MCA PROGRAMME

Academic Rules
(With effect from Academic Year 2020-2021)

Chaitanya Bharathi Institute of Technology (A)
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Chaitanya Bharathi Institute of Technology (A)
R-2020

I. PRELIMINARY DEFINITIONS AND NOMENCLATURE

The R-20 is applicable to the students who are admitted to M.C.A (Four Semesters) programme from the academic year 2020-2021. The preliminary definitions and nomenclature are furnished in the following table.

Sl. No	Key Words	Definition
1.	Programme	An educational programme leading to award of M.C.A. Degree
2.	Admission Procedure	As prescribed by Government of Telangana
3.	Academic Year	Two consecutive (one odd + one even) semesters constitute one academic year.
4.	Semester	Each semester will consist of 15-17 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
5.	Course	Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/ project work/seminars/Exams/ viva/assignments/presentations/self-study etc. or a combination of some of these. The medium of instruction, examinations and project report will be in English
6.	Credit	A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or one and half hours of practical work per week.
7.	Letter Grade	It is an index of the performance of Students in a said course. Grades are denoted by letters like S, A, B, C, D, E, F.
8.	Grade Point	It is a numerical weight allotted to each letter grade on a 10-point scale.
9.	Credit Point	It is the product of grade point and number of credits for a course.
10.	SGPA	Semester Grade Point Average (SGPA), it is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
11.	CGPA	Cumulative Grade Point Average (CGPA), it is a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
12.	Grade Sheet	Based on the grades earned, a grade sheet shall be issued to all the registered students after every semester. The grade sheet will display the course details (Course title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

II. TYPES OF COURSES IN THE PROGRAMME

Courses in a programme two kinds: Core and Elective.
Core Course:
There may be a core course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.
Elective Course:
Elective course is a course which can be chosen from a pool of papers and they may be:
- Supportive to the discipline of study/ Program Specific
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain/Inter discipline
- Nurturing student's proficiency/skill.

Course Structure: The following table shows the course structure with the credit weightage distribution.

Sl No	Description	Credits	%	Syllabus Requirements
1.	Core Courses (Theory)	52	54.17	
2.	Elective Courses (Theory)	12	12.50	
3.	Lab Courses, Internship, Project Work	32	33.33	Compulsory
4	Audit Course	0	0	
	Total	96	100	

III. CONTACT HOURS AND CREDITS

The norms for course credits are as follows:

Lecture (L)/Tutorials (T): One (1) hour per week is assigned one (1) credit(C).
Practical (P): One and half ($1_{1/2}$) hour session per week is assigned one (1) credit(C).

For example, a theory course with a L-T-P schedule of 3-1-0 will be assigned four (4) credits (C).

L	T	P	C
3	1	0	4

For example, a theory course with a L-T-P schedule of 3-0-0 will be assigned three (3) credits (C).

L	T	P	C
3	0	0	3

A laboratory practical course with a L-T-P schedule of 0-0-3 will be assigned two (2) credits(C).

L	T	P	C
0	0	3	2

IV. PLAN OF STUDY OF I-IVSEMESTER OF M.C.A. (CURRICULUM)

The plan of study from I-semester to IV-semester is furnished in the following tables.

I- SEMESTER:

S.No	Course Code	Title of the Course	Scheme of Instruction Hours per week		Scheme of Examination	Maximum Marks		Credits
			L/T	P/S	Duration of SEE in Hours	CIE	SEE	
THEORY								
1	20MCC101	Computer Programming using 'C'	3/1	-	3	40	60	4
2	20MCC102	Computer Organization and Architecture	3/1	-	3	40	60	4
3	20MCC103	Software Engineering	3/1	-	3	40	60	4
4	20MCC104	Mathematical Foundations for Computer Applications	3/1	-	3	40	60	4
5	20MTC27	Probability& Statistics	3/1	-	3	40	60	4
PRACTICALS								
6	20MCC105	Computer Programming Lab using 'C'	-	3	3	50	50	2
7	20MCC106	Python Programming Lab	-	3	3	50	50	2
8	20EG101	Professional Communication in English Lab	-	3	3	50	50	2
		TOTAL	20	9	-	350	450	26

