

## CHAPTER-II

### ORDINANCE NO: 17

#### Master of Computer Applications (MCA)

(Under Section 35 of the Himachal Pradesh Technical University Act 2014)  
(Approved by the Board of Governors and the Academic Council in their meetings held on 25/7/2015 and 21/7/2015 respectively)

1.	<b>Short title and Commencement</b>	
	(a)	These ordinances shall be called the "Himachal Pradesh Technical University Ordinances for Master of Computer Applications (MCA)."
	(b)	They shall come into force with immediate effect.
2.	<b>Definitions</b>	
	(a)	"Academic Council" means the Academic Council of the University;
	(b)	"Advisory Committee" means an Advisory Committee comprising of prominent and knowledgeable members having expertise in the area of Computer Applications, Engineering and Information Technology from within or outside the University or College;
	(c)	"Board" means the Board of Governors of the University;
	(d)	"Board of Studies" means the Board of Studies of the Department;
	(e)	"Common Entrance Test" means an entrance test conducted by the Himachal Pradesh Technical University for admission to post-graduate degree programs as per the directions of the Government of Himachal Pradesh from time to time;
	(f)	"Institute" or "College" means an institution, organization, training centre or other establishment providing teaching, research, and experimentation of practical training in computer applications or engineering and technology affiliated to the University;
	(g)	"NCC" means National Cadet Corps given basic military training in small arms and parades;
	(h)	"NSS" means National Service Scheme an Indian government sponsored public service program conducted by Department of Youth Affairs and Sports of the Government of India for developing student's personality through community service; and
	(i)	"University" means the Himachal Pradesh Technical University.



<b>3. Post Graduate Degree Programme</b>	
(a)	The University offers three year full time programs in specialized Computer Applications disciplines that address the immediate national requirements by providing adequately trained manpower.
(b)	The University will confer MCA degree to candidates who are admitted to the Master of Computer Applications Programs and fulfill all the academic and co-curricular requirements as prescribed by these Ordinances.
(c)	The programs may be added/deleted or amended in accordance with the decision of the Board from time to time.
<b>4. Academic Session</b>	
(a)	Each academic year shall be divided into two semesters (Odd and Even) of approximately sixteen weeks duration excluding end semester examinations, evaluation and grade finalization. The academic session in each semester shall be of at-least seventy working days with 40 hours of teaching. The odd semester will normally commence in the month of July/August every year, and the even in the month of December/January. Academic Session may be scheduled for the Summer Session/Semester as well.
(b)	The schedule of academic activities for a Semester, including the dates of registration, mid-semester and end-semester examinations, inter-semester break and other activities, etc. shall be referred to as the Academic Calendar, which shall be prepared by the Dean (Academic), approved by the Academic Council, and announced at least TWO weeks before the commencement of the academic year.
(c)	The Academic Calendar must be strictly adhered to, and all other activities including co-curricular and/or extra-curricular activities must be scheduled so as not to interfere with the Curricular Activities as stipulated in the Academic Calendar.
(d)	Whenever any of the Teaching Days gets declared as a Holiday or otherwise when the classes get suspended, irrespective of whatsoever be the reasons, appropriate makeup for such loss shall be made by having the class/lab /teaching sessions conducted on a suitable date by following the particular Class Time Table of that Teaching Day which was so lost.
<b>5. Admission</b>	
(a)	<p>(i) <b>Direct Entry:-</b>Recognized Bachelor's degree of minimum three years duration with Mathematics at 10+02 level or at Graduation level securing at least 50% marks (45% marks in case of candidate belonging to reserved category).</p> <p>(ii) <b>Lateral Entry:-</b>Recognized Bachelor's degree (BCA, B.Sc. IT/Computer</p>



