

## *Programme Guidelines*

MCA, M.Sc.(Computer science), BCA, APGDCA

**KENT**  
INSTITUTE OF  
HIGHER EDUCATION



**MAHARSHI  
DAYANAND  
UNIVERSITY  
ROHTAK**

*Compiled by*

**KENT Institute of Higher Education**  
III-A/73, Nehru Nagar, Ghaziabad-201001  
PH: 0120-2711005, 2721629  
e-MAIL: [info@kentinstitute.co.in](mailto:info@kentinstitute.co.in)  
Website: [www.kentinstitute.co.in](http://www.kentinstitute.co.in)

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**1 BASIC INFORMATION**

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**1.1 The Programmes and their objectives****(a) MBA**

MBA programme is designed with several streams of specialization in various functional areas of management, is of two years duration. Each year shall be divided into two semesters.

A candidate having passed three years Bachelor Degree in any discipline from a recognized university can seek admission in first semester of MBA.

However, the candidates who have qualified two years Post Graduate Diploma in Business Administration or Post Graduate Diploma in Business Management (PGDBA/PGDBM) course from any Institute approved by the AICTE are eligible to take admission directly to MBA 3rd semester.

**(b) MCA**

Master of Computer Applications (MCA) is a three year P.G. Degree Course designed keeping in view the need of the industry and incorporating the latest developments in the field of computer applications.

A candidate having passed three years Bachelor Degree in any discipline from a recognized university can seek admission in first semester of MCA.

However, a candidate who is APGDCA / APGDIT / PGDCA / PGDIT / ADIT from a recognized /deemed university is eligible to get admission directly to MCA 3rd semester.

However, a candidate who is M.Sc. (Computer Science) or equivalent from a recognized/ deemed university is eligible to get admission directly to MCA 5th semester.

After doing this course a candidate can get the jobs of System or Database Administrator, System Analyst, Programmer, lecturer, website developer, etc. in government as well as private sectors.

**(c) M.Sc. (Computer Science)**

M.Sc. (Computer Science) programme is designed keeping in view the need of the industry and incorporating the latest developments in the field of computer science. This programme contains all the subjects, which are presently in great demand in the IT industry. This programme enriches the knowledge of the student through its constructive and competent course contents. After the completion of this programme, student is knowledgeable enough to step into IT industry as a programmer, system analyst, database administrator, etc

**(d) APGDCA/APGDIT**

APGDCA/APGDIT is a one year Advance Post Graduate Diploma, which covers all the latest Software Development and application tools required by the IT industry today. This course incorporates all the necessary skills, which are in heavy demand in Government/Corporate organizations.

**(e) BCA**

The Bachelor Degree Programme in Computers i.e. BCA has been developed to provide an understanding and skills related to the use of Computers and its applications. The programmes main objective is to open a channel of admission for computer courses for students who have done 10+2 and are interested in taking computer applications as a career.

At the end of this programme, you will have:

- Acquired the necessary knowledge and skills to maximize use of computer in Industrial, Corporate and Governmental organization.
- Acquired the required knowledge to join with master's degree in Computer Science/IT.

## 1.2 Students Support Services

In order to provide individualized support to its learners, the University has set up study centres all over the country. Students would be getting personal attention at these centres in addition to the hands-on training on computers.

Here, KENT will provide you a platform to interact with counselors, your fellow students and also to facilitate the use of the library and the computer labs. All the theoretical and practical counseling sessions will be conducted at KENT.

KENT Institute is the link between you and the university. The university may not always be able to communicate to all the students individually. For any queries regarding your course you are advised to remain in constant touch with us and also see the website [www.kentinstitute.co.in](http://www.kentinstitute.co.in) frequently for latest information.

Functioning of KENT will be overseen and monitored by M.D. University, Rohtak.

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## 2. INSTRUCTIONAL SYSTEM

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### 2.1 Study Material

Study material in the form of books will be provided to the students on the study centre (KENT).

### 2.2 Counseling & Practical Sessions

Face-to-face (f2f) counseling of 180 hours (Theory and Practical) will be held at the study centre (KENT). The percentage of theory and practical counseling will be approximately 50% in each paper depending on the contents of the paper. During f2f counseling, complete syllabus will be covered uniformly.

### 2.3 Assignments & Practical Sessions

Assignments & Practical Sessions are meant for self-assessment of the students and to give a feedback to study centre and students.

### 2.4 Internal Tests

Internal tests will be conducted by the Study Centre as per the syllabus covered by the middle of June and by the middle of December as per the semester.

### 2.5 Project Work

To enable the students to gain an insight into independent working on a practical project.