L: Lecture   T: Tutorial   P: Practical   S: Seminar
CIE: Continuous Internal Evaluation   SEE: Semester End Examination

SEMESTER-II

S.No	Course Code	Title of the Course	Scheme of Instruction		Scheme of Examination			Credits
			Hours per week		Duration of SEE in Hours	Maximum Marks		
			L/T	P/S		CIE	SEE	
THEORY								
1	20MCC107	Data Structures and Algorithms	3/1	-	3	40	60	4
2	20MCC108	Artificial Intelligence	3/1	-	3	40	60	4
3	20MCC109	Object Oriented Programming using Java	3/1		3	40	60	4
4	20MCC110	Database Management Systems	3/1	-	3	40	60	4
5	20MCE101/ 20MCE102/ 20MCE103/ 20MCE104	Elective – I	3	-	3	40	60	3
PRACTICALS								
6	20MCC111	Data Structures Lab using C++	-	3	3	50	50	2
7	20MCC112	Object Oriented Programming Lab using Java	-	3	3	50	50	2
8	20MCC113	Database Management Systems Lab	-	3	3	50	50	2
		TOTAL	**19**	**9**	**-**	**350**	**450**	**25**

L: Lecture   T: Tutorial   P: Practical   S: Seminar

CIE: Continuous Internal Evaluation   SEE: Semester End Examination

Summer Internship is compulsory after II Semester with 2 credits

Elective- I	
20MCE101	Organizational Behavior.
20MCE102	Entrepreneurship.
20MCE103	Business Intelligence & Analytics.
20MCE104	Software Project Management.

SEMESTER - III

S. No.	Course Code	Title of the Course	Scheme of Instruction Hours per week L/T	Scheme of Instruction Hours per week P/S	Duration of SEE in Hours	Maximum Marks CIE	Maximum Marks SEE	Credits
THEORY								
1	20MCC114	Data Communications and Computer Networks	3/1	-	3	40	60	4
2	20MCC115	Data Science and Machine Learning	3/1	-	3	40	60	4
3	20MCC116	Operating Systems	3/1	-	3	40	60	4
4	20MCC117	Web Technologies	3/1	-	3	40	60	4
5	20MCE105/ 20MCE106/ 20MCE107/ 20MCE108	Elective-II	3	-	3	40	60	3
6	20MCA101	Intellectual Property rights and Professional Ethics.	2	-				0
PRACTICALS								
7	20MCC118	Object Oriented System Development Lab	-	3	3	50	50	2
8	20MCC119	Machine Learning Lab using Python	-	3	3	50	50	2
9	20MCC120	Web Technologies Lab	-	3	3	50	50	2
10	20MCI301	Internship	-	1	-	100	-	2
		TOTAL	**22**	**10**	**-**	**450**	**450**	**27**

L: Lecture　　　　**T: Tutorial**　　　　**P: Practical**　　**S: Seminar**

CIE: Continuous Internal Evaluation　　　　**SEE: Semester End Examination**

Elective – II	
20MCE105	Cloud Computing
20MCE106	Design and Analysis of Algorithms
20MCE107	Big Data Analytics
20MCE108	Advanced Java Programming

SEMESTER - IV

S.No	Course Code	Title of the Course	Scheme of Instruction Hours per week L/T	Scheme of Instruction Hours per week P/S	Duration of SEE in Hours	Maximum Marks CIE	Maximum Marks SEE	Credits
		THEORY						
1	20MCE109/ 20MCE110/ 20MCE111/ 20MCE112	Elective-III	3	-	3	40	60	3
2	20MCE113/ 20MCE114/ 20MCE115/ 20MCE116	Elective-IV	3	-	3	40	60	3
3	20MCC121	Major Project Work	-	6	-	100	100	12
		TOTAL	**6**	**6**	**-**	**180**	**220**	**18**

L: Lecture   T: Tutorial   P: Practical   S: Seminar

CIE: Continuous Internal Evaluation   SEE: Semester End Examination

Elective – III	
20MCE109	Cyber Security
20MCE110	Social Network Analysis
20MCE111	Block Chain Technology
20MCE112	Deep Learning

