

Visvesvaraya Technological University, Belagavi



VTU (AWARD OF MASTER OF COMPUTER APPLICATIONS DEGREE) REGULATIONS, 2023

[Under Open Learning Scheme]

Effective from the Academic Year 2023-24

Jnana Sangama, Belagavi - 590 018, Karnataka
Phone: 0831 -2498100/2405468 Fax: 0831-2405467
E - Mail: registrar@vtu.ac.in, Web: www.vtu.ac.in

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		b) The learners shall put in a minimum attendance of 75% in each course and there shall not be any provision for condonation of attendance in the online Programmes.
		c) A learner, who does not satisfy the attendance requirement in a course as mentioned above shall not be eligible to appear for the SEE of that particular course. Such a learner shall register for that course during the subsequent semester/ year when it is offered.
		d) The Director of the Programme shall notify regularly, the list of learners who fall short of attendance. The list of the candidates falling short of attendance at the end of the semester for each of the courses shall be sent to the University at least one week prior to the commencement of the examination for needful action.
23OMC 6.0	ASSESSMENT AND EVALUATION	
	6.1	Programmes (including courses in a Programme) architecture shall permit the online teacher or instructor to add assessments to extend learning opportunities and shall be easy to navigate;
	6.2	The University shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.
	6.3	The University shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their Online Programmes certification.
	6.4	<p>The evaluation shall include two types of assessments:</p> <ul style="list-style-type: none">a) continuous or formative assessment during a semester; andb) summative assessment in the form of semester end examination. <p>Provided that no semester end examination shall be held in a course unless:</p> <ul style="list-style-type: none">(i) the University is satisfied that at least 75% of the Programme of study stipulated for the semester has been actually conducted;(ii) the learner has minimum participation of 75%, in all the activities of Online Programme prior to semester end examination: <p>Provided further that the curricular aspects, assessment criteria and credit framework for the award of Degree programmes through Online mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode University:</p> <p>Provided also that the weightage for different components of assessments for Online mode shall be as under:</p>



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		<p>(1) continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>(2) summative assessment (semester end examination): Minimum 70 per cent.</p> <p>The University shall notify all assessment tools to be used for formative and summative assessments.</p>
	6.5	Marks or grades obtained in continuous assessment and semester end examinations shall be shown separately in the grade card.
	6.6	The University offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.
	6.7	The examination of the Programmes in Online mode shall be managed by the examination unit of the University and shall be conducted in the Examination Centre as given under these regulations.
	6.8	<p>The 'Examination Centre' shall be established as per UGC/ University Regulations with due approval of the Statutory authority of the University, subject to the following:-</p> <p>(i) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the University shall ensure that proper videography be conducted and video recordings are submitted by particular in charge of examination centre to the University.</p> <p>(ii) The University shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years.</p> <p>(iii) There shall be an observer for each of the Examination Centre appointed by the University and it shall be mandatory to have observer report submitted to the University.</p>
	6.9	The University offering Programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission;
	6.10	As restriction of territorial jurisdiction is not applicable for Online learning, the University if recognised to enrol International learners shall endeavour to conduct proctored



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		examinations for such learners;
	6.11	The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners. “Provided that for admission of foreign or International learners, any National identity with photograph of their country of residence shall also be acceptable for authentication”.
	6.12	Continuous Internal Evaluation:
		a) The weightage for CIE is 30% of the maximum marks in each theory and practical courses. A candidate shall obtain not less than 50% of the maximum marks prescribed for the CIE of each Theory / practical courses.
		b) Candidates obtaining less than 50% of the CIE marks in any theory/ practical course shall not be eligible to register for the SEE in that course. In such cases, the Head of the Department shall arrange for the improvement of CIE marks in the theory/ practical course when offered in the subsequent academic session, subjected to satisfying the clause 23OMC 8.0.
		c) CIE Marks shall be based on: (i) Tests marks (ii) Assignments, Quiz, Simulation, Experimentation, Mini project, oral examination, field work etc., conducted in respective courses.
		d) The CIE marks in a theory course, shall be based on three tests covering the entire syllabus. An additional test may be conducted for the needy students to provide an opportunity to improve their CIE Marks before the end of the semester. The CIE marks shall be the average of the marks scored in three tests.
		e) The candidates shall appear for the proctored Tests online as notified by the concerned course teacher.
		f) The CIE marks list shall be displayed on the Notice Board and corrections, if any, shall be incorporated before submitting it to the University.
		g) Every page of the CIE marks list to be forwarded by the Director, CDOE to the University shall bear the signatures of the concerned Teacher, Head of the Department and the Director of CDOE.