		Science only) of minimum three years duration with Mathematics at 10+02 level or at Graduation level securing at least 50% marks (45% marks in case of candidate belonging to reserved category).
	(b)	The admissions shall be made by the University through centralized counseling on the basis of merit depending upon the availability of seats in the Institution.
	(c)	Every student admitted to the Post Graduate program shall have to submit the necessary documents such as Migration Certificate (in original)/Transfer Certificate (in original), as the case may be, and attested copies of other required academic certificates.
6.		<b>Eligibility</b>
	(a)	A candidate shall be eligible for admission to MCA program if he/she has passed the Bachelor's degree or its equivalent from a recognized University in the appropriate branch of Engineering securing at least 50% (45% in case for candidate belonging to reserved category) in the qualifying examination.
	(b)	The candidate must have qualified Common Entrance Test conducted by the Himachal Pradesh Technical University.
	(c)	Candidates <i>sponsored by the Industries, Govt. Departments</i> , established Institutes/ Research and Development (R&D) Organizations/National laboratories fulfilling the eligibility as per <b>Clause 4(a)</b> are also eligible to apply subject to production of sponsorship Certificate and Leave sanctioned from the employer.
	(d)	<i>Foreign nationals</i> whose applications are received through <i>Indian Council for Cultural Relation</i> , Government of India, fulfilling the eligibility as per <b>Clause 4(a)</b> , are also eligible to apply.
	(e)	<i>Non Resident Indians</i> fulfilling the eligibility as per <b>Clause 4(a)</b> are also eligible under the self-financing scheme, for which applications are invited through their embassies.
	(f)	GRE/GMAT Score with TOEFL, academic record and letters of reference will be considered as additional requirement for Foreign nationals.
7.		<b>Duration of the Program</b>
	(a)	A student is ordinarily expected to complete the MCA program in 6 semesters from the date of initial registration. However, a student may complete the program at a slower pace by taking more time, but in any case not more than 12 semesters (6 Years) from the date of initial registration.
	(b)	The maximum duration of the program shall exclude the period of withdrawal and rustication.



	(c)	A student, who fail to fulfill all the academic requirements for the award of the degree within the stipulated period from the date of his/her initial admission shall forfeit his/her seat.	
<b>8. Temporary Withdrawal from the Program</b>			
	(a)	A student may be permitted by the University to discontinue/withdraw from the program up to 1 year (2 Semester) for reasons of ill health or other valid reasons provided:	
	(i)	He/she applies to the College/Institute within at least 2 weeks of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating the reasons for such withdrawal together with supporting documents;	
	(ii)	The Institute/Department is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the MCA Degree within the maximum time limits specified for the program above; and	
	(iii)	There are no outstanding dues in the Institute/Hostel/Department/Library.	
	(b)	A student who has been granted temporary withdrawal from the College/Institute under the provisions of Clause 6.(a) will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.	
	(c)	Normally, a student shall be permitted only once to withdraw from the program.	
<b>9. Structure of the Program</b>			
	(a)	Every stream of specialization in MCA program will have a curriculum and syllabi for the courses approved by the Academic Council.	
	(b)	The curriculum shall broadly consist of following categories of courses:	
	(i)	Core courses are the courses which are to be compulsory studied by the students as a core requirement to complete the MCA programme.	
	(ii)	an elective program comprising of courses which may be very specific or specialized or advanced to obtain a specialization in the discipline/subject of study or which provides an extended scope or nurtures the candidates proficiency/skill and	
	(iii)	Project work or Industrial Training as prescribed by the BOS depending upon the specific requirement of the program.	



	(c)	The student may be required to give requisite number of seminars and presentations during the programme.		
	(d)	The curriculum of MCA Programme is designed to have a minimum of <u>120</u> and a maximum of <u>130</u> credits. A candidate has to earn a minimum of 120 credits for successful completion of MCA degree under different categories of courses as follows:-		
		<b>Sr. No</b>	<b>Program Component</b>	<b>Minimum Credits</b>
		(i)	Compulsory Core	91
		(ii)	Electives	12
		(iii)	Foundation Course	17
			<b>Total</b>	<b>120</b>
	(e)	The nature of courses, syllabus and credits shall be reviewed and updated periodically by the Board of Studies (hereinafter referred as BOS) of the concerned Department and recommend the same to the Academic Council for approval.		
	(f)	A student will have to register in all the <i>core courses</i> listed in the curriculum of his/her stream of specialization and successfully complete all of them. However, the Departmental BOS may grant permission to a student not to register for some of the core courses and substitute them with some other courses, depending on the courses successfully completed by the student in the undergraduate program.		
	(g)	Electives will have to be taken from the courses offered by the Department in that particular semester. However, departments may permit the selection of electives other than those listed against the stream, provided they have relevance to the area of specialization and subject to the approval of the Faculty Adviser.		
	(h)	Medium of Instruction /Evaluation/etc. shall all be English.		
<b>10.</b>	<b>Credit System</b>			
	(a)	All courses have a Lecture/Tutorial/Practical/Design component (L-T-P) to indicate the contact hours. 'T' and 'P' components of a course may be void. Separate Laboratory course (0-0-P) may also be provided. All courses have credit counts (C) which reflect its weightage depending on the number of hours of instruction per week.		
	(b)	For calculating credit, in general each lecture and tutorial hour per week will be considered as 1 credit and two practical hours as 1 credit.		
	(c)	A Lab course may consist of 12 experiments for a 2 credit lab (one session per week)		