Elective – IV	
20MCE113	Cyber Forensics
20MCE114	Computer Vision
20MCE115	Internet of Things
20MCE116	Natural Language Processing

S. No.	Syllabus Component	No. of courses	No. of Credits	Credit s Percentage (%)
1.	Core Theory	12	48	50
2.	Core Practicals	10	30	31.2
3.	Core Electives	16	12	12.5
4.	Mathematics	01	04	4.2
5.	English	01	02	2.1
6.	Audit Course	01	0	0
	Total	41	41	96

Total No. of Courses: 41   Total No. of Credits: 96

Academic Adjustable Courses: Elective-III, Elective-IV can be completed in any semester from II-Semester to IV-Semester through MOOC's, provided the pre requisites courses should be completed.

The time-table is prepared with the following timings:

1st Hour	2nd Hour	3rd Hour	Lunch	4th Hour	5th Hour	6th Hour
09:10-10:10	10:10-11:10	11:15-12:15	12:15-13:15	13:15-14:15	14:15-15:15	15:20-16:20

Credit requirements for the award of M.C.A degree: Credit Requirement for the award of M.C.A. degree is 96**.**

V. INTERNSHIP / ON-LINE CERTIFICATION

The Curriculum includes the Internship for Students of six weeks' duration during summer vacation (at the end/after II Sem). The internship experience will augment outcome-based learning process and inculcate various attributes in a Student. Internships are educational and career development opportunities providing practical experience in a field or discipline.

The Students shall undertake the Internship during the summer vacation continuously for six weeks of duration in any Industry/ organization after seeking due approval from the Head of the Department. The award of credits for the Internship during summer shall be evidenced in the III Semester Grade Sheet. The detailed procedure is furnished in the **Annexure-I**.

[**Note:** Doing Internship in Summer Vacation is mandatory. In addition to Internship in Summer Vacation, Students may do another Internship to any number of Weeks utilising Holidays and Sundays without losing his Academic Attendance to gain real-world experience that enables them to put what they have learned into action].

The Curriculum Includes Academic Adjustable Courses in the IV semester as electives which can be completed from II semester to IV semester through MOOCs –SWAYAM after fulfilling the pre requisite course(s) in previous semester/ By fulfilling CIE and SEE credentials through regular class work. The MOOCs –SWAYAM Courses duration must be 12 weeks and requires 40% of marks for successful completion.

VI. GUIDELINES FOR PROJECT WORK

Fourth (Final) Semester of the MCA course consists of Project work and two elective courses. Project Work has to be carried out by each student individually in a period of 15 weeks of duration. Students should submit a synopsis at the end of 2nd week in consultation with the Project Guide. The synopsis should consist of definition of the problem, scope of the problem and plan of action. After completion of eight weeks students are required to present a Project Seminar on the topic covering the aspects of analysis, design and implementation of the project work. The work should be submitted in the MCA department of the college. The Project work evaluated with the committee consisting of two faculty members of MCA department along with guide of the project to award internal marks.

At the end of the semester the students are required to present their project work for Viva-Voce, in which each student will be awarded with marks. The detailed procedure is depicted in **Annexure - II.**

VII. EXAMINATION AND ASSESSMENT

In assessing the performance of the students in examinations, the approach is to award marks based on the examinations conducted at various stages (CIE and SEE) in a semester, and converting these marks to letter grades based on absolute and awards the grades. As per the UGC recommendations, the following system will be implemented in awarding the grades.

(CIE: Continuous Internal Evaluation, SEE: Semester End Examination)

VIII. LETTER GRADES AND GRADE POINTS

The absolute grading mechanism is followed in mapping the letter grades. The marks are converted to grades based on pre-determined class interval. As per the UGC recommendations a 10-point grading system with the following letter grades are followed. The same is furnished in the following tables for Theory courses and Laboratory.