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## 3. PROGRAMME CONTENTS

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Detailed contents of all courses are available on [WWW.KENTINSTITUTE.CO.IN](http://WWW.KENTINSTITUTE.CO.IN) in student's area section.

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## 4. EVALUATION

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Every student shall be examined according to the scheme of examination and syllabus prescribed by the university. Each paper has a weightage of 100 marks. Out of 100 marks, 25 marks per paper is for continuous evaluation through assignments and internal tests and the remaining 75 marks per paper is allocated for term-end examination including theory and practical papers. In the case of MBA course, out of 100 marks, 30 marks for internal and 70 marks for external exams.

#### 4.1 Assignments/Internal Tests

In order to make teaching-learning more effective, to ensure that the students have understood the content, and to give feedback, assignments and internal tests have been made an integral component of the programme. These serve the purpose of evaluation of the student's performance. At the same time, these help them in better comprehending the course by providing feedback. Please note the following points:

- a) It is compulsory for students to submit the prescribed assignments. Assignments for January cycle and July cycle are required to be submitted by the students by 30<sup>th</sup> May and 30<sup>th</sup> November respectively.
- b) All assignments should be submitted at the Study Centre before or on due date.
- c) Assignments will be evaluated at the respective Study Centre & hard copy will be sent to the university.
- d) Internal tests will be conducted by the Study Centre as per the syllabus covered by the middle of June and middle of December as per the semester.
- e) Securing 40% marks in assignments and internal test is a must.

#### 4.2 Term-end Examination

Term-end Examination Centre, date and time of examination and other instructions related to the examination will be communicated through the Study Centre. A candidate who has completed the prescribed course of instruction at Study Centre for any semester examination but does not appear in it or having appeared fails, may be allowed to appear/reappear, as the case may be, without attending a fresh course of instruction for the same semester.

The failed/re-appearing candidates shall have to submit the examination form along with the requisite fee to the university on such dates as may be notified by the university.

Eligibility to appear for final examination:

- a) All fees must be fully paid for that semester.
- b) You must have acquired the 40% marks in the assignments and internal tests.

#### 4.3 Computation of Final result

The result of the candidates who have passed all the Semester Examinations shall be classified into Division as under. The Division obtained by a candidate will be stated in his Degree/Diploma:

- |    |  |                          |
|----|--|--------------------------|
| A) | Those who obtain 60% or more marks                         | 1 <sup>st</sup> Division |
| B) | Those who obtain 50% or more marks but less than 60% marks | 2 <sup>nd</sup> Division |
| C) | All below 50% marks  | 3 <sup>rd</sup> Division |

*Note: Candidates who pass all the Semester Examinations in the first attempt obtaining at least 75% marks shall be declared to have passed with 'Distinction'.*

## Guidelines for submission of Assignments

MBA/MCA/ M.Sc. (Computer Science)/APGDCA/APGDIT/BCA

- All assignments are instructor marked. The students are instructed to read the questions in the assignments carefully before answering them.
- The assignments are designed to encourage the student to develop good writing skills.
- The assignments must be submitted in hard copy format at your Study Centre on or before the last date.
- The assignments must be done in hand-written form only. If student want to submit them in any word processor form, in such case he/she have to take permission from the concerned study centre.

The cover page of the assignment must have the following information:

Name:.....

Enrolment Number:..... Father's Name:.....

Name of the Course:..... Semester:.....

Subject:..... Study Centre Code: 08617

Study Centre Name: KENT Institute of Higher Education

Date of submission at Study Centre:.....

Signature &  
Stamp of Study Centre

## Guidelines for submission of Project

Project is an integral and important component in the II<sup>nd</sup>, IV<sup>th</sup> and VI<sup>th</sup> Semester of the IT programmes offered. Keeping in mind the necessity and importance of the project, the following guidelines are hereby enlisted for all the MDU Students:

1. **Platform Used:** Windows 2000, Windows NT, UNIX, Linux, Windows 98
2. **Front End:** Visual C++, Visual Basic, C, C++, Java
3. **Back End:** Oracle, SQL Server, MS-Access
4. **Selection of Project:** Each student will be doing the project independently; there will no group of the student doing a single project at a time. The project could be an industry project where the student can go to the industry and work over there or the student can do the in-house project at the Study Centre. The selection of the project can be done in consultation with the faculty of the institute.
5. **Guide for the project:** Each student will be working under a project guide for the project to be done. The guide could be the person in the industry or can be the faculty at the Study Centre under whose guidance the student is doing the project at the Study Centre. In such cases, the faculty must be at least Post-Graduate in computers with at-least 5 year of teaching/industry experience.
6. There is no\* need for any synopsis to be submitted for the project chosen. The student can directly start working on the project selected. (\*for 2<sup>nd</sup> and 4<sup>th</sup> semester only). In case of MCA 6<sup>th</sup> semester student, it is required to submit **synopsis**# before 15<sup>th</sup> March/15<sup>th</sup> September for JULY/JAN exam respectively.

