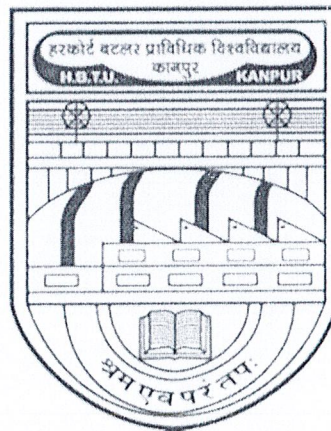


**ORDINANCES**  
**FOR**  
**MASTER OF COMPUTER APPLICATION**  
**(Effective from the session 2020-21)**

**Ordinance approved on 16.10.2020.**



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

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## **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, 2020 of Harcourt Butler Technical University, Kanpur.
- 1.2 They shall come into force from session 2020-21 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 2020-21.**

#### **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 such as National Institute of Technology Master of Computer Applications Common Entrance Test (NIMCET) etc.





- 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.

### Admission through Entrance Examination

- (a) 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.
- (b) 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 such as National Institute of Technology Master of Computer Applications Common Entrance Test (NIMCET) etc.

## 3. PROGRAMME DURATION

- 3.1 The duration of the MCA programme shall be two academic years (four 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.
- 3.4 The maximum time allowed for completion of the programme shall be three 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, practical and other prescribed curricular and co-curricular activities. However, a condonation of 25 per cent in attendance may be granted in normal course during the semester.



- 4.2 A further relaxation upto 15 percent can be granted by the 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 for appearing in the examination due to poor attendance shall be awarded "U" grade. Such candidates shall have to fulfill the eligibility of minimum attendance in end semester examination 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. (A) 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 IV) 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 Sciences Courses (BSC)	06
Program Core Courses (PCC)	58
Humanities, Social Science & Management Courses (HSMC)	04
Project (P)	13
Industrial Training/ Internship & Seminar Course (ISC)	03
Program Elective Courses (PEC)	16
<b>Total</b>	<b>100</b>

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 100 credits. Every semester of MCA programme should have a range of 25-30 credits.



## 5 (B) NSS TRAINING & UNIVERSITY STUDENT ACTIVITY COUNCIL (USAC) PROGRAMES

The participation in any one activity group 'A' (NSS/Sports/ Cultural) and any one activity in group 'B' (Social & Print Media/ Technical/ Literary/ Hobby/ Photography/ Yoga) is compulsory (total two activity minimum) for all postgraduate students. These activities are meant for character building, physical fitness and sensitize the students towards social and national issues. The students are required to participate and complete the above activities up to first three semesters, although these activities carry no credit but the student must have to obtain 'S' Grade for satisfactory performance in the above indicated activities in each semester and will be certified by the respective conveners of the councils/ clubs/ programmes, however the decision of DSW/ Chairman USAC will be final in case of any dispute.

### 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 2. 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	A+	10	Outstanding
80 and above to less than 90	A	9	Excellent
70 and above to less than 80	B+	8	Very Good
60 and above to less than 70	B	7	Good
	P	6	Pass

50 and above to less than 60	F	5	Fail
Less than 50	W		Withdrawn
	U		Short Attendance
	I		Incomplete
	S		Satisfactory in USAC Activities

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### 6.3 Calculation of SGPA, YGPA and CGPA

The performance of a student shall be evaluated in terms of three indices; viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester, Yearly Grade Point Average (YGPA) which is the Grade Point Average for a year 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)

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

Yearly Grade Point Average (YGPA)

$$\text{YGPA} = \frac{(\text{SGPA of odd Semester} \times \text{Total Credits of odd Semester}) + (\text{SGPA of even Semester} \times \text{Total Credits of even Semester})}{\text{Total Credits offered during the current year (odd \& even semester)}}$$

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\sum (\text{SGPA} \times \text{Semester total Credits of all Semesters})}{\text{total credits of four Semesters}}$$

The CGPA is calculated on the basis of all passed courses with 'P and above grades'.  
**For Training & Placement requirements, CGPA of the student up to his/ her recent completed semesters may be computed for reporting purposes.**