		or 6 experiments for a 1 credit lab (one session per 2 weeks).	
	(d)	Credit for the seminar, project work and industrial /practical training will be as specified in the curriculum approved by the Academic Council.	
11.	<b>Enrolment and Registration</b>		
	(a)	From the second semester onwards, every student, after consulting his Faculty Advisor, is required to enroll with the Departmental Post Graduation Committee (herein referred to as DPGC) to be constituted by the Dean after the approval of the Vice-Chancellor by presenting himself/ herself at the commencement of each semester and register for the courses to be pursued by him/her, as per the program, on the date (s) fixed by the University in its academic calendar.	
	(b)	<b>Lower and Upper Limits for Credits Registered in a Semester:</b> A student must register for a minimum of 12 credits and up to a maximum of 24 credits in each semester. However the minimum/maximum credit limit can be relaxed by the DPGC on the recommendations of the faculty advisor, only under exceptional circumstances.	
	(c)	The sole responsibility for enrollment and registration rests with the student. A student who does not enroll on the specified date for the purpose may be permitted late-registration, in consideration of any compelling reason (including medical reasons), within the next 15 days on payment of late fee as prescribed by the University. However, under no circumstances late registration after 21 calendar days from the scheduled date of registration is allowed.	
	(d)	The registration procedure involves:	
	(i)	Filling of the registration cum examination form prescribed by the University, mentioning the courses to be pursued in the semester including the backlog, extra or optional courses if any;	
	(ii)	Payment of fees including examination fee and clearance of outstanding dues (mess, library and others if any), and	
	(iii)	Submission of the registration cum examination form and signing of the registration roll as notified by the College/Institution concerned.	
	(e)	A student will be eligible for enrollment only if he/she has cleared all the dues of the College/Institute, Hostel, Library, etc. up to the end of the previous semester and completed the academic requirement of all the previous semesters, provided he/she is not debarred from enrolment, on disciplinary grounds.	



	(f)	The list of all the registered students for the semester shall be sent to the University by the Colleges/Institutions/Departments on or before 30 September and 28 February respectively every year for further processing and necessary action.
	(g)	The registration cum examination form of each candidate must accompany the required examination fee as specified by the University to appear in the end semester examination. The examination fee once paid shall not be refunded if a student is expelled or detained/debarred from appearing the end semester examination on account of shortage of attendance, discipline or any other ground whatsoever.
	(h)	A student must ensure that he/she has earned the minimum specified credits to register for a particular semester as specified in <b>Clause 21</b> . The number of courses for which they have registered should enable the student to earn the credits required to continue the program.
	(i)	All the course work must be completed during the first five semesters and project/training during the 6 <sup>th</sup> semesters.
	(j)	During the final project semester, students are not normally permitted to register for courses. However, students who are short of a few credits required for the degree may be allowed to register for one or two courses along with the project under the specific recommendation from the Head of the department. In such cases the project duration may be extended accordingly beyond the normal period with the approval of the Vice Chancellor.
<b>12. Attendance</b>		
	(a)	A student must attend every lecture, tutorial and practical class. To account for approved leave of absence (e.g. representing the University in sports, games or athletics, placement activities, NCC/NSS activities etc.) and /or any other such contingencies like medical emergencies etc., the attendance requirement shall be a <i>minimum</i> of 75% of the classes actually conducted. However, the Vice Chancellor may condone attendance to an extent of 10% only in special cases. Each course of semester shall be treated as a separate unit for calculation of the attendance.
	(b)	A candidate, who does not satisfy the attendance requirement, mentioned as above, shall not be eligible to appear for the Examination of that course and the candidate shall be required to repeat that course whenever it will be offered.
	(c)	The Head/Chairman of the Department shall notify regularly, the list of such candidates who fall short of attendance. The list of the candidates falling short of attendance shall be sent to the Registrar (Evaluation) with a copy to Registrar of the University at least one week prior to the commencement of the examination.



