

ORDINANCES
FOR
MASTER OF COMPUTER APPLICATION
(Effective from the session 2017-18)

APPROVED BY

The Academic Council in its meeting held on April 04, 2018
&
The Executive Council in its meeting held on April 10, 2018



HARCOURT BUTLER TECHNICAL UNIVERSITY
KANPUR-208002 (UP) – INDIA

Dean Academic Affair
HBTU Kanpur

First Ordinances

In pursuance of the provision of Section 45 (1-3) of the Uttar Pradesh Harcourt Butler Technical University, Kanpur Act, 2016, these are the first Ordinances for Harcourt Butler Technical University, Kanpur:

1. INTRODUCTION

Short Title, Commencement and Definitions

- 1.1** These Ordinances shall be called the First Ordinances, 2017 of Harcourt Butler Technical University, Kanpur.
- 1.2** They shall come into force from session 2017-18 for new entrants.
- 1.3** Anything contained in Ordinances in violation to provisions of Act shall be void, and the provisions of Act shall prevail.
- 1.4** In these Ordinances, unless the context otherwise requires,
 - a) 'Act' means the Uttar Pradesh Harcourt Butler Technical University Act, 2016 as amended from time to time.
 - b) 'Section' means a section of the Act.
 - c) 'Clause' means a clause of the Ordinances.
 - d) 'University' means the Harcourt Butler Technical University, Kanpur.
- 1.5** Words and expression used herein but not defined in the Act shall have the same meaning as assigned to them in the Act.
- 1.6** The admission of students, eligibility to various courses of study, qualifications, attendance, registration, course structure, grading system, award of degrees, certificates, medals and other academic distinctions are covered in these Ordinances.
 - a) The 'University' may start other Degree, Diploma, Certificate programmes and other academic distinctions as deemed necessary for fulfilling its objectives. The Ordinances for the same shall be as prescribed by the Academic Council and the Executive Council.
 - b) The 'Courses of Study' shall be as prescribed by the Academic Council and approved by the Executive Council.
Fellowships and Awards shall be instituted as per the requirements with approval of the Vice Chancellor under intimation to the Academic Council and the Executive Council.

2. ORDINANCES FOR M.C.A. PROGRAMME FROM ACADEMIC SESSION 2017-18.

2.1 ADMISSIONS

- 2.1.1** University offers full time Master of Computer Applications (MCA) Degree Programme.
- 2.1.2** Admission to MCA first year in Semester I shall be made through a reputed entrance examination conducted by the National Level Examination Body engaged with Central Engineering Institutions / National Institute of Technology Master of Computer Applications Common Entrance Test (NIMCET).



- 2.1.3 The reservation policy as prescribed by U.P. State Government or its directions regarding admission from time to time shall be adhered to by the University.
- 2.1.4 The selection shall be based on the merit of the candidate in the admission process.
- 2.1.5 Admission on migration of a candidate from any other University to Harcourt Butler Technical University is not permitted.
- 2.1.6 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission or has resorted to some fraudulent means to obtain admission, the University reserves the right to cancel the admission of the candidate.

2.2 ELIGIBILITY

Qualifications for admission to MCA programme shall be as per the provisions of these Ordinances and decisions of the Admission Committee of the University. A candidates shall be eligible for admission if he / she possess Bachelor's Degree under 10+2+3 or 4 years pattern of education in Mathematics / Statistics / Engineering / Technology or Bachelor in Computer Application with a minimum aggregate of 60% marks (55% in case of the candidates belonging to SC/ST category) from a University recognized by UGC.

3. PROGRAMME DURATION

- 3.1 The duration of the MCA programme shall be three academic years (six semesters).
- 3.2 Each semester shall have a minimum of 90 working days (including the days of examinations) or as prescribed / amended by AICTE / UGC from time to time.
- 3.3 There are two regular semesters in an academic year. The semester that begins in July (July to November/December) is known as the Odd Semester and the semester that begins in December/January (December/January to May) is known as the Even Semester. Academic session may be scheduled in the summer season as well.
- 3.4 The maximum time allowed for completion of the programme shall be five years beyond which the admission of the candidate shall be automatically cancelled.

4. ATTENDANCE

- 4.1 Students are required to attend all the classes - lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. However, a condonation of 25 per cent in attendance in a subject may be granted in normal course during the semester.
- 4.2 A further relaxation upto 15 percent can be granted by the Dean of Academic Affairs / Vice Chancellor on specific recommendations of the concerned Head of the Department and Dean of School, provided that the student has been absent on medical grounds and / or due to any exigencies beyond the control of the student. However, such absence will require prior permission from the concerned Head of the Department and the Dean of School.



