

# **C S J M UNIVERSITY, KANPUR**

## **Ordinances for Bachelor of Computer Application (BCA) Programme**

### **1. Admission**

- 1.1 Admission to BCA 1<sup>st</sup> semester will be made through entrance test, as per the Rules prescribed by the CSJM University, Kanpur.
- 1.2 For NRI candidates seeking admission to BCA course there will be no written test. Admission will be given on the basis of Academic Index as per University Rules.
- 1.3 Reservation will be applicable as per rules of state government.

### **2. Eligibility for Admission :**

#### **2.1. For admission through Entrance Examination:**

For admission to BCA 1<sup>st</sup> semester, a candidate should have 10+2 with mathematics from a recognized Board with minimum of 45% marks.

#### **2.2. Direct admission on vacant seats at institution/college level:**

The eligibility criteria for direct admission on seats remaining vacant in first year after entrance examination counseling shall be such as may be notified from time to time.

### **3. Attendance**

- 3.1 Every student will have to fulfill the condition of 75% attendance in all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 50% on medical grounds or for other genuine reasons beyond the control of students by Vice Chancellor on the recommendation of department.
- 3.2 The attendance shall be counted from the date of registration in the college.

### **4. Duration of Course:**

- 4.1 Total duration of the BCA Course shall be 3 (three) years, each year comprising two semesters.
- 4.2 A candidate, who has failed twice in first year due to any reason (either due to his/her non-appearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further.
- 4.3 The maximum time allowed for completing the BCA course shall be 5 (five) years, failing which he/she shall not be allowed to continue for his/her BCA Degree.

## 5. Curriculum:

- 5.1 The 3-year curriculum has been divided into 6 semesters. Semesters 1<sup>st</sup> to 5<sup>th</sup> shall include lectures, tutorials, practical, seminars as defined in the schemes of instructions and examinations issued by the University from time to time. Semester 6<sup>th</sup> will exclusively be devoted to practical training in the industries/organizations in which students shall be required to work on the projects assigned by industries/organizations.
- 5.2 The curriculum will also include such other curricular, co-curricular, and extra-curricular activities as prescribed by the University from time to time.

## 6. Change of College:

Change of College shall not be permitted.

## 7. Cancellation of Admission:

The admission of a student at any stage of study shall be cancelled if:

- (i) He / She is not found qualified as per AICTE / State Government norms and guidelines or the eligibility criteria prescribed by the University. Or
- (ii) He / She is found unable to complete the course within the stipulated time as prescribed in clause 4.3.

8. English shall be the medium of instruction and in the university examination.

9. Ordinarily 50% paper setters/examiners shall be internal and 50% external.

10. The classes for B.C.A. course shall be run in the CSJM University, Kanpur under the control of the Head/Director of Department of Computer Application.

11. There shall be examination in each semester as per the scheme of examination and the Student shall be required to appear in every subject as specified in the course Structure for each semester.

12. There is no provision for private candidate for B.C.A. course.

13. No student will be permitted to pursue any other course of study or take up an Employment during the tenure of this programme.

14. The faculty for BCA will be partly internal and partly external (Guest lecturers).

Guest Lecturers / Speaker from other University/Institutions will be paid T.A. and D.A. also as per University rules.



## 15. Examination:

15.1 The performance of a student in a semester shall be evaluated through continuous assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce, general behavior and regularity in attendance. The marks for continuous assessment (internal assessment marks) shall be awarded at the end of the semester. The end semester examination shall be conducted by means of written papers, practicals and/ or viva-voce.

15.2 The semester end written examination in each subject shall be of three hours duration.

15.3 The examination for the back papers of First and Second semester will be held along with Third and Fourth Semester. The examinations for back papers of third and fourth semester will be held along with fifth and sixth semesters. The examination for back papers of fifth and sixth semester will be held in subsequent year as and when the fifth and sixth semesters Examination of BCA are held.