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		<p>h) The CIE marks shall be sent to the University by the Director, CDOE well in advance before the commencement of Semester End Examinations. No corrections of the CIE marks shall be entertained after the submission of marks list to the University.</p>
	6.13	Evaluation of Project Dissertation:
		<p>a) The candidate shall submit a soft copy of the dissertation work to the University. The soft copy shall contain the entire Dissertation on the project work in monolithic form as a PDF file (not separate chapters). The Guide, after satisfying himself on the suitability of the dissertation and checking the report for completeness and shall upload the Dissertation along with the name, University Seat Number, address, mobile number of the candidate etc., as prescribed in the form available on online Dissertation evaluation portal.</p>
		<p>b) Plagiarism Check: Once the Guide uploads the dissertation, the same shall be linked for plagiarism check. The allowable plagiarism index shall be less than or equal to 25%. If the check indicates a plagiarism index greater than 25%, he/she shall, (i) for the first time, the candidate shall resubmit the dissertation, to the Registrar (Evaluation)/ Regional Centre/ Head Office, VTU along with the penal fees of Rs. 2000/- (Rupees Two thousand only). (ii) for the second time, the candidate shall resubmit the dissertation along with the penal fees of Rs. 4000/- (Rupees four thousand only). If the dissertation is rejected again during second resubmission with reference to plagiarism index, the candidate shall redo the project and submit after a semester's time, subjected to satisfying the clause 23OMC 8.0.</p>
		c) Project Evaluation by Examiners:
		<p>(i) On clearance of the plagiarism check, evaluation of the project dissertation shall be made independently by the examiners appointed by the University from a panel of eligible examiners in the same field of specialization. The dissertation shall be sent through email by the Registrar (Evaluation) for evaluation to two examiners - one, the Internal Examiner who shall be his/her Guide (Co-guide in the absence of the Guide) and the second, who shall be an External Examiner-I or External Examiner-II, as the case may be, appointed by the University.</p>
		<p>(ii) Examiners shall evaluate the dissertation normally within a period of not more than fifteen days from the date of receipt of the dissertation through email.</p>
		<p>(iii) The examiners shall independently submit the report along with the evaluation marks</p>



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		through the specified web-link.
		<p>(iv) The External Examiner-I can submit a report,</p> <ul style="list-style-type: none">(1) accepting the dissertation in the present form and award the passing marks, or(2) suggesting for improvement of the dissertation and recommend for resubmission of the dissertation again for evaluation, or(3) totally rejecting the dissertation clearly listing reasons for the same. <p>On receiving the report from the External Examiner-I,</p> <ul style="list-style-type: none">A. if the recommendation is (1), the Viva-Voce examination of the student shall be conducted as per clause 23OMC 6.13(x).B. if the recommendation is (2), the student shall be informed about the suggestions, to incorporate the same and resubmit the dissertation through the Guide, for further action as per clause (vi) below.C. If the External Examiner-I has rejected the dissertation, the University shall appoint another examiner, under clause 6.13(c)(i), as External Examiner-II, and send the dissertation for evaluation through email for further action as per clause (v) below.
		<p>(v) The External Examiner-II can submit a report,</p> <ul style="list-style-type: none">(1) accepting the dissertation in the present form and award the passing marks, or(2) suggesting for improvement of the dissertation and recommend for resubmission of the dissertation again for evaluation, or(3) totally rejecting the dissertation clearly listing reasons for the same. <p>On receiving the report from the External Examiner-II,</p> <ul style="list-style-type: none">A. if the recommendation is (1), the Viva-Voce examination of the student shall be conducted as per clause 23OMC 6.13(x).B. if the recommendation is (2), the student shall be informed about the suggestions, to incorporate the same and resubmit the dissertation through the Guide, for further action as per clause (vi) below.C. If the External Examiner-II has rejected the dissertation, the University shall not accept the project dissertation of the student.
		<p>(vi) When the student resubmits the dissertation after incorporating the modifications suggested by the External Examiner-I or External Examiner-II, as per clause (iv)(B) or (v)(B) respectively, the Viva-Voce examination of the student shall be conducted as per clause 23OMC 6.13(x).</p>
		<p>(vii) The average of the marks awarded by the two examiners shall be the final evaluation marks for the dissertation.</p>



