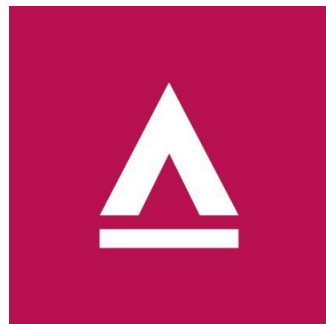


# **ACADEMIC REGULATIONS**

Faculty of Sciences  
Amrita Ahead Online Programs



**BCA Regulations**  
**(Effective from 2021)**

**Amrita Vishwa Vidyapeetham**  
(Deemed to be University u/s 3 of UGC Act, 1956)

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## R 1.0 Admissions

**R1.1 Admission Norms:** The admission to the programme will be as per the ordinances and regulations of the University.

**R1.2 Student Intake:** The intake to the programme will be decided by the University from time to time.

**R1.3 Admission Procedure:** Admission to online programme will be done completely online through Amrita Ahead Admission web portal. Selection will be made on merit basis and will be intimated to the candidates as per the guidelines.

**R1.4 Admission Cycle:** Every academic year, there will be two admissions for the programme in the month of January & July .

### R 1.5 Eligibility for Admissions to the programme

#### R.1.5.1 Eligibility for Indian Students

Programme	Eligibility
BCA	Candidates who have passed the Higher Secondary Course (+2) conducted by the Board of Secondary Education/ or an Examination of any other competent Agency accepted by the Board of Management. (Or) Candidates who have passed the 2 or 3-year diploma course conducted by Board of Technical Education / or an Examination of any other competent Agency accepted by the Board of Management .

#### R.1.5.2 Eligibility for International Students

Programme	Eligibility
BCA	Certificate equivalent to a pass in Higher secondary course (+2) approved by Association of Indian Universities is needed or an Examination of any other competent Agency accepted by the Board of Management. This is required by any student with a Foreign Education who wishes to apply to an Indian University. Please refer to <a href="https://aiu.ac.in/">https://aiu.ac.in/</a> .

**R1.6 Student Authentication:** The students must produce / upload AADHAAR, or other government recognized identity in case of Indian nationality and Passport is compulsory for foreign students.

**R1.7 Admission Cancellation:** If, at any time after admission, it is found that a candidate has not fulfilled the eligibility norms stipulated by UGC for admission, the concerned office has the authority to revoke the admission of the candidate.

Commented [U1]: Or University

**R1.8 Credit Transfer:** Transfer students are who wish to transfer from a different institute / university studied to another university for a different programme or the same programme. Such students must submit all their transcripts along with the curriculum and syllabi of the program they have studied. The equivalence committee shall check the curriculum and syllabi, transcripts and submit the recommendations on equivalence of credit transfer of some or all their prior courses for consideration and approval to the authorities, based on which admission shall be carried out (as per the UGC Guidelines on Adoption of Choice Based Credit System). The transfer and other processing fee will be as per the notification of university academic council.

## R 2.0 Programme Structure

**R2.1 Category of Courses:** The programme consists of the following

- Core courses in the primary area of the programme, including project in the end semester
- Soft cores in various emerging technology streams & equivalent courses from SWAYAM/MOOCs as accepted by the Board of Studies
- Industry certification courses as electives as decided by Board of studies
- Soft skill training
- Laboratory courses
- Audit Courses & Seminars

**R2.2 Programme duration & credits of the programme:**

Programme	Credits	Pattern	Minimum Duration	Maximum Duration
Bachelor of Computer Applications (BCA)	110	Semester Wise Credit system	3 years	6 years

**R 2.3 Medium of Instruction:** The language of instruction will be English, for all courses.

**R 2.4 Teaching Learning Pedagogy:** The teaching & learning pedagogy will be as per the 4-quadrant approach stated in UGC ODL regulations 2020

Commented [U2]: Or 2020?

**R 2.4.1 Learning Materials:** Online Materials will be the course materials prepared as per the applicable norms laid down by competent authority of UGC and will be provided to the students.

These e-learning Materials (PPT, Video, Video Script, reading materials, Quiz, assignments & Discussion Forums) as per Four-Quadrant approach will be published in Learning

Management System (LMS) and these e-contents will be made available to all the registered applicants in a formalized way with proper accesses credentials.