15.4 The end semester examination of compulsory/elective paper shall be of three hour duration. The maximum marks allotted for each paper shall be as following:

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|-----------------------------|----------|
| i) End Semester Examination | 75 marks |
| ii) Internal Assessment     | 25 marks |

15.5 All class test/assignments/quizzes will be submitted in his/her own handwriting.

15.6 The distribution of marks for internal assessment shall be as follow:

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|--|----------|
| i) Written Test (mid term test)        | 10 Marks |
| ii) Two class test/quizzes/assignments | 05 Marks |
| iii) General Behaviour                 | 05 Marks |
| iv) Regularity in Attendance           | 05 Marks |

15.7 If a student fails in a course and comes under carry over condition of clause 16, then he/she should be given a chance to improve the internal marks as per following condition:

- i) His/her internal assessment marks are less than 40%.
- ii) He/she again appears in all quizzes and mid-term test held during regular semester, marks for general behaviour and regular attendance will be adjust to quizzes and mid term.
- iii) The student takes permission from the Faculty in charge as well as the Department head/director in the beginning of the semester ONLY.
- iv) Absentees in internal assessment of a courses, may be permitted to reappear in internal assessment components of that courses such as quiz's, mid-semester etc with prior permission of the Head of Department.

15.8 Make-up test may be held only for those students who could not appear in any one of mid-term class tests due to genuine reasons for which the prior permission from the Head of Department was taken. Make- up test shall ordinarily be held about two weeks before the end semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher upto that time.



15.9 There shall be a practical Exam. In B.C.A. Part-I(1<sup>st</sup> and 2<sup>nd</sup> Semester), B.C.A. Part-II(3<sup>rd</sup> and 4<sup>th</sup> Semester) and B.C.A. 5<sup>th</sup> semester. This shall be compulsory for all the students. It will carry a maximum of 100 marks each. One external examiner and one internal examiner will conduct practical jointly. Ordinarily the internal examiner will be supervisor of that practical/theory paper.

15.10 The distribution of marks for practical shall be as follow:

i)	External viva-voce	40 Marks
ii)	One mid-term viva-voce/tests	20 Marks
iii)	Teacher Assessment	
	Lab, Record	30 Marks
	Regularity in Attendance	10 Marks

15.11 Project training of 6<sup>th</sup> semester will compulsory for all the students. It will carry maximum of 500 marks. One external examiner and one internal examiner will conduct practical jointly.

The Head/Director shall have the right to co-opt a faculty member to assist the panel in the conduct of the project presentation/viva-voce examination.

15.12 After the examination of the fourth semester and before commencement of the fifth semester, every student shall have to undertake project work for a period of eight weeks and submit two copies of project report for evaluation at least two weeks before the commencement of the fifth semester examination. This will carry a maximum of 100 marks. That will be counted in fifth semester as a course, and evaluated by group of faculty member with internal examiner assigned by the Head/Director of department.

15.13 The marks of Project/Practical Training shall be awarded on the following basis:

(i)	Write-up / Report	50%
(ii)	Presentation	50%

15.14 The minimum pass marks in each course i.e theory subject including internal assessment shall be 35%. Absence in internal assessment for a course will amount to failing in that course inspite of securing 35% marks in external examination in the same courses.

15.15 The minimum pass marks in a practical/project/seminar/practical training subject shall be 50%.

15.16 A candidate, in order to pass, must secure 45% marks in the aggregate of a particular academic year including that he/she must secure 45% marks in the aggregate in each semesters of that academic year.

## 16. Promotion and Carryover:

16.1A candidate satisfying all the requirements under clause 15 shall be promoted to the next academic year of study.

16.2. (a) A candidate shall be eligible for provisional promotion with carry over to the next academic year of study provided, he/she fails to satisfy the requirements of clause 15.14 and 15.15 in not more than 04(four) theory papers and 01(one) practical papers on the basis of combined result of both

semester examinations of a particular academic year. A candidate who satisfies the requirements will be required to appear in those theory papers / practicals in which he/she failed in subsequent examination of the same semester.