#The size of the **synopsis** can be **approximately 10-15 pages**, which include the following details:

- ✓ Overview of Project(Introduction, Objective)
- ✓ Resume of project guide and student
- ✓ Performa for approval of topic (*Refer the Performa enclosed or download it from [www.kentinstitute.co.in](http://www.kentinstitute.co.in)*)

7. The student is required to have **three hard copies** of the project report. In along with this, the student should also keep the soft copy of the project and the project report ready for the viva-voce.

8. The size of the project report can be **approximately 250-300 pages**, which include the following details:

- (a) Title of the project (*Refer the Performa enclosed or download it from [www.kentinstitute.co.in](http://www.kentinstitute.co.in)*)
- (b) Introduction

- (c) Certificate from the Study Centre (*Refer the Performa enclosed or download it from [www.kentinstitute.co.in](http://www.kentinstitute.co.in)*)
- (d) Certificate from Organization (if its live project)
- (e) Contents
- (f) Acknowledgement
- (g) Student Profile
- (h) Bio-data of the project guide
- (i) Platform used
- (j) Front & Back end used
- (k) Project Analysis
- (l) Feasibility study & cost-benefit analysis
- (m) Project Design
- (n) Table structure
- (o) DFDs, Data Dictionary, Pert Chart etc.
- (p) Coding
- (q) Form Design
- (r) Testing mechanisms used
- (s) Implementation mechanisms
- (t) Future scope of the project
- (u) Bibliography

In along with it, if the student feels to add on any other topics as per the demand of the project or want to include the functionalities as per the SDLC or the software engineering model used, that can be done and included in the project report.

9. The date, time and venue for the project viva-voce, its evaluation and demo will be intimated later on through the website.

10. The project report must include all the components as per the SDLC (Software Development Life Cycle).

11. As mentioned in the prospectus, the breakup of the Project paper is as follows:

Project Report and Viva-voce (From External Examiner) - 75 Marks

Project Report and Viva-voce (From Internal Examiner) - 25 Marks

The guide or the faculty of the institute can be the internal examiner who will be supporting the student for the project preparation. In such case, the internal examiner will be constantly monitoring the project and as per the performance of the student, appropriate marks can be given to him/her.

12. The Sample of the Title page, certificate and table of contents are hereby there for your ready references. The sample table of contents can be used for the preparation of the project report.

Sample of the Title Page to be attached in the Project Report

<p style="text-align: center;">Project Report</p> <p style="text-align: center;">On</p> <p style="text-align: center;">Your Project Title here</p> <p style="text-align: center;">Submitted in partial fulfillment of the award of degree</p> <p style="text-align: center;">Course Name</p> <p style="text-align: center;">From</p> <p style="text-align: center;"><b>Maharshi Dayanand University, Rohtak</b></p> <p style="text-align: center;">Submitted by</p> <table border="1"><tr><td>Name</td><td>:</td></tr><tr><td>Semester</td><td>:</td></tr><tr><td>Roll. No.</td><td>:</td></tr><tr><td>Enroll. No.</td><td>:</td></tr><tr><td>Study Centre</td><td>:</td></tr><tr><td>Centre Code</td><td>:</td></tr><tr><td>Date of submission</td><td>:</td></tr></table>	Name	:	Semester	:	Roll. No.	:	Enroll. No.	:	Study Centre	:	Centre Code	:	Date of submission	:
Name	:													
Semester	:													
Roll. No.	:													
Enroll. No.	:													
Study Centre	:													
Centre Code	:													
Date of submission	:													

Sample of the Certificate to be attached in the Project Report

<b>CERTIFICATE</b>	
It is to certify that the project work entitled "_____, " Which is being submitted by me in partial fulfillment of the requirement for award of the degree of MCA/M.Sc. (Computer Science) or Diploma Name in the Directorate of Distance Education is an authentic work carried out by me at _____, under the supervision and guidance of _____.	
The matter imbedded in this project work has not been submitted earlier for the award of any other degree or diploma.	
(Signature and Name of Supervisor)	(Signature of Student) Name : Roll No. : Enroll. No. : Centre Name: Centre Code:
(Signature & Stamp of Study Centre)	



## Table of Contents can be as follows

### **I Introduction**

Problem description  
About Organization

### **II System Study**

Existing System with limitations  
Proposed system with objectives  
Feasibility Study

- Economical
- Technical
- Duration

### **III System Analysis**

System Flowcharts  
E-R Diagrams  
Data-flow Diagram (DFDs)  
Requirement Specifications

