar, Asstt. Prof. of Electronics Engg.	Principal / Director Nominee	Member
25.	Prof. (Dr.) Vikram Gadre, IIT Bombay, Powai, Mumbai	Professional Expert	Member
26.	Dr. A.A. Ghatol, Vice-Chancellor, Dr. Babasaheb Ambedkar Technological University, Lonere, Dist. Raigad.	Professional Expert	Member
27.	Dr. S.S. Sundarrajan	Professional Expert	Member
28.	Prof. (Dr.) S.B. Nimse, Director, New Arts & Science College, Ahmednagar	Professional Expert	Member
29.	Vacant	Nominee of Director of Technical Education, M.S.	Member
30.	Prof. (Dr.) P.W. Wani, Dean, Faculty of Engg., University of Pune	Vice-Chancellor's Nominee	Member
31.	Prof. (Dr.) Anil D. Sahasrabuddhe, Director, PIET College of Engineering, Shivajinagar, Pune-5	Vice-Chancellor's Nominee	Member
32.	Prof. (Dr.) Ashok R. Thorat, Principal, Institute of Advanced Studies in English, 10, Usha Manor, Ganeshkhind Road, Aundh Gaon, Pune – 411 007	Vice-Chancellor's Nominee	Member
33.	Prof. (Dr.) R.M. Jalnekar, Professor of E & TC Engg.	Dean – Academics	Member Secretary

1.4.3 Board of Studies

The Board of Studies which designs the curriculum.

1) BOARD OF STUDIES IN COMPUTER ENGINEERING

Sr. No.	Name of the Member of Board of Studies	Category
1)	Prof. M.L. Dhore, Assistant Professor & Head, Comp. Engg. Deptt.	Chairman
2)	Prof. S.Y. Prabhu, Professor, Comp. Engg. Deptt.	Subject Head
3)	Prof. S.N. Mali, Assistant Professor, Comp. Engg. Deptt.	Subject Head
4)	Prof. S.B. Karthick, Assistant Professor, Comp. Engg. Deptt.	Subject Head
5)	Prof. M.R. Dube, Assistant Professor, Comp. Engg. Deptt.	Subject Head
6)	Prof. S.G. Pukale, Assistant Professor, Comp. Engg. Deptt.	Subject Head
7)	Prof. G.V. Garje, Chairman, BOS, Computer Engg., UoP	Subject Expert
8)	Prof. A.A. Sawant, Head, Computer Engg. Deptt., COE, Pune	Subject Expert
9)	Vacant	Professor from a reputed Institute
10)	Dr Sridhar Shukla, M.D., GS Labs, Pune	Industry Representative
11)	Udayan Kanade, Chief Inventor & CEO, Oneirix Labs.	Meritorious Alumnus

1.5 Programmes Offered by the Institute

1.5.1 UG Programs

Sr. No.	Name of Course	Year of Starting	Intake	Accreditation validity	Government Letter No.
1)	Industrial Engineering	1984 –1985	30	3 Years	GR No. PEC-3089/(3742) TE-1 Dt. 30-07-1991
2)	Electronics Engineering	1985 –1986	90	3 Years	
3)	Mechanical Engineering	1986 –1987	90	3 Years	
4)	Computer Engineering	1991 –1992	90	3 Years	
5)	Instrumentation & Control Engineering	1992 –1993	60	5 Years	PEC-3092/(5191) TE-1 Dt. 09-07-1992
6)	Chemical Engineering	1999 –2000	60	3 Years	TEM 3398/(565/98) TE-1 Dt. 28-01-1999
7)	Production Engineering	1999 –2000	40	3 Years	TEM 3398/(479/98) TE-1 Dt. 08-12-1998
8)	E & TC Engineering	1999 –2000	60	3 Years	
9)	Information Technology	2001 – 2002	40	3 Years	TEM 10/00/(537/00) TE-1 Dt. 23-11-2000

1.5.2 P.G. Programmes Offered

Sr. No.	Name of Course	Year of Starting	Intake	Accreditation validity	Government Letter No.
1)	M.E. Mechanical – Heat Power Engg.	1996 – 1997	25	5 years	PEC/2096/(7447)/TE-1 Dt. 11-06-1996
2)	M.E. Mechanical – Design Engg.	2001 – 2002	25	3 years	PEC/2001/(452/01)/TE-1 Dt. 10-09-2001
3)	M.E. Computer Science and Engineering – Information Technology	2002 – 2003	25	-----	TEM-2002/(60/02) TE-1 Dt. 12-07-2002
4)	M.E. Industrial Engg.	2004 – 2005	18	-----	TEM-2004/(410/04) TE-1 Dt. 12-08-2004
5)	M.E. Instrumentation Engg. (Process Instrumentation)	2004 – 2005	18	-----	TEM-2004/(335/04) TE-1 Dt. 30-07-2004
6)	Master of Computer Applications (M.C.A.)	2001 – 2002	30	-----	PEC-2001/(353/01) TE-1 Dt. 30-06-2001