#### 6.4 Award of Division

CGPA 7.500 or above	First Division with Honors
CGPA 6.500 or above	First Division
Below 6.500 CGPA	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	TA	Lab	Total	ESM	Total Marks
1.	Theory Course	4 (3-1-0)	30	20	-	50	50	100
2.	Theory cum Lab. Courses	5 (3-1-2)	15	20	15	50	50	100

**Table 4: Evaluation Scheme for Industrial Project Work**

Sr. No.	Course Title	Credits	Sessional Marks				ESM	Total Marks
			CT	TA	Lab	Total	ESM	Total Marks
1.	Project (IV Semester)	13 (0-0-26)	-	50	-	50	50	100

Project evaluation in IV 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. In case of hospitalization, a written intimation within 10 days of hospitalization is MANDATORY. The Make-up examination will be conducted one week before the

End Semester examination and shall cover the whole syllabus.

#### **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 III semester, he/ she may be allowed to do so. In special cases, the students may be permitted to do industrial internship during III semester also subject to condition that the Industry/ Company where student need to do project/ internship has global presence and reputation. The student has to take responsibility of completing various theory courses of III semester or their equivalent courses as decided by the department, through MOOCs or any other online courses or remote mentorship of departmental faculty. In such cases, he/ she will have to appear in Mid/ End semester examination scheduled by the University. Verified attendance from the Industry/ Company concerned shall be counted for sessional purposes. The modalities/ grant of permission will be decided by the Vice-Chancellor on specific recommendation of Head of Department and Dean of School concerned.

#### **7. CARRYOVER EXAMINATION**

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.

#### **8. PROMOTION RULES & ACADEMIC CRITERIA FOR CONTINUATION (RE-ADMISSION & EX-STUDENTSHIP)**

**8.1** A candidate may be allowed for re-admission provided that he/ she satisfy the following conditions:

(a) A student must secure a minimum YGPA of 4.500 in current year in order to be promoted to next year. If a student fails to fulfill this requirement of 4.500 YGPA, he/she shall be considered fail and have to repeat the year by taking readmission in the same class paying full annual fee or opting for Ex-Student status as per clause 8.2.

(b) A candidate who failed to appear in a semester examination or he/ she was not granted permission to appear in the examination.

(c) A candidate who was debarred by the University and subsequently permitted to take re-admission.

**8.2** Students having minimum 75% attendance (60% with Medical/ Academic Leaves) in any (odd/ even) semester, shall be allowed to get registered as Ex-Student with following conditions:

(a) A candidate opting for Ex-Student will be required to register by paying examination fee within 15 days from the start of new session.

(b) A candidate opting for ex-studentship shall appear in all the theory and practical subjects in end semester examination of both semesters of the academic year. However, sessional marks of all the subjects including Industrial Training, Seminar etc. shall remain the same as secured earlier.



## **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 7.5000 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** Best three performers in the programme of study will be awarded Certificate of Merit. It is mandatory for all such candidates to pass all the subjects in first attempt.
- 9.6** Following Medals shall be awarded annually by the University to the passing out students subject to completion of his/ her degree programme within stipulated two years from the date of admission without any carryover:

### **Vice-Chancellor's Medal**

Students securing First, Second and Third highest CGPA at the end of four semesters in first attempt in MCA Programme will be awarded Vice-Chancellor's Gold, Silver and Bronze Medal respectively.

## **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 without proper registration 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 FOR PROMOTION TO STARTUP ENTREPRENEURIAL ACTIVITIES**

This facility will be available to the students of the University for promoting Startup/ Entrepreneurial activities. Maximum period for discontinuation shall be limited to one year for MCA students. Such Students for completion of degree shall be allowed by the University for Campus Placement provided that she/ he shall apply for the same through Head of Department, Dean of School concerned, and Dean of Academic Affairs to the Vice-Chancellor in advance and obtain a written permission to this effect. Clause 3.4 of the ordinance shall be relaxed for such students who opt this facility.

**12. USE OF UNFAIR MEANS**

- 12.1** If the student is found possessing unfair means in form of written document, mobile phone, electronic gadget such as Bluetooth Device, programmable calculator or using them in the Mid Semester examination and/ or 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 possessing unfair means in form of written document, mobile phone, electronic gadget such as Bluetooth Device, programmable calculator or using them in the Mid Semester examination and/ or the material recovered is relevant to the subject / paper, in the End Semester examination and/or the material recovered is relevant to the subject / paper, the entire End Semester examination of this subject will be cancelled and 'zero' marks will be awarded in all the subjects of such semester.
- 12.3** 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, such student will be rusticated from the University for one year.
- 12.4** For the cases not covered in above para '12.1 to 12.3', the Chairman, Board of examination of the University will recommend the punishment on case to case basis and





obtain approval of the Vice-Chancellor in accordance with the clause of 37.8 of the University Act.