Academic Performance	Letter grade	Grade points
$90\% \leq \text{Marks} \leq 100\%$	S	10
$80\% \leq \text{Marks} < 90\%$	A	9
$70\% \leq \text{Marks} < 80\%$	B	8
$60\% \leq \text{Marks} < 70\%$	C	7
$50\% \leq \text{Marks} < 60\%$	D	6
$40\% \leq \text{Marks} < 50\%$	E	5
$0\% \leq \text{Marks} < 40\%$	F	0

A Student obtaining Grade F shall be considered failed and will be required to reappear the examination. For non-credit course 'Satisfactory' or "Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA. For the non- credit Courses, the Students must have secured ' Satisfactory' for the award of degree along with other requirements.

IX. Computation of SGPA and CGPA:

The computations of SGPA and CGPA are followed as per the UGC guidelines.

The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\textbf{SGPA} \ (S_i) = \Sigma(C_i \times G_i) \ / \ \Sigma C_i$$

Where **C**$_i$ is the number of credits of the ith course and **G**$_i$ is the grade point scored by the student in the ith course.

The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all

the semesters of a programme, i.e.

$$CGPA = \Sigma(C_i \times S_i) / \Sigma C_i$$

Where **Si** is the SGPA of the ith semester and **Ci** is the total number of credits in that semester.

The **SGPA** and **CGPA** shall be rounded off to 2 decimal points and reported in the transcripts.

Transcript/Grade Sheet (Format): Based on the above guidelines on Letter grades, Grade points and SGPA and CCPA, the institute issues the transcript/grade certificate for each semester and a consolidated transcript/grade certificate indicating the performance in all semesters.

IX. ASSESSMENT PROCEDURES FOR AWARDING MARKS

The distribution of marks which is based on continuous internal assessment by concerned teacher and the Semester End Examination shall be as follows:

Course	Credits	CIE	SEE	Duration of Semester End Examination
Theory Course	Four (4)/Three (3)	40*	60**	3 Hours
Lab Course	Two (2)	50	50	3 Hours
Internship during Summer Vacation	Two (2)	100	-	-
Project Work	Twelve (12)	100	100	-

*CIE: Continuous Internal Evaluation (Max. Marks: 40)

S.No	Assessment Tool	No. of Tests	Description	Max. Marks	Remarks
1.	Internal Tests	2	Average of two tests, each of 20 marks	20	
2.	a) Case Studies / Book Review / Relevant Industry visit & Report / Course end project / Open ended problem	1	Evaluation as per the assessment rubrics (minimum 2 reviews)	10	Assessment methods either (a) or (b) can be opted as per the scope
	b) Assignments (should be from BL4 and BL5)	2	Average of two assignments, each of 10 marks		
3.	Slip Tests	3	Three slip tests and average of the best two slip tests	5	
4.	Attendance	5	5 marks >=85% 4 marks >=80% 3 marks >=75% 2 marks >=70% 1 mark >=65%	5	
	Total Marks			**40**	

Semester End Examination (SEE) (Max. Marks: 60)**

The question paper shall be in two parts: Part-A and Part-B. Part-A is for five (5)* questions and is compulsory, covers the entire syllabus and carries 15 marks. Part-B consists of five questions, one question from each unit with internal choice and carries 45 marks and covers all the units of the syllabus.

[*Every question in Part-A may have sub-division]

Note:

- A course that has CIE (sessional marks) but no semester end examination as per scheme is treated as Pass/Fail for which pass marks are 50% of CIE.
- If he/she fails, then he/she has to re-register the course in the consequent semesters whenever it is offered.
- Minimum pass marks for theory course is 40% of total marks `i.e., CIE plus semester end examinations where as for the lab course/project is 50%.
- For non-credit courses also the minimum pass mark is 40% and the students who secures more than are equal to 40% of maximum mark, then the student will be awarded with 'Satisfactory' otherwise they will be awarded with 'Not-satisfactory'. The students must have secured with 'Satisfactory' in these non-credit courses for the award of degree.