1.5.3 Doctoral Programs

Sr. No.	Name of Course	Year of Starting	Pune University Letter No.
1)	Ph.D. Mechanical Engineering	2004 – 2005	Letter No. CA/4658 dated 06-08-2004
2)	Ph.D. Chemical Engineering	2004 – 2005	
3)	Ph.D. Industrial Engineering	2006 – 2007	Letter No. CA/2958 dated 16-06-2007

Glossary:

Institute:	Vishwakarma Institute of Technology, Pune
BOM :	Board of Management
BOS:	Board of Studies
AB :	Academic Board
Government :	Government of Maharashtra.
AICTE:	All India Council for Technical Education, New Delhi
UGC:	University Grants Commission., New Delhi
UoP :	University of Pune, Pune
Act :	Maharashtra Universities Act.
CPI:	Cumulative Performance Index
SPI :	Semester Performance Index
Programme :	Programme of study leading towards award of Degree.
UG:	Under Graduate Programme
PG :	Post Graduate Programme
Dean :	Dean Academics

TERMINOLOGY

Semester:	The academic year is divided into two regular semesters of approximately 26 weeks duration each Semester I is from the July to December and Semester II from the January to June every year.
Course Credit:	Weighted sum of the number of Lecture hours (L), and Practical hours (P) associated with the course.
Credits Earned:	The sum of course credits for credit courses in which a student has passed in a semester/year or Programme completion
Grade:	Assessment of the student's performance in a course indicated by the letters, AA, AB, BB, BC, CC,CD,DD,, FF XX, P/NP Grade.
Grade point:	Number equivalent of the letter grades given by 10, 9, 8,7, 6,5,4 corresponding grades AA, AB, BB, BC, CC, CD, DD respectively., FF.XX, II carry zero grade points.
Semester Grade Points:	The sum of the products of credits and Grade Points for each course registered by a student in a semester.
Cumulative Credits:	Sum of the Semester Credits for all the semesters .
Cumulative Grade Points:	Sum of the Semester Grade Points for all the semesters .

➤ **ACADEMIC ORDINANCES RULES AND REGULATIONS**

The Institute has been conferred Autonomous Status from the Academic Year 2008-09 for a period of 5 years by the University of Pune, Pune with concurrence by the UGC, New Delhi as per the Statute S-604 of the Maharashtra University Act. The Board of Management, Academic Board, Board of Studies has been constituted as per the Statutes of the University.

The academic ordinances, rules and regulations framed for the Institute strictly adhere to the Statutes of University and guidelines of UGC.

The BOM governs the ordinances, rules and regulations for conduct of Academic programmes. Academic Board with the approval of the BOM shall continuously monitor the programmes and make appropriate amendments to the Ordinances, Rules & Regulation.

Various committees constituted as per the Act shall exist to recommend the Curriculum, Evaluation System, Discipline and Conduct of Students to the Board.

ORDINANCES

The Board of the Institute prescribes the ordinances in respect of the different academic programmes. The rules given below give additional details in respect of the ordinances issued for programmes.

Ordinances (Effective from academic year 2008-09)

- 0.1** Eligibility of the candidates for admission to UG & PG programme would be governed by Rules and Regulation set up by the Competent Authorities of Government from time to time.
- 0.2** a) The U.G Programme shall generally be of 4 years / eight semester duration.
b) All P.G Programmes shall generally be 2 years / four semester duration.
c) M.C.A. Programme shall generally be 3 years / six semester duration.
- 0.3** Lateral entry to UG shall be as per prescribed rules of Government.
- 0.4** The provisions in the Rules & Regulations shall be applicable to all B.E. Programme offered by the Institute and any new programme that may be introduced in future.
- 0.5** UG & PG Programme will follow a credit based system.
- 0.6** The award of UG & PG Degree shall be in accordance with fulfillment of all the Academic and Non Academic requirements specified by the Board. These degrees shall be awarded by the University of Pune, Pune..
- 0.7** The fees charged for admission to students over the duration of the programme shall be as per the directives of the Government.
- 0.8** A student shall strictly adhere to the attendance requirements prescribed in the rules and regulation.
- 0.9** The conduct and discipline of the student and action to be taken against them for breach of discipline and conduct shall be governed by the prescribed rules set by the Institute.
- 0.10** The **Principal / Director** shall have the discretionary powers to modify / relax / add / delete any of the regulations from time to time