- (b) If a candidate satisfies the requirement of clauses 15.14 and 15.15 but fails to satisfy the requirement of clause 15.16 but secure greater than 35% aggregate in any of the condition of clause 15.16, he/she shall be eligible for provisional promotion with carry over.

He/she may choose upto a maximum of any four theory papers of that particular academic year as per his/her choice to pass the examination of that year. He/she shall inform the college about his/her choice within 15 days after the start of new session.

- 16.3 In any semester of particular year, a student will not allowed to register for More than 08(eight) courses, i.e. 5(five) regular theory paper plus one regular Practical plus two-carryover papers (theory/practical).
- 16.3 A candidate shall not be promoted to third year unless he/she passes all The examinations of first year.
- 16.4 All other candidates who do not satisfy the conditions laid down in clause 16 shall be declared fail and shall be required to repeat the whole academic year after taking re-admission or opting for ex-studentship. This facility is, however, subject to the time limit stipulated in clause 4.
- 16.5 A candidate who gets carry over facility in any year and is allowed to re-appear in the next examination of that semester by paying the prescribed Examination fee.

**17. Ex-studentship :**

- 17.1 A candidate opting for ex-studentship shall be required to appear in all the theory & practical subjects in the end semester examinations of both semesters. However, the marks pertaining to internal assessment, Industrial Training, Seminar shall remain the same as those secured earlier.
- 17.2 A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee within 15 days from the start of new session.

**18. Re-admission in the Institution/College:**

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

18.1 A candidate is declared fail.

18.2 A candidate did not appear in a semester examination and/or he/she was



granted permission for not to appear in the examination.

18.3 A candidate has been detained by the institute and has also been permitted to take re-admission.

18.4 A candidate as an ex-student passed the examination of the academic year or qualified for carryover system.

18.5 A candidate promoted with carry over subjects and he/she opted for re-admission.

## 19. Results :

19.1 The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year. Result of the final year shall be declared on the basis of working out Grand Total by adding marks of all the years of study in the following ways:

I Year	100% of aggregate marks
II Year	100% of aggregate marks
III Year	100% of aggregate marks

## 20. Award of Division :

20.1 The division shall be awarded on the basis of final year result.

20.2 There will be no pass or third division.

20.3 If a candidate passes all examinations and secures 45% or more marks But less than 60% marks of the Grand total, he/she shall be placed in SECOND DIVISION.

20.4 If a candidate passes all examinations and secures 60% or more marks of the Grand Total, he/she shall be placed in FIRST DIVISION.

20.5 If a candidate passes all examinations in first attempt without grace and secures 75% or more marks, he/she shall be placed in FIRST DIVISION WITH HONOURS and the candidates at first two top positions amongst First Div. with Honours only will be awarded medals viz. Gold and Silver respectively in order of merit as decided by University time to time.

## 21. Grace Marks:

21.1 A candidate may be awarded grace marks in a maximum of two subjects including theory papers, practicals, practical training and/ or aggregate marks in each academic year provided he/she could be declared to have passed the academic year by awarding the marks as per the details given below:

First Year.	Upto a maximum of total 05 marks (But not more than three marks in any subject)
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Second Year. Upto a maximum of total 05 marks

(But not more than three marks in any subject)

Third Year. Upto a maximum of total 05 marks

(But not more than three marks in any subject)

21.2 The grace marks shall not be added to the aggregate marks.

**22. Scrutiny and Revaluation:**

22.1 Scrutiny shall be allowed in only theory papers as per the rule of the University. Student can apply for scrutiny of answer-books within one Month of the declaration of result by depositing the requisite fee as prescribed By the University.

22.2 Revaluation of theory/practical papers is not permitted.

**23. Unfair means:**

Cases of unfair means shall be dealt as per the rules of the University.

24. The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.