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		(viii) If the dissertation is not accepted by the University as per clause (v)(C) above, the candidate shall carry out the dissertation work once again and submit the dissertation subject to provisions of 23OMC8.0. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of dissertation in soft copy.
		(ix) The candidate, whose Dissertation is rejected, can rework on the same topic or choose another topic of dissertation under the same Guide or new Guide, if necessary. In such an event, the report shall be submitted subject to provisions of 23OMC8.0.
		(x) Viva-Voce examination of the candidate shall be conducted together by the External Examiner, who evaluated the dissertation, and the Internal Examiner. The Internal Examiner as per the direction of the University shall arrive at a mutually convenient date for the conduct of Viva-Voce examination of the concerned candidate with an intimation to the Registrar (Evaluation). In case one of the examiners expresses his/her inability to attend the Viva-Voce, the Registrar (Evaluation) shall appoint a substitute examiner in his/her place.
		(xi) The relative weights for the evaluation of dissertation and the performance at the Viva-Voce shall be as per the Scheme of Teaching and Evaluation.
		(xii) The marks awarded by both the Examiners at the Viva-Voce examination shall be sent jointly to the University immediately after the examination.
		(xiii) Examination fee as fixed from time to time by the University for evaluation of dissertation and conduct of Viva-Voce shall be remitted through the Director, CDOE as per the instructions of Registrar (Evaluation) from time to time.
		(xiv) The candidates who fail to submit the dissertation work within the stipulated time are permitted to submit the same with special permission from the University along with the penal fee notified for the same.
	6.14	Internship:
		(i) There shall be 100 marks for CIE (Presentation: 50 marks, Report: 50 marks) and shall be evaluated by the internal panel at the Department. There will be 50 marks for CIE (Seminar: 20, Internship/ Organization study report: 30) and 50 marks for Viva – Voce conducted during SEE. The Presentation, Seminar and Viva-Voce shall be conducted in online mode.
		(ii) The Internal Guide shall award the CIE marks for the seminar and Internship reports



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		<p>after evaluation. He/she will also be the Internal Examiner for Viva – Voce conducted during SEE.</p> <p>(iii) The External Guide/ Examiner will be from the industry/ faculty from the University/ University Affiliated Colleges as an examiner for the Viva-Voce of Internship. The Viva-Voce on Internship shall be conducted either at the University or through online mode and the date and mode of conducting Viva-Voce shall be fixed in consultation with the External Guide/Examiner. The Examiners shall jointly award the Viva-Voce marks.</p> <p>(iv) In case the External Guide/Examiner is not available or expresses his inability to conduct Viva-Voce, the University shall make alternate arrangements. The examiner, in the order of preference, shall be an industry person or a faculty of another institution chosen from the list of University examiners. The same shall be intimated to the concerned Chairperson, Board of Examinations.</p> <p>(v) In case the External Guide/ Examiner accept to conduct the Viva-Voce from his/her workplace, it shall be held in online mode. The External Examiner shall send the signed marks list, soon after the examination, via email/any electronic media.</p>
	6.15	Conduct of Semester End Examination:
		a) All processes of assessment of learners in different components of Examination shall be directly handled by the University.
		b) The University offering Programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.
		c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers for Indian learners and Passports for International learners. “Provided that for admission of foreign or international learners, any national identity with photograph of their country of residence shall also be acceptable for authentication”.
		d) Minimum Standards to be maintained at Examination Centres as per the Commission norms.
		e) There shall be a University examination at the end of each semester. Question papers



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		in theory courses shall be set by the Examiners appointed by the University.
		f) The weightage for the SEE shall be 70% of the maximum marks of each of the theory and practical courses.
		g) There shall be double valuation of theory answer scripts. The theory answer scripts shall be valued independently by two examiners appointed by the University.
		h) If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations.
		i) If the difference between the marks awarded by the two Examiners is more than 15 per cent of the maximum marks, the answer script shall be evaluated by a third Examiner appointed by the University. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. In case, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.
23OMC 7.0	AWARD OF GRADES, PASSING STANDARDS AND VERTICAL PROGRESSION	
	7.1	The University follows absolute grading system wherein the marks are converted to grades and every semester results will be declared with Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated for every semester, except for the first semester.
	7.2	Computation of SGPA and CGPA
		(i) The grading system with the letter grades and the assigned range of marks under absolute grading system are as defined in the Table - 2 above. (ii) A student obtaining Grade 'F' in a Course shall be considered failed and is required to register for the course and reappear in subsequent SEE. Whatever the letter grade secured by the student during his/her reappearance shall be retained. However, the month and year of passing the Course shall be indicated in the grade cards/ transcripts.
	7.3	Grade Point Averages:
		SGPA and CGPA: The credit index can be used further for calculating the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both being important academic performance indices of the student. While SGPA is equal to the credit