➤ **RULES AND REGULATIONS**

1. ACADEMIC CALENDAR

- 1.1.** The academic activities of the Institute are scheduled in the academic calendar by the Dean at the beginning of each academic year. It is mandatory for students / faculty to strictly adhere to the academic calendar for completion of academic activities.
- 1.2.** The academic year shall be divided into two semesters. The Semester that begins in July shall be called as Semester I or Odd Semester and the semester that begins in January is known as Semester II or Even Semester.
- 1.3.** The total duration of the each Semester shall include registration, teaching, continuous internal evaluation, Mid Semester Examination, End of semester examination, Evaluation, result declaration & Vacation.

2 ADMISSION

- 2.1** The intake capacity of MCA Programme, including the number of seats to be reserved for students of different categories shall be decided by the Government directives.
- 2.2** Admissions to the first year of M.C.A. shall be made before the start of each academic year, through the Entrance Test as directed by the Government.
- 2.3** The Institute shall also admit to first year of the programmes, a limited number of students of Non-Resident Indian (NRI), Persons of Indian Origin (PIO) and Foreign National categories, as per Government rules.
- 2.4** The selected student will be admitted to the MCA programme after he / she fulfills all admission requirements as indicated in the offer and after payment of the prescribed fees.
- 2.5** If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Principal/ Director of the Institute may revoke the admission of the candidate and report the matter to the Academic Board and concerned government authorities as necessary.
- 2.6** The Institute reserves the right to cancel admission of any student and ask him / her to discontinue studies at any stage in the course duration on grounds of unsatisfactory academic performance or undisciplined conduct.
- 2.7** Students admitted in the hostel will be required to pay the fees according to the rules set by hostel establishment. Student admitted in the hostel must abide by the rules and regulations of the hostel as may be framed by authorities from time to time. Hostel admission may be withdrawn for violating the rules and regulation of the hostel.

3 CURRICULUM

M.C.A. Programme has a 3 Year , 6 Semester prescribed course structure which in general terms is known as Curriculum. It prescribes courses to be studied in each semester. The details of the curriculum are as follows :

3.1 Composition of the Curriculum:

- I. Core Computer Related , Mathematics and Management subjects. .
- II. General Proficiency subjects.
- III. Disciplinary Electives and Management Subjects Electives.
- IV. Final year Project and Seminar
- V. Other requirements such as Industrial training/Industrial visits etc. laid down by the concerned Board of Studies from time to time.

3.2 M.C.A. Programme shall have a curriculum and course contents (Syllabi) for the courses recommended by the BOS and approved by the AB.

3.3 The programme shall follow a credit based semester system. The academic year is divided in to two semester as prescribed in 1.2

3.4 Course Credit System/Structure

In general a certain quantum of work measured in terms of credits is laid down as the requirement for a particular degree. A student earns the credits for a particular course by fulfilling the academic requirements viz. attendance and evaluation. There are mainly two types of courses-Theory courses and Laboratory courses. Laboratory courses (P) consists of practical hours a student has to work in a Laboratory. The total credits required for completing the M.C.A. program shall be 125. The total number of credits in a Semester which a student shall register will be as prescribed in the curriculum.

Number of credits for a course in any semester is calculated as follows.

Sr.No	Course	Credits
1	1 Lecture hour / week	1
2	2 Laboratory hours / week	1
3	Seminar (Sem VI)	4
4	Project (Sem VI)	16

- Homework assignments may be assigned by the teacher to a student and the date / time of submission will be defined. Homework may be assigned throughout the semester as part of teacher assessment and regularly assessed by the teacher who will also announce the evaluation policy.
- Credits are awarded to a student for Theory / Laboratory / Other Courses only if the student satisfies the minimum Attendance requirement and the Evaluation Requirements.
- The medium of Instruction for all coursework and examination shall be English.

3.5 Seminars

Seminar is a course requirement wherein under the guidance of an internal guide a student is expected to do in depth study of Current Trends in Information Technology by doing literature survey, and understanding different aspects of the technology. It is mandatory to give a seminar presentation before a panel constituted for the purpose. The credits shall be awarded on the basis of the understanding of the concept and presentation by the student concerned.