13.	<b>Assessment&amp; Evaluation</b>		
	(a)	Each course of the program has two components of evaluation i.e. Internal Assessment (Component -I) and External Assessment (end semester examination/evaluation -Component-II).	
	(b)	The Internal evaluation (Component-I)) is a continuous process throughout the semester and involves components as mid semester examinations, home assignments, quizzes, surprise quiz, case analysis, attendance, etc.	
	(c)	In order to maintain transparency in internal evaluation, the tests and quiz answer sheets will be shown to the students. If a student is not convinced with the marks awarded he/she can request the course coordinator to re-check on request.	
	(d)	The assessment in component-II will be based on the performance in the end semester examination/Vive-voce examination/Presentation as the case may be. The evaluation in theory courses which involves written examination shall be carried out by the external examiner whereas in case of practicals, projects, training, etc. it shall be carried out jointly by the course coordinator and external examiner.	
	(e)	The total marks assigned to both the components shall be 100 in case of theory courses and lab courses. For each course, there is a passing minimum for Internal Assessment as 40% (16 out of 40 marks), for External / Semester End Examination 40% (24 out of 60 marks) and overall 40% (40 out of 100 marks).	
	(f)	The performance of the learner will be evaluated in each course in the following manner:	
	(i)	<b>Theory Courses:</b>	
		<b>Component</b>	<b>Category</b>
		<b>I</b>	(r) Teachers Assessment (Assignments/Quizzes)
			(s) Mid- Semester Examinations/Tests (Two mid-term tests of 2 hrs duration)
			(t) Attendance
		<b>II</b>	End-Semester Examination
			<b>Total</b>
			<b>100</b>
	(ii)	<b>Laboratory courses</b>	
		<b>Component</b>	<b>Category</b>
		<b>I</b>	Laboratory Courses:



				(k) File work and lab performance	15
				(l) Vive-voce (two mid-term viva-voce tests)	10
				(m) Attendance	5
			II	End-Semester Examination (Viva-voce for Lab courses and Presentation for Seminar/ Colloquium/Projects)	20
				<b>Total</b>	<b>50</b>
		(iii)	<b>Projects/ Seminar/Training</b>		
			<b>Component</b>	<b>Category</b>	<b>Max. Marks</b>
			I	Internal Evaluation – The distribution and weightage to be decided by course co-coordinator	25
			II	External Evaluation by the Industry	25
			III	End-Semester Evaluation(Viva Voce)	50
				<b>Total</b>	<b>100</b>
		<b>Note:</b> However, for special academic reasons, some courses may have different weightage for different components of evaluation from that given above and may be decided by the course coordinator.			
		(g)	The laboratory and project courses will be evaluated by the teachers(s) associated with the course and an external examiner not in the service of the university at the time of examination. In case the external examiner does not turn up for the examination, the head/chairman of the department concerned, in consultation with the course in-charge, shall call another person to act as the external examiner, even from within the College/other Institutions/University, if necessary.		
		(h)	The Seminar and Colloquium courses will be examined by the teacher(s) associated with the course and one or more Examiners from among the teachers of the department to be recommended by the Board of Studies of the department concerned.		
		<b>14.</b>	<b>End Semester Examinations</b>		
		(a)	The examinations at the end of a particular semester will be conducted for the courses of all odd and even semesters.		