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		<p>index for a semester divided by the total number of credits registered by the student in that semester, CGPA gives the sum total of credit indices of all the previous semesters divided by the total number of credits registered in all these semesters. Both the equations together facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Thus,</p> $SGPA = \frac{\sum[\text{Course Credits} \times \text{Grade Points}] \text{ for all the courses in that semester}}{\sum[\text{Course Credits}] \text{ for all Courses in that semester}}$ $CGPA = \frac{\sum[\text{Course Credits} \times \text{Grade Points}] \text{ for all Courses excluding those with F and transitional grades until that semester}}{\sum[\text{Course Credits}] \text{ for all Courses excluding those with F grades until that semester}}$																																																			
	7.4	SGPA and CGPA Calculations: An Illustrative Example for one academic year																																																			
		<p>Table - 6A: An Illustrative Example to calculate SGPA and CGPA for I Semester.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Semester (Odd : I, Even: II)</th> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Course Number</th> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Credits</th> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Grade</th> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Grade Points</th> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Credit Points</th> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">SGPA/ CGPA</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>XX101</td> <td>5:0:0= 5</td> <td>A</td> <td>8</td> <td>5 x 8 = 40</td> <td rowspan="6">SGPA = <u>117</u> 25 = 4.68 CGPA = SGPA</td> </tr> <tr> <td>I</td> <td>XX102</td> <td>3:2:0= 5</td> <td>Absent (F)</td> <td>0</td> <td>5 x 0 = 00</td> </tr> <tr> <td>I</td> <td>XX103</td> <td>3:0:0= 3</td> <td>A+</td> <td>9</td> <td>3 x 9 = 27</td> </tr> <tr> <td>I</td> <td>XX104</td> <td>0:1:1 = 2</td> <td>F</td> <td>0</td> <td>2 x 0 = 00</td> </tr> <tr> <td>I</td> <td>XX105</td> <td>4:1:0= 5</td> <td>B</td> <td>6</td> <td>5 x 6 = 30</td> </tr> <tr> <td>I</td> <td>XX106</td> <td>5:0:0= 5</td> <td>C</td> <td>4</td> <td>5 x 4 = 20</td> </tr> <tr> <td>Total</td> <td></td> <td>25 (18*)</td> <td>Total</td> <td></td> <td>117</td> <td></td> </tr> </tbody> </table>	Semester (Odd : I, Even: II)	Course Number	Credits	Grade	Grade Points	Credit Points	SGPA/ CGPA	I	XX101	5:0:0= 5	A	8	5 x 8 = 40	SGPA = <u>117</u> 25 = 4.68 CGPA = SGPA	I	XX102	3:2:0= 5	Absent (F)	0	5 x 0 = 00	I	XX103	3:0:0= 3	A+	9	3 x 9 = 27	I	XX104	0:1:1 = 2	F	0	2 x 0 = 00	I	XX105	4:1:0= 5	B	6	5 x 6 = 30	I	XX106	5:0:0= 5	C	4	5 x 4 = 20	Total		25 (18*)	Total		117	
Semester (Odd : I, Even: II)	Course Number	Credits	Grade	Grade Points	Credit Points	SGPA/ CGPA																																															
I	XX101	5:0:0= 5	A	8	5 x 8 = 40	SGPA = <u>117</u> 25 = 4.68 CGPA = SGPA																																															
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I	XX105	4:1:0= 5	B	6	5 x 6 = 30																																																
I	XX106	5:0:0= 5	C	4	5 x 4 = 20																																																
Total		25 (18*)	Total		117																																																
		<p>(18*): Total credits of the semester excluding the credits of the courses under 'F' grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.</p>																																																			



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Table - 6B: An Illustrative Example to calculate SGPA and CGPA for II Semester.

II	XX107	3:1:1 = 5	B+	7	5x7 = 35	SGPA = $\frac{162}{25}$ = 6.48 CGPA = $\frac{(117 + 162)}{(18 + 23)}$ = 279/41 = 6.80
II	XX108	4:0:0 = 4	A	8	4x8 = 32	
II	XX109	3:0:0 = 3	B	6	3x6 = 18	
II	XX110	4:1:0 = 5	C	5	5x5 = 25	
II	XX111	2:1:1 = 4	A+	9	4x9 = 36	
II	XX112	2:0:0 = 2	F	0	2x0 = 0	
II	XX113	0:2:0 = 2	A	8	2x8 = 16	
	Total	25 (23*)	Total		162	

(23*): Total credits of the semester excluding the credits of the courses under F grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.

7.5 If the Student secures letter grades as detailed below after reappearance to SEE, then the SGPA and CGPA shall be calculated as indicated therein.

