

COURSE STRUCTURE

CHOICE BASED CREDIT SYSTEM

The proposed CBCS system has the potential of providing a choice of a wide spectrum of subjects/branches of subjects to students in pursuit of achieving their cherished goals. This system has been globally accepted and now has become the need of the day. The UGC also has provided guidelines to the Universities for consideration and implementation of CBCS.

SKM University proposes the following courses and credits to be initiated at BCA Honours and BBA Honours w.e.f. the session 2017-20. The proposed system may be modified/improved in future according to the requirements.

(A) Preamble:

1. The regulations herein specified applied to Bachelor of Computer Applications (BCA) Honours and Bachelor of Business Administration (BBA) Honours programmes offered by the S.K.M. University, Dumka, through the University Department of Computer Applications.
2. The BCA Honours and BBA Honours programme covered by these regulations is correlated courses of study, the successful completion of which would enable the participants of the programme to qualify for the award of BCA Honours and BBA Honours degree.
3. A participant of the programme is a student who is duly admitted to an institute of the university and who has registered himself/herself for a course of study and attains the same.

(B) Time Scale for Academic Activity:

4. The basic units of time for academic activity for the BCA Honours and BBA Honours programme shall be a semester (July to December and January to June). A basic contact period is one in which a teacher engages the student for a duration of 60 minutes.
5. If circumstances warrant, the department may schedule a summer programme during long vacation of the department. There will be in general no formal classes in the summer programme.

(C) Courses of Study:

6. The university shall offer courses during a semester indicated mainly from consideration of minimum enrollment and facilities available. The competent authority comprising of the University shall have the right to cancel any or all course of study if the requirements are not satisfied.

(D) Registration for Course of Study:

7. Every participant of the BCA Honours and BBA Honours programmes, shall first register himself/herself for the courses of study he/she intends pursuing provided he/she possesses the minimum qualifications as laid down and his/her plan is approved by the University.

8. Fees payable by the participants including fees payable for examination shall be as laid down in administrative instructions issued from time to time by the University for the purpose.

(E) Audit of the Courses:

9. All courses offered in the BCA Honours and BBA Honours programme will be open for audit in the spirit of offering an opportunity for continuing education for the participants who wish to refresh or update their knowledge. Audited courses shall neither count for academic credit nor there any examination requirements. Participants shall be eligible to participate in the courses offered on payment of prescribed fee and due registration.

(F) Measurement of Academic Achievement: Measurement of Academic Achievement of the participating student in the BCA Honours and BBA Honours programme shall be measured in terms of grade obtained by him/her in the examinations. The overall performance of the students in the semester examination shall be evaluated in terms of grade point average as specified later.

(G) Assessment:

In total 140 credits represent the workload of a session for BCA Honours and BBA Honours program. Total credits=140, 1 credit = 15 lecture Hrs, 100 Marks SUBJECT(L-T-P) = (4-1-0) CREDITS, and SESSIONAL (L-T-P) = (0-0-1) CREDITS

| | | | |
|----------|---|-----|------------|
| Semester | – | I | 20 credits |
| Semester | – | II | 20 credits |
| Semester | – | III | 26 credits |
| Semester | – | IV | 26 credits |
| Semester | – | V | 24 credits |
| Semester | – | VI | 24 credits |

(H) Scheme of Instruction:

The scheme of instruction in Under-Graduate Programme shall be of the following forms of academic activity:

- a) Theory
- b) Sessional
- c) Practical Training and Project Work
- d) Seminar and Tutorial

a) Theory

A theory type of academic activity shall involve concepts, fundamental ideas, and techniques, as laid down in text books or literature and which can be grasped through lectures and assignments.

A theory type of course with about 60 contact periods in a semester shall enable participating student to earn one unit of academic credit provided that he/ she fulfills the attendance, and grade requirements as specified hereinafter.

b) Sessional: The following type of academic work will be covered in sessional:

a) Laboratory Experiment

b) Design Exercise

c) Project

d) Term paper or any other academic work, the purpose of which would be to train the student by practice, repeated use and hands on experience.

A sessional course of 2 contact periods a week and about 30/40 contact period during a semester shall enable a participating student to earn one unit of academic credit provided that he/she fulfills the attendance and grade requirements as specified hereinafter.

c) Practical Training and Project Work for BCA:

At the end of the sixth semester of study, a student will be examined in the course" Project Work".