3.6 Project Work

Project work will be carried out in the VI (Sixth) Semester which shall be typically carried out in the industrial/ Research organization individually. The faculty guiding the student shall be called the internal guide and the scientist / manager guiding the student (at site) shall be called as external guide. It is mandatory to submit the progress report at every Saturday to the internal guide. At the end of semester VI , the student has to submit a formal individual project report in a prescribed format which will be provided in semester VI

4 REGISTRATION:

4.1 Faculty Advisor

A student or a group of students is assigned to a faculty advisor from the concerned department, who will mentor the student throughout his/her tenure in the Institute. The students are expected to consult the faculty advisor on any matter relating to their academic performance and the courses they may take in various semesters / summer terms. The faculty advisor is assigned to extend guidance to the students enabling them to complete their courses of study for the required degree in a smooth and timely manner. Thus, the role of the faculty advisor is of immense importance. The faculty advisor is the person to whom the parents/guardians should contact for performance related issues of their ward. In view of the guidance to the students the role of faculty advisor is outlined as below

- 4.1.1 Guidance about the rules and regulations of the courses of study for the programme
- 4.1.2 Pay special attention to weak students.
- 4.1.3 Guidance and liaison with parents of students for their performances and other personal problems a student may have.

4.2 Each student shall be required to register for course work on the advice of Faculty Advisor at commencement of each semester on the day fixed for such registration and notified in academic calendar.

Registration involved filling up a registration form by stating the theory course / Laboratory / Seminar / Project, etc.

4.3 Each student shall also register for the GP/ Elective courses in consultation and approval of Faculty Advisor.

4.4 Student who fails to register for course work on notified day may be

permitted by the Department for late registration on another notified day after payment of additional fee fixed by the Institute.

- 4.5 Only those student will be permitted to register course work who have
- 4.5.1 Cleared all dues of the previous year / semester of the Institute and Hostel.
 - 4.5.2 Not debarred from registration on specific grounds.
- 4.6 If a student fails to register during any semester without prior approval of the Dean his/her admission to that semester / year is likely to be cancelled.

4.7 Registration for the First Two Semesters.

Students admitted in first year shall register for the prescribed courses according to curriculum. For registration of general proficiency (GP) subject Students shall undergo an English language test. If the student fails to cross particular benchmark, he shall undergo English language module I. If the student passes this benchmark, he is free to choose English Language Module II or Module I of other foreign languages that are offered by the Institute from time to time.

4.8 Registration for third and subsequent semester. (Second year onwards)

- For registration at second year a student must have earned a minimum of 28 credits of First year and not detained in any of the courses of first year.
- For registration at Third year student must have attained all the credits of First year and at least 28 credits of second year and not detained in any of the courses of second year

4.9 A student may be permitted to register for more than the average course load, up to a maximum of 27 credits, if he/she has shown outstanding performance in course work in the previous semesters, with a CPI ≥ 8.0 in consultation with Faculty Advisor and with the approval of the Dean Academics.

4.10 On the other hand, a student whose performance is not so good in the preceding semesters, i. e. CPI ≤ 5.0 , may be permitted to register below the average prescribed load in consultation with Faculty Advisor but not below 15 credits. with approval of Dean

4.11 All students should note the following.

- 4.11.1 There shall be no make up examination for student who has obtained FF Grade .
- 4.11.2 A student shall re-register in all failed courses whenever they are offered. Freedom to change the course during re-registration is offered only for electives.
- 4.11.3 Students are not permitted to re-register for the courses they have already passed.

4.12 Helping Weaker Students:

The students with backlogs should continuously seek help from the faculty advisor. The Faculty Advisor will be in constant touch with parents about their performance. The Institute shall also communicate to the parents/guardians

about the performance of their ward by sending a copy of grade card at the end of each semester, to make them aware of the performance of their ward. It is expected that the parents should keep in constant touch with the concerned faculty advisor or Head of the Department and if necessary, the Dean Academics.