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**R 2.4.2 Credit based system:** The Programme will be structured on credit-based system. The curriculum of the programme will have credits, apportioned as below in the following knowledge segments:

- Core courses in the primary area of the programme, including project in the end semester
- Soft core electives in various emerging technology streams
- Industry certification courses as electives
- Soft skills & personality development courses
- Laboratory courses

**This programme aligns to the credit-based system as per UGC regulations which helps the student to understand the exact learning hours required to complete a course**

Table 3: Norms for Delivery of Courses in Online Mode

S. No.	Credit value of the course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self-Study hours including Assessment etc.	Total Hours of Study (based on 30 hours per credit)
			Synchronous Online Counselling/ Webinars/ Interactive Live Lectures (1 hour per week)	Discussion Forum/ asynchronous Mentoring (2 hours per week)	e-Tutorial in hours	e-Content hours		
1.	2 credits	6 weeks	6 hours	12 hours	10	10	22	60
2.	4 credits	12 weeks	12 hours	24 hours	20	20	44	120
3.	6 credits	14 weeks	14 hours	28 hours	30	30	66	180
4.	8 Credits	16 weeks	16 hours	32 hours	40	40	88	240

**R 2.5 Learning Management System:** Learning materials prepared as per the (Four Quadrant Approach, UGC online Regulation 2020) are delivered through Learning Management System (LMS). The unit wise continuous assessment (designed using blooms taxonomy) is conducted online in the LMS on adaptive basis as per the requirement of the course.

- **Quadrant-I** - e-Tutorial that shall contain - Video and Audio Contents, animation, simulations, virtual labs.
- **Quadrant-II** - e-Content that shall contain - Portable Document Format or e-Books or Illustration, video demonstrations, documents and interactive simulations, Web Resources, that shall contain - Related Links, Open Content on Internet, Case Studies, Historical development of the subject, Articles, wherever required.
- **Quadrant-III** - is the Discussion Forum for raising of doubts and clarifying the same on real time basis by the course coordinator or team.
- **Quadrant-IV**-Self-Assessment, that shall contain – MCQ, Problems, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQ, Clarifications on general misconceptions.

### R 3.0 Course Registration:

Every student after payment of the prescribed semester fee shall register for the courses which he/she wishes to undergo during a semester. Registration and enrolment process will be taken care by the Academic Cell. All refund policies will be as per university policies.

From the second semester onwards, all students must enroll on a specified day at the beginning of a semester. A student will be eligible to enroll only if he/she has cleared all the dues to the Institution, and if he/she is not debarred from enrolment, as part of any disciplinary action of the Institution.

**R 3.1 Dropping/Substituting courses:** A student can substitute an elective course registered earlier, by another for valid reasons, with the consent of the Mentor and Programme Coordinator within a stipulated time .

A student can temporarily drop/withdraw from a course for valid reason with the written consent from program coordinator and rejoin with in a stipulated time of 6 years as stated in UGC ODL 2020

## R 4.0 Exit Options:

**R 4.1 Flexible Exit options:** The following exit options are available for students

- Exit after 1 year with a Foundational Level certificate in Computer Applications
- Exit after 2 years with a Diploma in Computer Applications
- Exit after 3 years with a Degree in Computer Applications

Commented [SP4]: Suitable exit options to be decided

## R 4.0 Committee Structure: (Refer ODL 2020)

(a) **Programme Coordinator (One per Programme):** The Programme Coordinator shall be responsible for overall coordination of the development, delivery and assessments of the learners in the Online Programme.

(b) **Course Coordinator (One per Course):** The Course Coordinator shall coordinate the development, delivery and assessments of the learners in the Course.

(c) **Course Mentor (One per batch of 250 learners):** Course Mentor shall assist the Programme/Course Coordinator in providing academic support to learners and also in managing virtual teacher-learner interaction groups.