	(b)	A student has to appear for the end-semester examination of the prescribed course of study to become eligible for the award of the grade in that course.			
	(c)	Supplementary examinations for the benefit of fail/detained/summer term students will be held only once in a year immediately after summer term classes. Students may have to take more than one examination in a day either during regular/supplementary examination.			
	(d)	In case of large number of complaints regarding question paper, the matter shall be referred to Result Moderation Committee. The Committee may propose higher or lower grade ranges depending upon the nature of the course and general performance of the students in the course, but the final decision rests with the Dean (Academic).			
15.	Grading System				
	(a)	Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each Course. The connotation of letter grades and their correlation with marks obtained shall be as under:			
		Grade	Grade point	Qualification	Score on 100 Percentage Points
		O	10	Outstanding	90 and above up to 100
		E	9	Excellent	80 and above but less than 90
		A	8	Very Good	70 and above but less than 80
		B	7	Good	60 and above but less than 70
		C	6	Average/Fair	50 and above but less than 60
		D	4	Pass (minimum pass grade)	40 and above but less than 50
		F	-	Unsatisfactory (fail)	Below 40
		I	-	Incomplete/Detained due to Shortage of attendance.	-----
		Z	-	Absent in the End Semester/ Pending due to other reasons.	-----
		U	-	Transitory grade awarded for unsatisfactory performance in extra-curricular activities.	-----



		<b>NOTE:</b> The minimum grade for successfully completing a theory subject is "D", Practical/ Project/ Seminar is C and for extra-curricular activities is "S"
	(b)	A student is considered to have completed a course successfully and earned the credits if he/ she secure a letter grade other than F or I or Z or U in that Course.
	(c)	A student who obtains 'F' grade has to reappear for the Component-II only. Such a student need not attend the classes and marks obtained in sessional tests, assignments, quizzes and attendance will be carried for the subsequent attempts of the student.
	(d)	Grade "I" (Incomplete) is awarded to a student if he/she has shortage of attendance or does not obtain the minimum pass marks in the internal assessment (Component-I). Such a student has to re-register for the course in which he/she has obtained grade "I" whenever it is offered next.
	(e)	The grade "Z" is awarded to a candidate if he/she is reported to have compelling grounds to absent himself/herself from the end semester examination on account of:
	(i)	Illness or accident which disabled him from appearing at the examination.
	(ii)	Any exigency in the family at the time of the examination, which, in the opinion of the Institute, required the student to be away from the campus.
		A student will be eligible for the award of grade "Z" only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory. Such a student shall have to appear only in the end semester examination only during the summer term/next semester examinations provided he/she registers for the same. The grade shall be converted in to appropriate letter grade depending upon his/her combined performance in the sessional and end semester examination.
	(f)	<b>Transitional Grades U:</b>
		A student who has been awarded "U" grade in extra-curricular activity shall have to register for the same and improve his/her performance. The grade "U" shall be converted in to grade "S" in case his/her performance is reported to be satisfactory by the activity in charge.
16.	<b>Declaration of Results</b>	
	(a)	Normalized marks are referred to the Controller of Examination for the finalization of results. Controller of Examinations assigns letter grades and announces the results.
	(b)	<i>The F/I grade once awarded stays in the record of the student and is deleted when he/she completes the course successfully later.</i> The grade acquired by the student will be indicated in the grade card of the appropriate semester with an indication of the month and the year of passing of that course.



	(c)	<i>'U' grade obtained by a student will be deleted in the grade card once that course is successfully completed.</i> The satisfactory grade 'S' acquired by the student will be indicated in the grade card of the appropriate semester with an indication of the month and the year of passing. The CGPA will be accordingly revised.
17.	<b>Performance Indices</b>	
	(a)	At the end of every semester, a student's academic standing shall be determined by <b>Semester Grade Point Average (SGPA), and a Cumulative Grade Point Average (CGPA).</b>
	(b)	<p>The SGPA is the credit-weighted average of grade points of all courses pursued by the student during a semester and is computed as follows:</p> $SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$ <p>where, 'C<sub>i</sub>' is the course Credits allotted to i<sup>th</sup> subject, 'G<sub>i</sub>' the grade-points earned in the respective i<sup>th</sup> subject and 'n' is the number of courses pursued by the student during the semester. It would indicate the performance of the student in the semester to which it refers.</p>
	(c)	<p>The CGPA is the credit-weighted average of grade points of all courses except "Graduating Course" passed by a student in all the semesters since admission. Starting from the second semester, at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:</p> $CGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$ <p>where, 'm' is the total number of subjects the student has registered from the first semester onwards up to and including the semester S.</p>
	(d)	Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such.
	(e)	A student has to secure a minimum SGPA of 3.0 at the end of every semester. However, a student securing a SGPA below 3.0 in any semester may be allowed to continue in the following semester by the Director/Principal of the College for which