5 DISCIPLINE AND CONDUCT

- 5.1** Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the Institute. The following additional acts of omission and/or commission by the students within or outside the precincts of the College shall constitute gross violation of 'code of conduct' punishable as indiscipline
- 5.1.1 Lack of courtesy and decorum, as well as indecent behavior;
 - 5.1.2 Willful damage of property of the College/Hostel or of fellow students;
 - 5.1.3 Possession/consumption/distribution of alcoholic drinks and banned drugs;
 - 5.1.4 Mutilation or unauthorized possession of library material, like Books, etc.;
 - 5.1.5 Noisy and unseemly behavior, disturbing peace in the College/Hostel;
 - 5.1.6 Hacking in computer systems, either hardware or software or both;
 - 5.1.7 Any other act considered by the College as of gross indiscipline.
 - 5.1.8 Any act of indiscipline of a student reported to the Dean - Student Affairs, will be discussed in a Complaint Redressal Committee constituted by the Academic Board. The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. The Director will consider the recommendation of the Complaint Redressal Committee and authorize the Dean - Academics to take appropriate action. The student may appeal to the Director for re-consideration on the action taken.
- 5.2** If a student while studying in the institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he / she will be liable to be expelled from the institute without any notice.
- 5.3** Ragging in any form is banned. Acts of ragging will be considered as gross indiscipline and will be dealt with severely. If a student is involved in any kind of ragging, the student is liable for strict action as per Maharashtra anti-ragging act 1999, which is in effect from 15th May 1999.

- 5.4 If any statement/information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time or knowingly withholds information in any document or materials submitted to the Institute is suspect to discipline His/ her admission is cancelled and he/she is expelled from the institute and fees paid are forfeited.
- 5.5 Student once admitted in the institute has to follow dress code as well as other instructions issued from time to time.
- 5.6 If a student is found guilty of malpractice in examinations and overall misconduct during his/her stays in the institute, he/she will be punished as per the recommendations of the Discipline and Welfare Committee. The maximum punishment may be expulsion from the institute.
- 5.7 Every Student admitted is issued a photo identification card which must be retained by the student while he or she is registered at Institute. The ID card remains the property of Institute. The student must have the valid ID card in his / her possession while in the institute.
- 5.8 Any student who alters or intentionally mutilates an ID card or who uses the ID cards of another student or allows his / her ID card to be used by another may be subjected to disciplinary action.
- 5.9 The valid ID card must be presented for identification purposes as and when demanded by authorities. Any student refusing to provide the ID card shall be subjected to disciplinary action.
- 5.10 Students will switch off the Mobiles during the Instructional hours and the Institute Building, Library, Reading room etc. Strict action will be taken if students do not adhere to this.
- 5.11 During the conduct of any Tests, ESE students must not bring their mobiles. A student in possession of the mobile whether in use or switched off condition will face disciplinary action and will be debarred from appearing for the Examination./Test

6 ATTENDANCE:

- 6.1 Regular 100% attendance is expected of all students for every registered course in theory, laboratory . Hence attendance is compulsory and will be monitored in the semester and students will be informed at the end of the month and end of semester.
- 6.2 A maximum of 25% absence for the attendance may be condoned only on valid grounds such as illness, death in family or other emergency beyond students control and approved by the Director / Dean Academics. Sanctions to be taken within a week after joining if on medical grounds.
- 6.3 For Students participating in Sports / Cultural event during a semester the maximum number of days of absence shall not exceed 8 days. Any waiver in this context shall be on the approval of Dean - Student Welfare and Dean - Academics. The Dean - Student Welfare shall inform the concerned Head of

Department in advance with a copy to the Dean - Academics. No cognizance shall be taken after the Dean Academics announces the irregularity of the student. This however shall be within the 25% of absence as mentioned in 8.2

- 6.4 A student having attendance lower than 75% in a course whatsoever may be the reason is detained and debarred from appearing in the End-Semester Examination (ESE) for that course in that semester and the student will have to re-register for the course as and when it is offered. The continuous assessment of laboratory course shall be null and void in such cases and the student shall have to re-register for the course as and when it is offered. In such cases the student is given XX grade.

6.5 Leave Of Absence

- a. If the period of leave is for a short duration (less than a week), prior 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 the supporting document(s). Such leave shall be granted by the Head of the Department.
- b. Absence for a period not exceeding one week in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided he/she is satisfied with the explanation.
- c. If the period of absence is likely to exceed one week, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean - Academics with supporting documents. In each case the decision to grant leave shall be taken by the Dean - Academics on the recommendation of the Head of the Department.
- d. The Dean Academics on receipt of an application may decide whether the student be asked to withdraw from the course for that particular semester because of his long absence.
- e. The leave of absence in above paras will not be condoned for attendance requirement as specified in 8.1 and 8.2 above.

7 TEMPORARY WITHDRAWAL FROM THE PROGRAMME

A student seeking temporary withdrawal is granted permission by the Dean Academics to withdraw from the Programme for one semester/year for reasons of ill health or other valid reasons on the recommendations of concerned HOD on the following terms:

- 7.1 The student applies to the institute within six weeks of commencement of the term or from within six weeks of his / her last attendance in class whichever is earlier, stating the reasons for such withdrawal with supporting documents and endorsement of his/her parents.
- 7.2 The student shall have settled all dues at the college including those of hostel, library and department, etc.