- 4.3** No student shall be allowed to appear in the Mid Semester / End Semester Examination of a subject, if he / she does not have requisite 75 percent (or requisite 60% after availing relaxation as per the provisions of **Clause 4.2**) in that subject. Students not allowed to appear in the examination due to poor attendance shall be awarded “U” grade. Such candidates shall have to fulfill the eligibility of minimum attendance by re-registering a fresh in that subject in subsequent years and clear the subject.
- 4.4** The attendance shall be counted from the date of start of academic session or the actual date of admission / registration. The commencement of classes shall begin one day after the date of registration.

5. CURRICULUM STRUCTURE

The University follows a specialized credit-based semester system. MCA programme will have a specific curriculum for all semesters (semester I to semester VI) with a syllabi consisting of theory, practical and industrial project work, etc., as given below and shall be in accordance with the prescribed syllabus. The courses shall be covered through lectures, tutorials, laboratory classes, industrial project etc. as prescribed by the University.

Table 1. Different types of courses and their credits

Different types of courses	Minimum Credits
Basic and Applied Maths (BAM)	12
Departmental Core (DC)	66
Humanities & Social Science (HSMS)	10
Project (P)	20
Program Elective (PE)	12
Total	120

Each course is assigned a certain number of credits depending upon the work load for a subject per week. One hour lecture / tutorial is equivalent to one credit while 2 hours practical / project work is equivalent to one credit. The curriculum for MCA Programme of study has been designed with a total work load of 120 credits.

6. GRADING SYSTEM AND ASSESSMENT PROCEDURE

6.1 Grading System

Student is evaluated out a maximum mark of 100 in each subject. On the basis of marks obtained by the student in the subject, grades shall be awarded as per the grading scheme presented in Table 1. On the basis of performance of the students in all the subjects offered during the semester, Semester Grade Point Average (SGPA) is calculated.

6.2 Evaluation Scheme

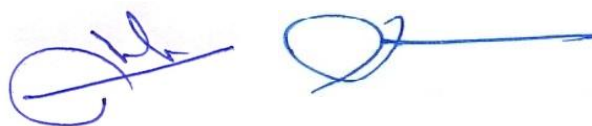
The evaluation of performance shall comprise of continuous assessment throughout the semester in the Mid Semester Examinations, End Semester Examinations, Attendance in class and Teacher Assessment through class work and Tutorials. Evaluation scheme is presented in Table 3 & 4 for different type of courses.

Table 2: Grading Scheme

Marks (Out of 100)	Grading Obtained	Grade Points	Description
90 and above	A1	10	Outstanding
80 and above	A	9	Excellent
70 and above	B	8	Very Good
60 and above	C	7	Good
50 and above	D	6	Average
40 and above	P	5	Barely Passed
Less than 40	F	0	Fail
	W		Withdrawn
	U		Short Attendance
	I		Incomplete
	S		Satisfactory

6.3 Calculation of SGPA and CGPA

The performance of a student shall be evaluated in terms of two indices; viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time considered cumulatively.



Semester Grade Point Average (SGPA)

$$\text{SGPA} = \frac{\sum (\text{Total Credits of respective subject} \times \text{Grade Point earned in the subject})}{\text{Total Credits offered during Semester}}$$

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{Cumulative Grade Points secured in all passed courses}}{\text{Cumulative total credits excluding audits courses}}$$

The CGPA is calculated on the basis of all pass grades, except audit courses and courses in which S or Z grade is awarded /secured in all completed semesters.

6.4 Award of Division

8.000 or above	First Division with Honors
6.500 or above	First Division
5.000 or above	Second Division

6.5 Conversion of CGPA to Absolute Percentage

$$\text{CGPA} \times 10 = \text{Absolute Percentage}$$

Table 3: Evaluation Scheme for Theory Courses & Theory cum Laboratory Courses

Sr. No.	Course Title	Credits	Sessional Marks					ESM	Total Marks
			CT	AT	TA	Lab	Total		
1.	Theory Course	4(3-1-0)	30	10	10	-	50	50	100
2.	Theory cum Lab. Courses	4(3-0-2)	15	10	10	15	50	50	100

* To be divided equally in Theory and Laboratory classes.

