



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
CET Campus, Thiruvananthapuram, Kerala-695016

ORDINANCE

For

**MASTER OF COMPUTER APPLICATIONS
(MCA, MCA Lateral Entry, Integrated MCA)**

Object:

Though a Regulation is framed for MCA programme since the provisions of Section 44 &45 of Act 17 of 2015 is more specific on Examination, Award of Degree, Fee charged by the University, Discipline of the student and Languages it is better to incorporate the same in an Ordinance with out any conflict with the provisions of the Regulation.

**In exercise of the Powers conferred under Sections 44 and 45 of the Act 17 of 2015,
the Executive Committee of the University hereby promulgate the Ordinance for the
University for the Master of Computer Applications(MCA)**

I N D E X

- Clause-01 Admission policy and procedure**
- Clause-02 Examination**
- Clause-03 Eligibility for Award of Degree**
- Clause-04 Fee structure**
- Clause-05 Discipline of the student – Action against breach of discipline**
- Clause-06 Language of Instruction and Evaluation**
- Clause-07 Amendment to Ordinance/ Regulations/Rules**

Clause 1. Admission policy and procedure:

- a. Eligibility for admission to the MCA programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE), Government of India and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.
- b. Subject to Clause 1(a), Admission to MCA, shall be based on the guidelines given by the State and Central Governments on reservation. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders.
- c. The Branches of study and number of students admitted are to be based on the approval by the All India Council for Technical Education (AICTE) and the APJ Abdul Kalam Technological University (KTU).
- d. Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to conform to directions from the Government of Kerala and the Government of India.
- e. The MCA programme is a credit based programme. The duration of the MCA programme will normally be three academic years spanning 6 semesters, MCA Lateral Entry programme will normally be two academic years spanning 4 semesters and Dual Degree MCA programme will normally be five academic years spanning 10 semesters. The maximum duration shall be, for MCA - five academic years spanning 10 semesters, for MCA Lateral Entry - four academic years spanning 8 semesters, for Dual Degree MCA – seven academic years spanning 14 semesters.

Clause 02. Examination

- a. At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted before the commencement of the next semester, for students who are eligible and have registered for them.

Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.
- c. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 85% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.
- d. Students who could not write the end semester examination due to health reasons or

other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

Clause 03. Eligibility for Award of Degree

The award of MCA degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with the academic regulations, if any, issued for the said purpose by the University.

Award of MCA Degree

The award of the MCA Degree shall be in accordance with the Ordinances and Procedures given by the University.

A student will be eligible for the award of MCA Degree of the University on meeting the following requirements;

- a. Registered and earned the minimum credits, as prescribed in the curriculum.
- b. No pending disciplinary action.

Clause 04. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

Clause 05. Discipline of the student – Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee(DAC), constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined below.

1) Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the

Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

2) Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

3) Grievances Redress and Appeals Committee

Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

Clause 06. Language of Instruction and Examination

Unless otherwise stated, the language of instruction and examinations shall be English.

Clause 07. Amendment to Ordinance/ Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.