7.3 Normally, a student shall be permitted to avail of temporary withdrawal only once during the Programme duration at the institute and for a maximum duration of two semesters.

7.4 Such student who has discontinued and re-joins again will be governed by rules and regulations, courses of study and syllabi in force at the time of his joining the Institute. The joining time shall be the normal commencement of the term.

8 MODES OF ASSESSMENT

The Academic Board will decide from time to time on the system of examinations in each course in each semester. The current practice of Assessment of Theory and Laboratory Courses is as follows

8.1 A student is evaluated for theory courses through two a mid semester examination and End Semester Examination (ESE)

8.2 The relative weightage is

30% for Mid Class Examination
20% for Teacher Evaluation and
50% for End Semester Examination

Minimum marks for passing is 40%.

The teacher shall announce the method of teacher evaluation at the beginning of the semester. All MSE and ESE are compulsory for all students for award of credits in a course. The marking for all tests, tutorials and examinations will be on absolute basis. The final percentages of marks are calculated in each course as per the weightage indicated above.

No credits are awarded if the student remains absent in any of the MSE, ESE or Continuous Assessment.

8.3 The laboratory course whether offered as an independent course or as an attached course with a theory course will have Continuous Assessment (CA).

Most of the laboratory courses contains two parts as follows :

Part I : Assignments and Part II : Mini project based on implementation of concepts of laboratory course

Continuous Assessment of laboratory courses will be based on punctuality, turn to turn supervision of student work, quality of work of journals, group discussions, overall understanding of the experiment and viva-voce examination (as per requirement of structure of course) .

Mini Project will be also assessed continuously by the concerned teacher and demonstration and presentation of workable mini project will be conducted at the end of the semester. This mini project can be developed by the group of maximum two students only. In such case the 70 % weightage will be given to completed assignments and 30% weightage will be given to the Mini Project otherwise overall evaluation shall consist of 100 % weightage to completed assignments .

- 8.4 The teacher shall announce the mode of evaluation and distribution of marks at the beginning of the Laboratory course. It is obligatory to maintain and submit laboratory journal, prescribed documentation for the laboratory course, and reports.
- 8.5 The MSE and ESE, shall be conducted centrally. It test will be conducted as per schedule announced.
- 8.6 The End-Semester Examination (ESE) shall generally be of three hours duration for each course and is held as per the schedule declared in the Academic calendar for that semester. The detail time-table for this is declared at least two weeks in advance of the conduction of ESE by the Controller of Examinations.
- 8.7 All examinations and evaluations that are conducted are compulsory. Credits for a course will be awarded only if the student satisfies the minimum attendance requirements and acquires the necessary minimum grades for that course. No credits are awarded if the student remains absent in MSE or ESE even though he/she has minimum attendance requirements.
- 8.8 A student remaining absent during End-Semester Examination (ESE) of a course either due to medical reason (Accident and/or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister) is allowed to appear for Make up examination as a special case. The student has to apply to the Dean Academics with proper documentary evidence to appear for re-examination. After Make-up examination the student is entitled to an appropriate grade as per table 1 on the basis of the performance during the semester and re-examinations of his/her performance .
- 8.9 A student who is eligible for Make-up examination, but remains absent for the same will be treated as FF grade.

8.10 Assessment of Project:

At the end of the sixth semester of study, a student will be examined in the course "Project".

1. Project work must be performed individually .
2. Each Student shall be reporting with the progress in work to the internal guide as well as for guidance in project work.
3. The project Work should be of such a nature that it could prove useful or be relevant from the commercial/management/engineering / scientific angle.
4. The project report should be prepared in a format prescribed by the department which also specifies the contents and methods of presentation.
5. The project work carry 16 credits . The viva shall be conducted by the panel of minimum two external examiners .

9 THE GRADING SYSTEM

9.1 Award of Grade (Regular Semester):

9.1.1 The grades awarded to a student in any particular Subject will be based on his/her performance in the MSE ,Laboratory Work and the ESE. The letter grades that are awarded and their equivalent grade points are listed below.