		a warning shall be issued to improve the CGPA in the following semester.
	(f)	A student who secures a CGPA below 3.0 in two consecutive semesters shall not be allowed to continue in the program.
18.	<b>Summer Term and Supplementary Examination:</b>	
	(a)	The University may offer summer term courses on the recommendation of Head of College/Institution to facilitate the students to clear their some of the backlog courses as per the necessity from time to time. Students falling in any one of the following categories can register for summer term courses, provided they have completed prerequisites for the courses offered:
	(i)	Who have been allowed semester withdrawal on medical grounds?
	(ii)	Who have failed in the subjects in a regular semester?  OR
	(iii)	Who have taken lesser load on advice/by choice?  OR
	(iv)	Whose earned credits have fallen below the credits earned by a regular student of the same program for some reason and who has taken courses as per advice of his/her faculty.
	(b)	Summer term courses will be announced by the University at the end of the every even semester. A student will have to register for summer term courses by paying the prescribed fees within the stipulated time.
	(c)	A student shall be allowed to register for a maximum of three courses during a summer term. The total number of contact hours and assessment procedure in any summer term course will be the same as in the regular semester course.
	(d)	Summer course is not a student right and will be offered based on availability of faculty and other institute resources. If the course is not offered the fees paid will be refunded in to-to.
19.	<b>Re-view of answer scripts</b>	
	In case any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate the review of the answer script. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended	



20.	<b>Re-registration for Betterment</b>	
	(a)	A student may Re-register to reappear in Component - II (theory part only) for improving the Grade in any course/courses subject to the following conditions:
	(i)	The student has obtained the lowest grade "D" in the course concerned, and
	(ii)	Their CGPA shall be $\leq 6.75$ . In the case of reappearing, the grade obtained earlier will not be considered.
	(b)	A Student can Re-register in a course at any time before the completion of his graduation program provided the University facility permits for it. However, a student who secured CGPA less than 5 should obtain prior permission of Dean-Academics, before he / she Re-registers for a course.
	(c)	For Re-registering for a course, the student has to pay the pre-requisite fee as prescribed by the University.
	(d)	A student cannot Re-register in courses like Professional Practice in Industries, summer internship, courses having course Structure 0-0-P, Mini Project, Project Work, Practical training or any other courses which are conducted as vocational courses.
	(e)	A student who has completed the formalities of graduation cannot Re-register for re-evaluation in Component - II for a course.
	(f)	A student Re-registering for Component - II for improving the grade must ensure that the dates of examination do not clash with any of his courses in the regular semester.
	(g)	In case of Re-registration for betterment, the student is exempted from attending the course and the marks obtained in Component - I by the student earlier for that course will be carried forward.
	(h)	The grade obtained by the student while repeating will be final and in no case the grade obtained in previous attempt will be considered. However, such an improvement is not considered for the award of Rank or Gold medal.
21.	<b>Progression to Higher Semester</b>	
	(a)	A course is a backlog course if the student has obtained "F" or "I" grade in the course. A student having backlogs has to clear backlog courses first.
	(b)	To be eligible for admission to third semester, a student has to earn a minimum of 16 credits at the end of the second semester, to be eligible for admission to fifth semester, a student has to earn a minimum of 34 credits at the end of fourth semester.
	(c)	A student can avail any number of chances to clear a backlog course, however the student may be asked to register for a regular course or to do a substitute course if the