## R 5.0 Evaluations & Assessments:

All the courses will be offered in semester pattern. For every course a student attending during a semester, there is an online Continuous Internal Assessment (CIA) component that will contribute 30% (Quizzes, Case Studies, Assignments). There will be one proctored online examination of 3 hours duration at the end of the semester for each credited course which will contribute 70% total assessment. We advise Students to have at least 75% attendance in all the

Commented [U5]: Not for live only, 75% for the entire course engagement. Refer ODL 2020

activities as per ODL regulations. The evaluation components include submissions, attendance in live sessions & LMS activities.

**R 5.1 Mode of Examination:** All End Semester examinations will be remotely proctored.

**R 5.2 Grading:** Relative grading system is adopted to award the letter grade. The letter grades, the corresponding grade points and the ratings are as follows:

Letter Grade	Grade Points	Ratings
O	10	Outstanding
A+	9.5	Excellent
A	9	Very Good
B+	8	Good
B	7	Above Average
C	6	Average
P	5	Pass
F	0	Fail
I		Incomplete
W		Withheld

**R 5.3 Grading Mechanism:** The average performance of a student in a particular semester is expressed as Semester Grade Point Average (SGPA). On completion of a semester, each student is assigned Semester Grade Point Average (SGPA) which is computed as below for all courses registered by the student during that semester:

$$SGPA = \frac{\sum C_i G_{pi}}{\sum C_i}$$

**Where,**

*C<sub>i</sub> is the credit for ith course in that semester and G<sub>pi</sub> is the grade point for that course. The summation is over all the courses registered by the student during the semester, including the failed courses. The SGPA is rounded off to two decimals.*

The overall performance of a student at any stage of the programme is evaluated by the Cumulative Grade Point Average (CGPA) upto that point of time.

$$SGPA = \frac{\sum C_i G_{pi}}{\sum C_i}$$

where C<sub>i</sub> is the credit for ith course in any semester and G<sub>pi</sub> is the grade point for that course. The summation is over all the courses registered by the student all the information that is contained in the grade sheets. Additionally, it shall also include the month and year of passing each course. The Transcript card shall contain only the final grades secured, but will not indicate the earlier failures, if any. The detailed transcript will contain the CGPA and the class, if any obtained.

#### **R 5.4 Remedial Provisions:**

- **Supplementary Examinations:** Students who got an 'F' grade in a non-semester course (i.e., courses not registered by the student during the current semester), shall apply for appearance in the respective examination by paying a prescribed fee and take the examination.
- **Regular Semester Re-registration:** Students who have dropped a course can re-register whenever the course is offered during the regular semester. The assessment pattern will be similar as in the regular mode.
- **Immediate Supplementary Examination:** Student who got an 'F' grade can take the immediately supplementary examination, after few days of regular examination. If the candidate passes this examination, he/she will be declared as PASS in that course.

#### **R 5.0 Class Committee**

Every class of online UG degree programme will have a Class Committee constituted by the Head of the School, based on recommendation of the Chairperson of the Department.

The constitution of the Class Committee will be as follows:

- a) The Chairperson of the Class committee, nominated by Chairperson of the Department,
- b) All the teachers handling courses for the class,
- c) Two student representatives nominated by the Chairperson of the Department, from each class with equal representation of boys and girls, to the extent possible.
- d) The Chairperson of the Department and School Head may attend the Class committee meetings.

The class committee meets once in a semester

#### **R 6.0 Results Declaration & Ranking:**

After finalization of the grades by the Class Committee and subsequent approval of the Head of the School, the result will be announced by the Controller of Examinations.

The ranking of the students in a batch at any intermediate or final stage is based only on CGPA. Only those students who have passed all subjects up to that stage in the first attempt are considered for ranking. Students are eligible for final ranking, only if the programme is completed within the stipulated duration of the programme.

<b>CGPA</b>	<b>Rank</b>
8.00 and above	First class with distinction
7.5 and above	First class
7.00 -7.5	Second Class
6.00-7.00	Third class
5.00-6.00	Pass



### **R7.0 Revaluation Policies:**

On publication of the results, an aggrieved student can request for revaluation of answer scripts of the End-semester examination, within five working days of publication of the results, along with the prescribed revaluation fees. The request must be made to the Examination Section, through the concerned authorities. If the revaluation leads to a better grade, the revised grade will be awarded to the student and in such cases, the revaluation fee will be refunded in full. Revaluation is permitted only for lecture-based courses.