Letter Grade	Grade Point	Description of Performance
AA	10	Excellent / Outstanding
AB	9	Very Good
BB	8	Good
BC	7	Fair
CC	6	Above Average
CD	5	Average
DD	4	Below average
FF	0	Fail
AP	---	Audit Course Passed
II	---	Absent for the Exam but not detained.
XX	---	Detained, Re-register for course.
PP	---	Passed (Only for non-credit course)
NP	---	Not Passed (Only for non-credit courses)

Table 1: Grade Table for Regular Semester

9.1.2 The student shall pass the course if he/she gets any grade in the range “AA” to “DD”.

9.1.3 The student is temporarily assigned grade “II”, if he/she is not detained by an Instructor but fails to appear for end-semester examination due to valid reason. Such a student will have to appear for the examination as and when conducted (10.8).

9.1.4 A student who has awarded grade “FF” in a particular course is considered to be failed in that course and no credits will be awarded for the same. The student will have to appear for the examination as and when it is conducted.

9.1.5 The grade “XX” is assigned to the student if his/her attendance is less than 75% in the Lectures/Tutorial/Laboratory course and/or his/her performance in the semester is not satisfactory and/or he/she fails in the assessment head of the subject. A student with XX grade will not be permitted to take the ESE in that subject. The student will be detained for that subject only and will have to re register for the subject as and when it is offered and appears as and when it is conducted. However if a student is detained in any of the course he/she, will not be admitted to the next year, unless he/she Re-registers for that course and obtained passing grade

9.2 Award of Grade [Make-up examination (Grade “II”)]

9.2.1 This grade is awarded to a student who has attendance requirements completed all tests, CA, MSE, but fails to appear for ESE for reason of severe illness, death in family.

9.2.2 A Student who has been awarded grade “II” should submit an application to the academic office within ten days from the date of the examination missed, explaining the reason for his/her absence along with documentary evidence. Application received after this period will not be entertained.

9.2.3 Such students are allowed to appear for make up examination in that course and are awarded grades as earlier between AA” to “DD” or “FF” based on his/her performance in in-semester, mid-semester and as per Table 1

9.2.4 If a student with “II” grade does not appear for re-examination he is awarded “FF” grade

9.3 Grade “XX”

An ‘XX’ grade is treated as equivalent to FF for purpose of CPI calculation, and the following criteria in addition to poor attendance (less than 75% may be considered for the award of XX grade : (1) Badly incomplete in-semester record (due to non-medical reasons) {for example, in the case of a student who has missed all tests and MSE etc.) (2) Misconduct/use of unfair means in the examination, assignments etc., of a nature serious enough to invite disciplinary action in the opinion of the instructor. (It is emphasized that award of the XX grade is in the nature of an immediate action in such cases, and the case may be referred to the Disciplinary Action Committee for consideration of further punishment depending on the seriousness of the offence). The names/roll numbers of students to be awarded the XX grade should be communicated to the Dean, Academics in advance of the end-semester examination.

9.4 Award of Grade (Grade “XX”)

Following rules apply for the course registered in any semester in which a student has acquired grade “XX”

9.4.1 He/she shall try to get a passing grade by registration for full examination in the next regular semester whenever it is offered. In this case the earlier performance of a student in all the evaluations will be treated as null and void.

9.4.2 A student registering for the course (Grade XX) shall undergo all evaluations including CA and ESE and is eligible to acquire any grade between “AA” to “DD” or “FF” .

9.5 Method of Awarding Grades :

9.5.1 The subject teacher(s) shall award the letter grades to students based on the marks secured by them in:

- a) The teacher assessment, MSE and ESE all taken together for lecture courses.
- b)The Continuous Assessment in case of Laboratory courses
- c) General Proficiency
- d) Seminar and Project
- e) Grading system announced by the Controller of Examination.

9.5.2 Subject teacher shall submit two copies of the result sheet for each course giving both the marks and letter grades awarded to the Head of Department as per schedule. This will be forwarded to the COE by the HOD after scrutiny and moderation if necessary.

10 Disclosing Evaluated Test Answer Paper , Re-Evaluation, Period Of Retention

10.1 A course instructor may allow students to see the evaluated answer papers at his/her discretion, as long as this is done before finalization of grades. The limit fixed for such a disclosure is three days before the last date for receiving grades in the Academic Office.

10.2 Once grades are published, changes, if any, are allowed in case of totaling and tabulation errors only. A request for re-totaling must be made by student to academic office using the prescribed form, which is sent to faculty for further action. Student must not contact faculty directly. Such requests are processed by the Academic Office.

10.3 Evaluated answer papers should be preserved by the Department for a minimum period of one semester.

10.4 Re-Examination Of Answer Papers

10.4.1 In case any student feels aggrieved, he can contact the teacher concerned within one week following the announcement of the results.