1. Project work may be done individually or in groups in case of bigger projects. However if project is done in groups, each student must be given a responsibility for a distinct module and care should be taken to see the progress of individual modules is independent of others.

2. Students should take guidance from an internal guide and prepare a Project Report on "Project Work" in 2 copies to be submitted to the Director of the Institute by April. Whenever possible, a separate file containing source-code listings should also be submitted. Every student should also submit at least 4 typed copies of their project synopsis.

3. The Project Synopsis should contain an Introduction to Project, which should clearly explain the project scope in detail. Also, Data Dictionary, DFDs, ERDs, File designs and a list of output reports should be included.

4. The project Work should be of such a nature that it could prove useful or be relevant from the commercial/management angle.

5. The project report will be duly accessed by the internal guide of the subject and marks will be communicated by the Director to the University along with the marks of the internal credit for theory and practical to be communicated for all other courses.

6. The project report should be prepared in a format prescribed by the University, which also specifies the contents and methods of presentation.

7. The project work carry 30 marks for internal assessment and 70 marks for external viva. The external viva shall be conducted by a minimum of two external examiners. The mini project work would be departmental.

8. Project work can be carried out in the Institute or outside with prior permission of the Institute.

9. Project viva-voce by the University panel will be conducted in the month of May.

(I) Attendance: Requirement All students must attend every lecture, practical classes and other activities of the Department. However, the attendance requirement will be a minimum of 75% of the classes actually held.

1. Absence during the semester

a. A student must inform the HOD concerned immediately of any instance of continuous absence from classes.

b. A student who is absent due to illness should approach the teachers concerned for makeup quizzers, assignment and laboratory work.

c. A student has been absent from a sessional test due to illness approach the teacher concerned for makeup test immediately on return to class. The request should be supported with a medical certificate issued by a registered medical practitioner.

d. If a student is continuously absent from the institute for more than four weeks without permission of the head of the department concerned, his/her name will be removed from institute rolls.

(J) Examination Assessment: SKM University is committed to the cause of fairness in examination and assessment. Each course of a programme necessarily involves an evaluation system consisting of two components: Continuous Internal Assessment (Internal assessment) and End-Semester Examination (External Assessment). A course carrying 3 to 6 credits will be evaluated on 100 marks. However, a course carrying 1 or 2 credits will be evaluated on 50 marks.

1) The examination of each paper shall have two components- External evaluation (End Semester Exam) at the end of the semester carrying 70 marks to be conducted by the university and Internal evaluation of 30 marks to be evaluated by Teachers. Internal evaluation shall comprise written exam carry 20 marks of a paper. Seminars/Cultural activities/NSS be 5 marks and 5 marks for attendance and assignment. Theory Paper----- 70 marks + 30 marks 70 marks ----- External evaluation (End Semester Exam) 30 marks-----
Internal evaluation

2) Sessional Exam----- 50 Marks for BCA. There should be one External for each sessional Examination.

3) Question Paper Pattern: The questions papers shall be set and the answer – scripts shall be evaluated by the teachers of the concerned courses.

The question papers for the End Semester Examination (ESE) may have the following pattern: question paper shall consist of three sections A, B and C:

| Section | Particulars | Marks |
|---------|--|-------------|
| A | 10 objective type questions (MCQ/True-False/Fill in the Blanks etc.) for Two mark each. | 10 x 2 = 20 |
| B | 8 short answer (25 words) type questions, of which 4 have to be answered for 5 marks each. | 4 x 5 = 20 |
| C | 4 questions of long answer (400 words) type, of which 2 have to be answered for 15 marks each. | 2 x 15 = 30 |
| | | Total = 70 |

(K) Student Discipline:

Every student is required to observe a polite and disciplined behavior both inside and outside the campus and should not indulge in any activity which would tend to bring down the prestige of the institute or disturb the peaceful and congenial environment of the campus. An act of indiscipline on the part of the student may result into adequate discredit and a mention in his/her academic grade card and/or transcript.

Note: The department in consultation with the university shall have the right to change/modify any regulation or part thereof in the academic interest of the students.

(L) Duration of Curriculum and Calendar:

1. Bachelor of Computer Applications (BCA) Honours and Bachelor of Business Administration (BBA) Honours programme is of three years duration. Each year shall be divided into two semesters. First semester shall ordinarily being in July and end in December. Second semester shall ordinarily being in January and end in June.