X. PROMOTION RULES

The promotion rules for one semester to another semester are furnished in the following table:

Rules of promotion are as under:

S.No.	Semester	Conditions to be fulfilled for Promotion
1.	From I -Semester to II- Semester	i. Regular Course of Study of I-Semester ii. Student must secure at least 40% of Maximum Marks of CIE of I Semester.
2.	From II- Semester to III -Semester	i. Regular Course of study of II -Semester ii. Student must secure at least 40% of Maximum Marks of CIE of II Semester. iii. Student must have earned at least 25 credits of I and II semester
3.	From III- Semester to IV- Semester	i. Regular Course of Study of III-Semester. ii. Student must secure at least 40% of Maximum Marks of CIE of III Semester .
4.	To attend the SEE of IV semester	i. Regular study of Semester – IV ii. Student must secure at least 40% of maximum marks of CIE of Semester –IV

Note: Regular course of study means the student has to satisfy attendance rules as prescribed by the Institute.

XI. CREDIT REQUIREMENTS

Credit Requirement for the award of MCA degree is 96**.**

XII. RULES AND REGULATIONS OF ATTENDANCE

1. The Degree of MCA will be conferred on a candidate who has pursued a 'Regular Course of Study' for four semesters as herein after prescribed in the scheme of instruction and has earned the required credits.

2. i) A regular course of study for eligibility to appear at MCA Examination of any Semester shall mean putting in attendance of not less than 75% aggregate in lectures/theory, Practical, Seminars etc.

ii) Attendance of N.C.C/N.S.S. Camps or Inter collegiate or Inter University or Inter State or International matches or debates or Educational Excursion or such other Inter University activities as approved by the authorities involving journeys outside the city in which the college is situated will not be counted as absence. However, such absence shall not exceed (4) weeks per semester of the total period of instructions. Such facility should not be availed twice during the course of study.

iii) In any semester of the course if a candidate fails to secure the minimum percentage of attendance, he/she shall not be eligible to appear in the examination of that semester and he/she shall have to enroll himself/ herself to undergo afresh a 'Regular Course of Study' of the corresponding semester in subsequent academic session, in order to become eligible to appear for the examination. **The Student needs to pay the required tuition fee for that corresponding semester as per institute rules.**

iv) The attendance shall be calculated on the aggregate of the courses/ subjects from the date of commencement of classes / date of readmission in case of detained candidates as per the almanac communicated by Chaitanya Bharathi Institute of Technology (Autonomous).

v) Candidates admitted to the first semester through an entrance test and do not have the requisite attendance, but have not less than 40% attendance can seek readmission without once again appearing the admission process where the admissions are governed through an entrance test. Candidates of I-Semester, who do not have the minimum 40% attendance, would lose their seat.

3. i) In special cases and for sufficient cause shown, the Director may, on the specific recommendation of the Head of the Department, condone the deficiency in attendance to the extent of 10% on medical grounds subject to submission of medical certificate and payment of condonation fee.
ii) However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Director may condone the deficiency in attendance to the extent of 15% (as against 10% Condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the study.

4. The fee for condonation of attendance on medical grounds shall be Rs.2000.00.

XIII. REAPPEARING/READMISSION/READMISSION/REVALUATION/PHYCIAL VERRIFICATION OF ANSWER SCRIPTS

Supplementary Semester End examination shall be conducted for I and III semester Theory / Lab courses, whereas Supplementary Semester End Examination shall not be conducted for II and IV Semester theory/ Lab courses and Project Viva-voce.

If a Student is prevented from writing End Semester examination due to lack of attendance, the Student must take re-admission of that semester (by paying appropriate tuition fee as prescribed by the institute) when offered next and must attend the classes and fulfil the attendance requirements.

A Student can apply for revaluation of the Student's Semester Examination answer paper in a Theory course, notified by the Institute, on payment of a prescribed fee along with prescribed application.

After the declaration of results, the interested Student(s) can go through/evidence their Semester End Theory examination answer scripts (by paying the prescribed fee) physically on issuing of the

notification by the respective authorities.

If a student is detained due to non-earning of required Credit(s), such Student(s) are eligible for re-admission after earning the required number of Credits only. Further, if any Student is detained due to non-earning of required Credit(s) and wants to repeat the Semester class work, such Students are eligible for re-admission in the odd semesters only, such Students are required to pay tuition fee as per the Institute Rules

XIV. ELIGIBILITY FOR THE AWARD OF DEGREE

A Student shall be declared to be eligible for the award of the M.C.A., provided the Student has successfully gained the required number of total Credits as specified in the Curriculum corresponding to the Student's programme within the stipulated time.