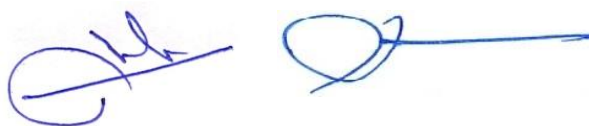


Table 4: Evaluation Scheme for Industrial Project Work

Sr. No.	Course Title	Total Credits	Internal Evaluation Marks	External Evaluation Examination Marks	Total marks
1.	Industrial Project (VIII Semester)	20	40	60*	100

* Project evaluation in VIII Semester will be done by External Examiner.

6.6 Make-up Examination

Students who are not able to appear in Mid Semester Examination for genuine reasons such as hospitalization or representing the University for sports meet / conference etc. are required to seek prior permission from their Head of Departments and Dean of the concerned school for grant of make-up examination. They may be permitted only one Make up examination. The Make-up test will be conducted one week before the End Semester Examination and shall cover the whole syllabus covered up to that point of time.

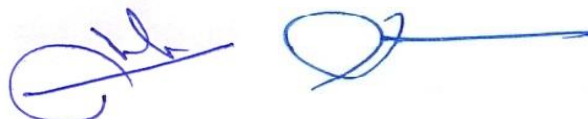
6.7 Grant of Permission for Internship Abroad

In case, a student gets an opportunity for Internship / Industrial Project abroad for a period of six months after V semester, he / she may be allowed to do so. In such situations, the modalities / grant of permission will be decided by the Vice Chancellor on the specific recommendations of Head of the Department and Dean of concerned School.

7. CARRYOVER EXAMINATION

7.1. Student with F grade in any subject shall be required to appear in the Carryover Examination along with regular End Semester Examination in the subsequent years. However, the sessional marks obtained by these students will remain the same as earned in the first attempt.

7.2. For the benefit of passing out students, there shall be a special exam in the month of July (only for final year students after the declaration of final result). Those students who have a carryover in any of the subjects in any semester shall be eligible to appear in this special exam.



8. ACADEMIC CRITERIA FOR CONTINUATION

- 8.1 First year student must secure a minimum CGPA of 4.000 in order to be promoted to next year. If a student fails to fulfill this requirement of 4.000 CGPA, he/she shall be considered fail and have to repeat the 1st year by taking readmission in the subsequent academic year. If a student after taking readmission again fails to fulfill the requirement of 4.000 CGPA, his/her registration shall stand cancelled and such students shall have to leave the MCA programme.
- 8.2 Students of Second year and onwards shall have to maintain a minimum CGPA of 5.000 at the end of each year, failing which he / she shall be considered 'fail' and have to repeat the year after taking readmission in the same class by paying full fee.

9. AWARD OF DIVISION, RANK AND MEDALS

- 9.1 A candidate who completes the course requirements for MCA programme securing 'P and above grades' in all the courses in the stipulated maximum duration for the B. Tech. programme shall be declared to have qualified for the award of degree subject to the fulfillment of the requirements of **Clause 8**.
- 9.2 A candidate who qualifies for the award of the degree securing 'P or above grades' in all the subjects in his / her first attempt in six consecutive semesters and secures a CGPA of 8.000 or above shall be awarded **FIRST DIVISION WITH HONOURS**.
- 9.3 A candidate who qualifies for the award of the degree by securing 'P or above grades' in all the subjects in the stipulated maximum duration for the MCA programme and secures a CGPA not less than 6.500 shall be awarded **FIRST DIVISION**.
- 9.4 All other candidates who qualify for the award of degree by securing 'P or above grades' in all subjects in the stipulated maximum duration for the MCA programme and secures a CGPA less than 6.500 shall be awarded **SECOND DIVISION**.
- 9.5 Following Medals shall be awarded annually by the University to the passing out students:
- Vice-Chancellor's Gold Medal**
Students securing highest CGPA at the end of six semesters in first attempt in their his / her branch will be awarded Vice-Chancellor's Gold Medal.
 - Vice-Chancellor's Silver Medal**
Students securing second highest CGPA at the end of six semesters in first attempt in his / her branch will be awarded Vice-Chancellor's Silver Medal.
 - Vice-Chancellor's Bronze Medal**
Students securing third highest CGPA at the end of six semesters in first attempt in his / her branch will be awarded Vice-Chancellor's Bronze Medal.