		same course becomes obsolete and is not being offered anymore.
	(d)	A student who is not eligible for promotion from an even semester to the next to the next higher (odd) semester for reasons of having not earned the prescribed minimum number of credits will have to discontinue the programme temporarily. He / she can rejoin the programme after fulfilling the academic performance requirements 19 (a).
22.	<b>Detention</b>	
	(a)	A student shall be detained in a subject/course and will not be allowed to appear in the end semester examination (Component-II) if he/she secures less than minimum pass marks in internals assessment (Component-I) and/ or 75% of attendance in that course.
	(b)	In case of the marks in continuous evaluation of any subject of a semester being less than 40% or the attendance is less than 75 %, the student has to repeat the subject.
	(c)	A student shall be detained in a semester if he/she remain absent continuously for more than 6 (six) weeks in a semester without sanctioned leave from the authorities concerned. He/she has to repeat the semester.
23.	<b>Termination from the Program</b>	
	(a)	A student may be terminated from the program and his/her name will be struck off the rolls on the following grounds:
	(i)	If he/she fails to secure a SGPA of 3.0 at the end of any semester. However, a student securing a SGPA below 3.0 may be allowed to continue in the following semester by the Director/Principal of the College on valid grounds to improve the CGPA in the following semester. A student who secures a CGPA below 3.0 in two consecutive semesters will not be allowed to continue in the program.
	(ii)	If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave from the authorities concerned.
	(iii)	On having been found to have produced false documents or having made false declaration at the time of seeking admission.
	(iv)	On having been found to be pursuing regular studies and/or correspondence courses (leading to degree or diploma) in any other college, university or an educational institution.
	(v)	On having been found to be concurrently employed and performing duty or carrying out business in contravention to academic schedule of the College/Institute.



	(b)	A student may be rusticated from the University/College on disciplinary grounds based on the recommendations of any committee or examination committee by the Vice Chancellor/Head of the Institution.	
	(c)	If the name of a student is removed from the rolls of the University/College as per above provisions, his/her result will be shown as "Name Removed".	
	(d)	<b>Mercy Appeal</b>  If the name of a student is removed from the rolls of the University/College, he/she may appeal to the Vice-Chancellor/Head of Institution stating the reasons for not being able to abide by the regulations or earn the requisite credits and the Vice-Chancellor/Head of Institution, if satisfied with the reasons, may allow the continuation of admission of the student only once during the tenure of the program or extend the total duration of the program by two semesters, at the maximum, beyond 14 semesters, if required.	
	(e)	Under no circumstances a student will be allowed to complete the program after the lapse of 16 semesters after admission.	
24.	<b>Moderation Committees</b>		
	(a)	Question Paper Moderation Committee: There shall be a Result Moderation Committee of the University consisting of the following members to moderate the Question Papers of the End-Semester Examination:	
	(i)	Dean Academic – (Convener)	
	(ii)	Two subject experts to be nominated by the Vice-Chancellor.	
		Note: The Paper Setter(s) may be invited, if necessary, to clarify the necessary details of the question paper.	
	(b)	<b>Result Moderation Committee:</b> There shall be a Result Moderation Committee of the concerned Department consisting of the following members to moderate course-wise results of the End-Semester Examinations:	
	(i)	Controller of Examination - (Convener)	
	(ii)	Two subject experts to be nominated by the Vice-Chancellor.	
		The Result Moderation Committee will examine the result of the course and in case of abnormal situation; it may suggest suitable corrective measure to amend the result or award grace marks in appropriate component as the case may be. The COV will place the evaluated answer scripts along with the brief solution and marking scheme before the Committee. In case of difference of opinion among the members of the	



		Committee, the majority decision will prevail.	
25.	Graduating Requirement		
	(a)	If a student shall be considered to have successfully completed the MCA program and has earned a minimum 110 credits.	
	(b)	Cleared all courses prescribed for him/her in the discipline.	
	(c)	Obtained a minimum CGPA of 5.0 for ordinary degree.	
	(d)	Obtained a minimum CGPA of 8.5 for obtaining Honors degree or medals.	
26.	Award of Degree		
	(a)	A student having completed all the graduating requirements shall be awarded the MCA degree by the University.	
	(b)	Class/Distinction will be awarded to the students after they successfully complete the MCA programme within the time duration of 6 semesters as per norms given below:	
		CGPA	Division
		CGPA $\geq 8.5$ Without F or I grade in any semester	First Division (Honors)
		CGPA $\geq 6.5$ & $< 8.5$	First Division
		CGPA $\geq 5.5$ & $< 6.5$	Second Division
		CGPA $\geq 4.5$ & $< 5.5$	Pass
	(c)	To convert CGPA into equivalent marks a multiplication factor of 9.5 is adopted. Ex: CGPA 6.5 is equivalent to $6.5 \times 9.5 = 61.75$ % of marks.	
	(d)	If a student earns more credits than the minimum required as given in clause 24(a) before fulfilling the degree requirements, his/her result will be shown as "Continued".	
	(e)	Ranks/Positions will be determined at the end of even semesters. Only those students who fulfill the following conditions will be eligible for ranks/positions:	
	(i)	They do not have any break in their studies;	
	(ii)	They have passed every scheduled course in first attempt;	