Successfully completed the Course requirements, appeared for the End-Semester Examinations and passed all the Subjects prescribed in all the 4 semesters within a maximum period of 8 Semesters considered from the commencement of the first Semester to which the candidate was admitted.

Successfully passed any additional courses prescribed by the Institute whenever readmitted under regulation and no disciplinary action pending against the Student. The award of Degree must have been approved by the University.

XV. AWARD OF DIVISION

CGPA	DIVISION
7.5 and above	First Class with distinction
6.5 and less than 7.5	First Class
5.0 and less than 6. 5	Second Class
4.0 and less than 5.0	Pass
Less than 4.0	Fail

Candidates are eligible for the award of Distinction with I Class with a CGPA of 7.0 and above if and only if the Student clears all the subjects in all Semesters in single attempt.

XVI. AWARD OF GOLD MEDAL

A Student securing highest CGPA in single attempt is eligible for award of Gold Medal in the Course of study of M.C.A.

XVII. DURATION OF THE PROGRAMME
A student is normally expected to complete the M.C.A. Programme in four (4) semesters but in any case, not more than Eight (8) Semesters. Each semester shall normally consist of 90 teaching days (including examination days). The Head of the Department shall ensure that every teacher imparts instruction as per the number of hours specified in the syllabus covering the full content of the syllabus for the course being taught.

XVIII. OVERALL MONITORING COMMITTEE

There shall be an overall monitoring committee for each semester of a programme which comprises of the Course Coordinators / Course teachers (as applicable), and Head of the Department. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and status of the students of the semester concerned. The overall monitoring committee can invite the students of the semester concerned for any of the committee meetings if necessary.

XIX. SEMESTER END EXAMINATION

(a) All examinations shall be held at Chaitanya Bharathi Institute of Technology (Autonomous), Hyderabad.

(b) Applications for permission to appear at a Semester Examinations shall be made on the prescribed form along with the necessary certificates regarding attendance, practical work, etc., and the prescribed fee.

(c) When a candidate's application is found in order and he/she is found eligible to appear at the Semester Examination, the Controller of Examinations (CoE) shall furnish him/her with a Hall Ticket for the Examination and this hall ticket shall be produced by the candidate before he/she can be admitted into the Examination Hall.

(d) A candidate who fails to present himself / herself for the Examination for any reason whatsoever, excepting shortage of attendance or who fails to pass the Examination shall not be entitled to claim refund of the whole or part of the Examination fee nor for the reservation of the same be held at the end of each semester only in the subjects offered during that semester.

(e) The semester Examinations shall be held at the end of each semester only in the subjects registered during that semester.

(f) A student shall appear for the Semester end Examination at the end of each semester only in the subjects registered during that semester.

(g) A candidate shall be deemed to have fully passed the Examination of a semester, if he/she secures not less than the minimum marks/ grade as prescribed.

XX. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institute may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council's approval.

All the Rules and Regulations, specified herein after shall be read as whole for the purpose of interpretation and when a doubt arises, the interpretation of the Chairman, Academic Council, Chaitanya Bharathi Institute of Technology (Autonomous) is final. As per the requirements of the Statutory Bodies, Principal, Chaitanya Bharathi Institute of Technology (Autonomous), shall be the Chairman of the College Academic Council.

Internship

Internship is compulsory for all the Students for the award of MCA degree and the guidelines for earning two (2 credits) by the student are furnished below:

Guidelines:

Procedure for granting permission to the student to carryout Internship by the Student, continuously for six (6) weeks duration from an organization during the summer vacation:

1. The Student needs to approach the Head of the Department with a request to carry out Internship, with the details of the Industry/Organization and the Department allocates one of the Faculty members as Guide.