10.4.2 The student shall have access to his answer paper/s in the MSE, which may be shown to him by the teacher/s concerned. If the teacher feels that the case is genuine he may re-examine the case and forward a revised grade, if any, to the COE through the Head of the Department with justification for the revision.

11 CALCULATION OF PERFORMANCE INDICES

The performance indices viz. Semester Performance Index (SPI), Cumulative Performance Index (CPI) on a scale of 10 for the academic performance of the students for the current semester and cumulated over previous semesters from third semester onwards respectively are calculated at the end of every semester.

11.1 Semester Performance Index (SPI)

- 11.1.1 The performance of a student in a semester is indicated by a number
Called SPI.
- 11.1.2 The SPI is the weighted average of the grade points obtained in all the courses registered by the student during the semester.
- 11.1.3 SPI and CPI for such students is computed only for the courses he/she has completed under autonomous Programme.
- 11.1.4 If a numerical grade point equivalent to letter grade obtained by student for the course with credit is C_i then, SPI for that semester is calculated using formula.

$$SPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

where summation is for all the courses registered by a student in that semester. For example, if a student passes five courses in a semester with credits C_1, C_2, C_3, C_4 and C_5 and his grade points in these courses are g_1, g_2, g_3, g_4 and g_5 respectively, then his SPI is equal to :

$$SPI = \frac{C_1 g_1 + C_2 g_2 + C_3 g_3 + C_4 g_4 + C_5 g_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SPI is calculated to two decimal places and rounded off.

11.2 For the students acquiring “II” grades in any of the courses, SPI, CPI are calculated only after Make-up examination.

11.3 Since the grades “II” and are only the temporary grades, they are not taken in the calculation of SPI. The conversion of letter grades into SPI and CPI for the students acquiring “II” and FR grade in any of the courses is suspended till the declaration of the grades of Make-up examination.

11.4 Cumulative Performance Index (CPI):

- 11.4.1 An up-to-date assessment of the overall performance of a student from the third semester onwards till completion of the Programme is obtained by calculating a number called CPI.
- 11.4.2 The CPI is weighted average of the grade points obtained in all the courses registered by the student since the beginning of the third semester of the Programme.

$$\text{CPI} = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

Where summation is for all the courses registered by a student till that semester. The CPI is also calculated at the end of every semester from the third semester onwards to two decimal places and is rounded off.

- 11.4.3 The CPI shall reflect all courses done by the student including courses where he/she has failed. Thus, “FF” grade will affect the CPI of the student.
- 11.4.4 If a student is awarded with a passing grade for a course in which he/she was awarded previously “FF” or “FX” grade then, CPI is calculated by replacing corresponding C_i and g_i in both numerator and denominator of the above formula. Thus a course is included only once in CPI calculation. The latest performance of a student in a course is considered for CPI.

12 PROGRAMME DURATION

- 12.1 The normal duration of the MCA Programme shall be Three year 6 semester duration
- 12.2 The maximum duration for getting MCA degree for those students admitted in the first semester of MCA Programme is 10 semesters (Five academic years).
- 12.3 Depending upon the academic progress of the student, Board may take a decision regarding the continuation or discontinuation of his/her registration with the institute on the application of the student. (10 or any other case)

13 SEMESTER GRADE REPORT

13.1 The semester grade report reflects the performance of the student in that semester (SPI) and also the cumulative performance since the second semester of his/her study (CPI).

13.2 The semester grade card issued at the end of each semester/ summer term to each student will contain the following.

- The credits for each course registered for that semester.
 - The letter grade obtained in each course.
 - The total number of credits earned by the student for the first year separately.
 - The total number of credits earned by the student since the 3rd semester onwards
-
- SPI, CPI.
 - A list of backlog courses, if any.
 - Remark regarding eligibility of registration for the next semester.

13.3 Semester grade card will not indicate class or division or rank.

14 AWARD OF DEGREE

14.1 A student shall be eligible for the award of MCA Degree from the Institute and the University provided that he/she has completed all the prescribed requirements for the award of the Degree with minimum grade in each of the courses (Theory, Laboratory, GP, Project etc) and The student should have paid all the Institute dues and satisfied all the requirements prescribed.

14.2 The student should have no case of indiscipline pending against him/her.

14.3 The Degree of MCA shall be awarded to all such students who are declared eligible, obtained a minimum CPI of 5 and qualified by the Authorities. The Degree shall however be awarded by Pune University.