	(iii)	They have passed every course on time as per the curriculum;	
	(iv)	They have earned credits as per the schedule given in the curriculum; and	
	(v)	They have not improved grade in any course after passing the course.	
	The students who violate any of the above conditions will not be awarded any rank/position. The ranks/positions will be determined on the basis of CGPA.		
<b>27.</b>	<b>Classification of Awards</b>		
	(a)	A student is awarded 1 <sup>st</sup> Class with distinction if the student passes all the courses required in the first attempt within the permitted period and has more than 8.0 CGPA on a 10 point grade. Even if a student takes 'break of study' on valid reasons and pass all subjects without arrears, he/she is eligible to get 1 <sup>st</sup> class with distinction.	
	(b)	A student is awarded 1 <sup>st</sup> Class if he/she	
	(i)	has CGPA more than 6.5 at the completion of the required number of credits	
	(ii)	has passed all the subjects in not more than two attempts after the stipulated period. However, if the student has been permitted to go through 'break of study' on valid reasons, this period will not be counted as part of stipulated/permitted period.	
	(c)	All the other candidates who qualify for the degree are given second class.	
	(d)	To convert CGPA into equivalent marks a multiplication factor of 9.5 is adopted. Ex: CGPA 6.5 is equivalent to $6.5 \times 9.5 = 61.75\%$ of marks.	
	(e)	Extra credits earned by the students will be counted for Honors degree, prizes and awards. However, the grade obtained by re-registration, shall not be considered for the award.	
<b>28.</b>	<b>Award of Medals</b>		
	University has instituted Gold and silver medals to the highest and second highest rank holders respectively as per CGPA and other academic conditions in each program of specialization.		
	(a)	The grade obtained by betterment, will not be considered for the award.	
	(b)	He/she must be obtained minimum distinction for the award of Gold or silver medal.	



29.	<b>Credit Transfer</b>		
	(a)	University offers Credit Accumulation and Credit Transfer framework for promoting and facilitating inter University transfer and mobility of students across different Indian Universities and educational institutions.	
	(b)	The procedure and conditions for transfer/ accepting of credits earned by a student shall be as follows:	
		(i)	<b>Credit transfer from HPTU to other University:</b> Student from HPTU can take transfer to another University under the following conditions:
			• HPTU has signed an Agreement with the University.
			• A student has to pay the fees for all the remaining years when he/she seeks transfer.
			• However, a student, after seeking transfer from HPTU can return to HPTU after a semester or year. Based on courses done in the other University, equivalent credits shall be awarded to such students.
		(ii)	<b>Credit transfer from another University to HPTU:</b> The University will accept the transfer of credits earned by a student from the following Institutions/Universities:
			• Universities recognized under section 12(b) of the UGC Act.
			• Universities are the members of the Association of Indian Universities.
			• Institutions established by the State and Central Governments.
			• Any Institution/University with which HPTU has a signed Agreement.
			• When a student seeks transfer, equivalent credits will be assigned to the student based on the courses studied by him/her.
			• To graduate from HPTU, a student must study at least half of the minimum duration prescribed for a program at HPTU.
30.	<b>Transitory Ordinance</b>		
	Candidates admitted prior to the implementation of these Ordinances shall be governed by the Ordinances (Academic) under which they were admitted. Students who fail in the courses that are no more offered in these new ordinances and new curriculum will be allowed to pass the alternative courses, and in case there are no alternative courses, the old		



	courses may be offered. For such candidates, any marks obtained earlier shall not be taken into account for passing the course(s) and they will have to obtain marks in all components of evaluation afresh. A student admitted previously may apply to the University to be governed by these ordinances.	
<b>31.</b>	<b>Powers To Modify</b>	
	Notwithstanding all that has been stated above, if any difficulty arises in giving effect to the provisions of these Ordinances, the Vice-Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty. Every order made under these rule shall be subject to ratification by the Appropriate University Authorities. Such actions of Vice-Chancellor shall not be treated as precedence under any circumstances.	