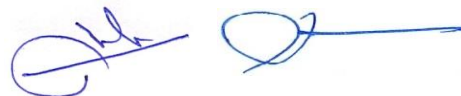


10. REGISTRATION AND ENROLMENT

- 10.1** The students must register at the beginning of each semester on the prescribed dates announced in the Academic Calendar, student till she/he completes her / his programme. If a student does not register in a particular semester, her / his studentship is liable to be cancelled. Without registration, any academic activity undertaken by a student shall stand cancelled and not considered towards the fulfillment of requirements of her / his degree.
- 10.2** Registration should be carried out by the student himself / herself on stipulated date. A student is allowed registration for 10 working days including the date of registration with a fine of Rs.100 per day after which the student's name will be struck off from roll. Such students shall have to register at the start of next academic session.
- 10.3** Every student admitted shall have his/her unique Roll number. The roll number shall have nine digits/alphabets. First two digit shall indicate the year of admission; next two the degree programme; next two the branch of study, and last three digits the serial number of students. Every student shall be identified by this roll number throughout his stay in the University.
- 10.4** Students having any kind of outstanding dues to the University or hostel shall be permitted to register only after clearing the outstanding dues.
- 10.5** In-absentia registration may be allowed only in rare cases at the discretion of the Vice-Chancellor of the University in case of serious illness / natural calamities / unavoidable circumstances upon the recommendation of Dean of Academic Affairs .
- 10.6** Every student admitted and registered in the University shall be required to submit the enrollment form within one month of registration for getting enrolled with the University.

11. TEMPORARY DISCONTINUATION OF COURSE

- 11.1** Discontinuation of the course shall not be allowed to MCA first year students. However, if a student of other years wishes to temporarily discontinue the course for valid reasons, she / he shall apply through the Head of Department, Dean of concerned School and Dean of Academic Affairs to the Vice Chancellor in advance and obtain a written order to this effect.
- 11.2** A candidate after temporary discontinuance may rejoin the course only at the commencement of the semester at which she / he discontinued, provided he / she pays the prescribed fees to the University for the discontinuation period also. The total period of completion of the course reckoned from the commencement of the first semester to which the candidate was admitted shall not, in any case, exceed five academic years, including the period of discontinuance shall be governed as per the provisions.



12. USE OF UNFAIR MEANS

- 12.1** If the student is found using unfair means in the Mid Semester Examination and the material recovered is relevant to the subject / paper, the Mid Semester Examination of this subject will be cancelled and 'zero' marks will be awarded.
- 12.2** If the student is found using unfair means in the End Semester Examination and unauthorized material is found with the student in form of written document, mobile phone, electronic gadget like Bluetooth device, programmable calculators etc, his / her entire End Semester Examination of all subjects will be cancelled and 'zero' marks will be awarded in all the subjects.
- 12.3** If the student is found possessing substantial cheating material in the form of notes, books or in soft form such as Bluetooth device, programmable calculators etc in End Semester Examination, his / her entire semester will be scrapped out and he / she will not be allowed to register in the next semester.
- 12.4** In addition to either of the above charges, if a student is found misbehaving with the teachers / staff or creating indiscipline in the examination premises, provision of punishment of para '12.3' shall apply.
- 12.5** For the cases not covered in above paras '12.1 to 12.4', the Board of Examination of the University shall decide suitable punishment to the student on case to case basis.

13. GENERAL ELIGIBILITY FOR AWARD OF MCA DEGREE

A student shall be declared to be eligible for award of the MCA Degree if he / she has:

- 13.1** Registered and successfully passed with 'P and above grades' in all the courses and all other requirements of the programme as prescribed in the Ordinances or as prescribed by the University from time to time.
- 13.2** Completed the NSS and Games and Sports, Cultural / Literary activities.
- 13.3** Has no dues to the University, Hostels, Library and USAC etc., and
- 13.4** No disciplinary action is pending against the student.

14. POWER TO MODIFY

Not with standing all that has been stated above, the Academic Council of the University has the right to modify partly or completely the provisions of above Ordinances with the approval of the Executive Council. Under extreme exceptional circumstances arising out of certain inconsistency in the Ordinance or otherwise, the Vice-Chancellor can take suitable decision in deference to the laid down provisions, provided standard of evaluation is not compromised and the same shall be reported to the ensuing Academic Council/Executive Council with suitable justification. Such actions of the Vice Chancellor shall not be treated as precedence under any circumstance.




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