2. The Guide will discuss with CEO/Director/HR/ Concerned person of that Industry/Organization on the following points:
   - Duration of the Internship
   - Nature of work to be carried out by the Student
   - Facilities to be extended to the student in the Industry
   - Requesting the industry Personnel to assign a guide or an in-charge to monitor the Student's work in the Industry
   - Number of work hours to be spent by the Student
   - Preparation of the documentation/report by the Student
   - To apprise the Industry Personnel that the Internship carries a weightage of two (2) Credits

3. If the Department recommends then the Student is permitted to carry out Internship in that particular Industry/Organization, continuously for Six (6) weeks during the summer vacation.

4. Recommendation Letter/Email from Department/Career Guidance Cell (CGC) of the college should go to industry to provide internship opportunity for the Student(s).

5. A copy of the confirmation given by the Industry shall be maintained with the CDC, Department and the Student.

6. Students on joining Internship at the concerned Industry/Organization, submit the Joining Report/Letter/Email.

7. Students undergo Internship at the concerned Industry/Organization. The candidate should regularly submit his/her progress report to their respective Faculty guide. In-between Guide/Panel evaluate(s) the performance of Students at the mid of Internship and at the end of Internship period in consultation with Guide/Concerned person in the Industry.

8. Students will submit Internship report after completion of Internship.

Internship Report:

After completion of Internship, the Student should prepare a comprehensive report to indicate what he/she has observed and learnt in the internship period. One-hour slot will be allocated in the III Semester to develop the document under the guidance of Faculty Guide. The Internship report should be signed by the Internship Supervisor (from Industry), Faculty Guide, and Head of the Department. The Internship report will be evaluated on the basis of following criteria:

1.   Originality
2.   Adequacy and purposeful write-up
3.   Organization, format, charts/images/diagrams/models, language, style etc.
4.   Variety and relevance of learning experience.
5.   Practical applications, relationships with basic theory and concepts taught in the Course.

Monitoring and Evaluation of Internship:

The Internship of the Students will be evaluation in three stages:
1. Evaluation by Industry
2. Evaluation by Faculty Guide
3. Evaluation through Seminar Presentation/Viva-voce at the Institute.

Evaluation by Industry:

The Industry will evaluate the Students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary, skill test etc. for 30 marks.

Evaluation by Faculty Guide:

Two midterm evaluations shall be done by the Faculty Guide. One evaluation at the end of third (3rd) week of Internship and another at the end of 5th Week of Internship are to be carried out by the Faculty Guide. The midterm evaluation will be based on the work carried out by the Student in Industry/Organisation and also Attendance record, daily diary etc. For awarding marks for midterm evaluations the guide has to coordinate with the guide from industry. The midterm evaluations are to be carried out for a maximum of 30 marks.

Evaluation through Seminar Presentation/Viva-Voce at the Institute:

The student will give a seminar based on his Internship report, before an expert committee/panel constituted by the concerned department as per norms of the Institute. Committee examines the Students work and performance and the Marks (Maximum 40 marks) are to be awarded.

The evaluation will be based on the following criteria:
1. Quality of content presented (8 Marks)
2. Proper planning for presentation (8 Marks)
3. Effectiveness of presentation (8 Marks)
4. Depth of knowledge and skills (8 Marks)
5. Outcome of Internship (Publication, presentation in conference, project proposal etc.) (8 Marks)

Seminar presentation will enable sharing knowledge and experience amongst students and Faculty and build communication skills and confidence in Students.

The Department sends the performance of the Student to the Controller of Examinations (CoE) for awarding Grade/Grade points towards earning of two (2) Credits by the Student for Internship.

Project Work

Assessment procedure for earning twelve (12) credits:

The student has to submit a hard copy of the Project report in a standard format which is prescribed by the department. Finally, the committee constituted by the department as per norms of Department/Institute evaluates the performance of the Student for a maximum of hundred (100) marks.

• The Student has to deliver Power- point presentation before the committee on the work which is carried out by the student during Project Work. Committee examines the student's Project work and the marks (Maximum 100 Marks) are to be awarded on the following aspects.

        Power Point Presentation: 30 Marks
        Hard copy of the Report: 40 Marks
        Viva-Voce: 30 Marks

The Department submits the performance of the student to the CoE for awarding Grade/Grade points towards earning twelve (12) credits by the student for Project Work.