**13. Challenge Evaluation, Award of Marks and Eligibility of Teachers for Re-Evaluation:**

**A. Challenge Evolution**

- a. Challenge Evaluation of answer script will be carried not only for the latest semester whose result has been declared.
- b. The students of all MCA, Courses appearing for the University examinations are eligible to apply for re-evaluation of answer scripts in all theory subjects.
- c. There will be a single notification inviting application form the students, to apply for Challenge Evaluation of Answer Scripts mentioning the last date.
- d. Students may apply for Challenge Evaluation by paying the requisite fee of Rs. 5000 (Rs. Five Thousand only) per subject. This fee may vary in future decided by the University. After the last date, additional time may be granted, subject to the approval from the competent authority. However, under such case, student will have to pay a late fine (non-refundable) for applying for Challenge Evaluation as decided by the University from time to time.
- e. A student cannot apply Challenge Evaluation of answer scripts in the subject other than the THEORY subject.
- f. After the last day of application for challenge evaluation, the Controller of Examination Office shall initiate the process of challenge evaluation as per the procedure detailed hereunder:
  - i. Each answer script marked for Challenge Evaluation will be reevaluated by two evaluators.
  - ii. After the re-evaluation, if the difference between the marks awarded by the two re-evaluators is more than 20% of maximum marks of that subject, then such scripts shall be evaluated once again by a third examiner (who has not evaluated the script in the first re-evaluation).

**B. Award of Marks after Re-evaluation:**

- i. If the average marks of two re-evaluators after re-evaluation is higher/lesser than the original marks, the re-evaluation marks shall be awarded to the student in that subject.
- ii. In case of re-evaluation as discussed in section 16.F (ii) marks to the student shall be awarded in following manner:

**Case-I**

If the difference of marks awarded by two re-evaluators is more the 20% of maximum marks for a given subject, and the answer script is reevaluated by a third examiner, average of Two Nearest Marks shall be awarded.



First re-evaluation Marks	Second re-evaluation Marks	Difference between Ist & IInd re-evaluator	Third re-evaluator Marks	Final Marks after Re-evaluation
15	40	>20%	48	44
25	28	≤20%	Not. Reqd.	27

### Case: II

First re-evaluation Marks	Second re-evaluation Marks	Difference between Ist & IInd re-evaluator	Third re-evaluator Marks	Final Marks after re-evaluation
19	40	>20%	59	50

- In case of average being a fraction, for all above cases the awarded mark shall be rounded to the next higher number.
- The University will display the Original Marks, Marks after challenge evaluation, on the website and result of the subject will be upgraded/uploaded.
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### C. Eligibility of Teachers for Re-evaluation:

The faculty members who will be evaluating the script during re-evaluation must possess minimum five years of teaching experience and have experience of teaching that subject. If required, expert examiners from other University/ Institutions may also be appointed as evaluators.

### 14. 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:

- Registered and successfully passed all courses/subjects of the particular program with "P" and above grades' with a minimum CGPA of 6.000 or above at the end of programme with all other requirements of the programme as prescribed in the Ordinance or as prescribed by the University from time to time.
- Completed the requirement of USAC activities i.e. NSS and Games and Sports, Cultural / Literary activities etc.
- Has no dues to the University, Hostels, Library and USAC etc., and
- No disciplinary action is pending against the student.



**15. STUDENT DISCIPLINE**

All the students who seek admission will have to abide by the discipline norms of the University and follow conduct or discipline rules/anti ragging measures in the University in case of any act of indiscipline demonstrated by the student, the student shall be liable for punishment. On the recommendations of proctorial board, punishment may be awarded in terms of suspension for the semester, expulsion form the hostel, withholding results, scholarships or other benefits, barring from placement facility and/or termination form University. The decision of Vice-Chancellor shall be final and binding.

**15. 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.

*MC*  
*16.10.2020*