Table - 6C: An Illustrative Example to calculate SGPA after passing the failed courses

I	XX102	3:2:0 = 5	B	6	5x6 = 30	SGPA (I Semester) $\frac{117 + 30 + 14}{25}$ = 161/25 = 6.44
I	XX104	0:1:1 = 2	B+	7	2x7 = 14	
II	XX112	2:0:0 = 2	B	6	2x6 = 12	SGPA (II Semester) = (162 + 12)/25 = 169/25 = 6.96

CGPA at the end of the academic year after passing all the Courses of the two consecutive semesters under consideration = $(6.44 \times 25 + 6.96 \times 25) / 50 = 6.70$

7.6 (b) CGPA Calculation of the Programme: An Illustrative Example



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Table - 6D: An Illustrative Example to calculate SGPA and CGPA for all Semesters.				
Semester	I	II	III	IV
Credits of the Semester	25	25	25	25
SGPA	6.44	6.96	9.20	6.86
$CGPA = \frac{(25 \times 6.44 + 25 \times 6.96 + 25 \times 9.20 + 25 \times 6.86)}{100} = 7.37$				
7.7	<p>Grade Card: Based on the secured letter grades, grade points, SGPA and CGPA, a grade card for each semester and a consolidated grade card indicating the performance in all the semesters shall be issued.</p>			
7.8	<p>Conversions of Grades into Percentage and Class Equivalence</p>			
	<p>a) Conversions of Grades into Percentage: There is no formula for conversion of CGPA into the percentage of marks. However, the following formula for conversion of the CGPA on a 10-point scale into the percentage of marks (M) for use during employment/ higher studies, etc. may be used; Percentage of marks secured, $M = [CGPA \text{ Earned}] \times 10$ Illustration for a CGPA of 8.20: $M = [CGPA \text{ Earned } 8.2] \times 10 = 82.0 \%$</p>			
	<p>b) Class Equivalence: After the conversion of final CGPA into percentage of marks (P), a graduating student is reckoned to have passed in, (i) First Class with Distinction (FCD) if $P > 70\%$ (ii) First Class [FC] if $P > 60\%$ but $< 70\%$ and (iii) Second Class (SC) if $P < 60\%$. And $> 50\%$</p>			
7.9	<p>Passing Standards:</p>			
	<p>a) (i) A student obtaining any grade 'O' to 'C' shall be considered as passed and a student securing 'F' grade in any of the head of passing shall reappear in that head for the SEE. (ii) A student shall be declared successful at the end of the Programme for the award of Degree only on obtaining $CGPA > 5.00$, with none of the Courses remaining with 'F' Grade.</p>			
	<p>b) For a pass in a theory and laboratory (practical) course, the student shall secure the minimum of 40 % of the maximum marks prescribed in the SEE and 50% of marks in CIE and 50 % in the aggregate of CIE and SEE marks. The Minimum Passing Grade in a course is 'C'.</p>			



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		<p>c) For a pass in Internship/ Project/ Dissertation examination, a student shall secure a minimum of 50 % of the maximum marks prescribed for these courses in the Scheme of Teaching and Evaluation at the SEE. The Minimum Passing Grade in a course is 'C'.</p>
		<p>d) IV semester candidates having backlog courses are permitted to upload the dissertation report and appear for SEE. The IV semester grade card shall be released only when the candidate completes all the backlog courses and become eligible for the award of degree.</p>
		<p>e) A candidate may at his/her desire reject his/her latest semester results of University examination, except the IV semester, in respect to all courses of that semester. Rejection shall be permitted only once during the entire Programme, subjected the condition under clause 23OMC 8.0. The CIE marks of the rejected semester shall remain the same. Rejection of results of the University examination including CIE marks is not permitted.</p>
		<p>f) If the rejection of the University examination results of the semester happens to be of an odd semester, the candidate can take admission to the immediate next even semester. However, if the rejection of the University result is of even semester, the candidate can take admission to the next odd semester, but register for only those courses that are offered during that semester as per the Scheme of Teaching and Evaluation. He/she may register for the rest of the courses during the following even semester.</p>
		<p>g) Application for rejection shall be submitted to the Registrar (Evaluation) through the Director, CDOE, within thirty days from the date of announcement of results.</p>
	7.10	Eligibility for Promotion and Vertical Progression
		<p>a) There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.</p>
		<p>b) (1) Candidates, with a maximum of four backlog courses of first year shall be eligible for taking admission to second year. (2) Each credit course shall be treated as a head of passing.</p>
		<p>c) The Mandatory non - credit courses, if any, shall not be considered for the Eligibility criterion prescribed for promotion, award of Class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree.</p>