2. Each year, the university shall draw an academic calendar and the same shall be nonnegotiable and strictly adhered to the academic calendar for the first year shall be handed over to each admitted student along with his/her university registration card. Second year academic calendar shall be made available during registration for third semester and third year calendar during registration for fifth semester.

3. The curriculum and syllabus shall be modified with approval of the academic council ordinarily once in every three years to keep the same up-to-date. However, minor modifications

can be done as and when necessary with the approval of Vice-Chancellor. The modification so done shall be placed to the immediate next academic council meeting for rectification.

4. A candidate may be permitted to complete BCA and BBA degree requirements in not more than 5 years i.e. maximum in 10 semesters.

(M) Eligibility Criteria for Admission:

1. A candidate will be eligible to join First Semester of BCA and BBA Course, if he/she has passed 10+2 examinations or Intermediate or any other equivalent examination with a minimum of 45% aggregate in any discipline (Arts, Commerce, Science) with mathematics as one of the subjects. Note: Passed in mathematics

2. At the time of the counseling candidates will be required to show their original certificates and mark sheets of 10+2/Intermediate or equivalent, caste certificate and any special category certificate, if any and other relevant document

(N) Eligibility for Appearing in Semester Examination:

1. A student shall be eligible in an examination provided he/she pursues a regular course of study and attends at least 75% of class in each theoretical and sessional subject during the semester. The attendance shall be considered from the date of admission of the candidate in the institution. Attendance record will be compiled at the time of each test and the students with poor attendance will be informed through notification. The guardian will also be informed through a letter before he/she is debarred for appearing university examination due to shortage of attendance.

2. Concessions: A student who has been absent for short periods on medical ground or due to participation in cultural, sports, other academic/official assignments in the interest of the Department/University with prior written permission of the head of the institution shall be permitted a maximum of additional concession of 10% in attendance and shall be eligible for appearing in examination with a minimum 65% of attendance in semester.

3. A student shall be admitted to any examination in a subject only if he/she has been registered for that subject.

4. A candidate shall be allowed in an examination only if he/she is issued an admit card for the relevant examination by the University/Department.

(O) Promotion:

Advancement to the next Semester shall be permitted only with a maximum of Two Backlog Papers from the preceding Semester. Further, entry to the next Semester shall be regulated at the level of 4th, 5th and 6th Semesters as explained under:

1. Admission to 4th Semester shall be allowed only after clearing First Semester Backlog Paper(s) during Third Semester.
2. Admission to 5th Semester shall be allowed only after clearing Second Semester Backlog Paper(s) during 4th Semester.
3. Admission to 6th Semester shall be allowed only after clearing Third Semester Backlog Paper(s) during 5th Semester.
4. Backlog paper(s) of 4th Semester needs to be cleared during 6th Semester.
5. Backlog paper(s) of 5th and 6th Semesters need to be cleared during subsequent examinations for these semesters within three consequent examinations of the concerned semester with a maximum of only one chance.

Moderation of result: Notwithstanding anything contained elsewhere in the Regulations, the University shall have power to moderate the BCA and BBA results on the recommendations of the Examination Board and/or the academic council. Normally an examinee shall be awarded up to five marks in one theory paper or three marks in two theory papers (each). If he/she fails short of pass marks in semester exam (first to fifth) or up to five marks in the aggregate. There should not be more than one benefit.

Provided further that no grace marks shall be permitted in the Practical/Viva-Voice paper.

(P) Final Result

The Cumulative Grade Point Average (CGPA) will be calculated on the 10 point grading scale as follows:

| Grade Point | Parentage of Marks | Grade Symbol (Letter) |
|-------------|--------------------|-----------------------|
| 10 | 91 – 100 | O (Outstanding) |
| 09 | 81 –90 | A+ (excellent) |
| 08 | 71 –80 | A (Very Good) |
| 07 | 61 –70 | B+ (Good) |
| 06 | 51 –60 | B (Above Average) |
| 05 | 41 –50 | C (Average) |
| 04 | 33 –40 | P (Pass) |
| 00 | Below 33 | F (Fail or Absent) |

For each Semester: SGPA and CGPA will be calculated as per the rules and regulations of general courses laid down by SKM University.