### **IV System Design**

File/Database design  
Normalization  
input/output form design  
Screen Design  
Report Design

### **V Coding**

List of Programs  
Inputs  
Outputs

### **VI System Testing**

Preparation of Test Data  
Testing with dummy/live data

### **VII System Security**

Checks and Control

### **VIII Conclusions**

Findings  
Limitations  
Scope for Future work

Reference:

Appendices (if any):

Performa for approval of Synopsis  
(for MCA 6<sup>th</sup> Semester only)

**DIRECTORATE OF DISTANCE EDUCATION**  
**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

Performa for approval of topic / name of the Supervisor of Project Report to be submitted in partial fulfillment of the MCA (6<sup>th</sup> sem.) Course.

*Note:- Please send this Performa duly filled into this Directorate and start working on receipt of the approval letter from this Directorate.*

**Particulars of the candidate:**

(a) Name: \_\_\_\_\_ Course: \_\_\_\_\_  
DDE Regn No. \_\_\_\_\_ Year : \_\_\_\_\_  
Roll. No.: \_\_\_\_\_ Session \_\_\_\_\_

(b) Topic \_\_\_\_\_  
\_\_\_\_\_

**Particulars of the Supervisor:**

(a) Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Qualifications: \_\_\_\_\_

Teaching Experience : UG \_\_\_\_\_ Year PG \_\_\_\_\_ Years

Industry Experience : \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

(b) University/ Institute/ Organization where working \_\_\_\_\_  
\_\_\_\_\_

Signature of the Student

Dated : \_\_\_\_\_ Address : \_\_\_\_\_  
\_\_\_\_\_

**Consent of the supervisor :** I hereby convey my consent for supervising the work of the above mentioned candidate as indicated above which would be his/her original work.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor  
with office stamp (if any)

The above mentioned topic and name of the supervisor are hereby approved.

Remarks, if any \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature  
(Member of Committee)

## Clarification/Solutions related to the various queries/problems in the Result

1. There is no provision of re-evaluation, rechecking and re-totaling in any program and any semester.
2. In case of any discrepancy, Result-cum-detailed marks card should be returned for replacement to the university office within a month from the date of issue. After expiry of one month, a fee of Rs. 100/- shall be charged.
3. The students who have the **re-appearing** notation in any paper are required to fill up the re-appearing form (available on website [www.kentinstitute.co.in](http://www.kentinstitute.co.in)) with a fee of Rs 510/- in the form of Demand draft in favor of FINANCE OFFICER, M D UNIVERSITY payable at Rohtak. In case, the student wants to opt for more than one paper for re-appear, he/she not need to pay additional amount. The above mentioned fee (510) is for one semester.

In case, the student wants to fill re-appear in two papers of different semesters, then he/she is required to pay an additional fee Rs. 510/- for additional semester.

4. In case, the student marked **absent** in the **theory or external practical examination** (conducted by MDU) and He/She had given the examination, then Kindly write the application directly to:

To,

The Controller of Examination (DDE)  
M D University, Rohtak  
Haryana-124001

The student should give the following particulars in the application:

- Enrollment Number
- Name, Father's Name
- Address
- Study Centre; CODE, NAME & ADDRESS
- Examination Centre; NAME & ADDRESS
- Paper Code, Paper title in which the deficiency being found or being MARKED ABSENT.

*Also, send the copy of the application to: Your Study Centre*

5. For the students who have **RLA** in their result, have either not submitted internal assessment or their copies are yet to evaluated by the university. In all such cases, act as per para 4 stated above.
6. The clarification related to other codes are as follows:
  - **RLE** - Eligibility is yet to be checked and verified by the university
  - **RLD** - there is dispute in the enrollment number of the student due to which the result is withheld. The dispute could be that ; two students have written the same enrollment number.
  - **PRS** - Previous Result Standing.

## Frequently asked questions

### **Q.1 Whether it is necessary to pay the next semester fees by 15<sup>th</sup> June/15<sup>th</sup> Dec as per the semester?**

A.1 As per the norms of the distance education, the next semester fee is always submitted in advance before the commencement of the semester. This is applicable for all the distance education programmes offered by the various universities in India so for this reason it is necessary to submit the next semester fees as per the date shown on website. In case the student fails to pay the fees by the last day of the submission the student won't be able to attend the theory and practical counseling sessions for the next semester and won't be able to give the next semester examination.

### **Q.2 Can I change my study centre?**

A.2 In case the student wants to change the study centre it can be done at the time of submission of admission cum examination form of the next semester at that particular centre where the student wants to take the admission. So the student will be transferred to the another study centre. However, in extraordinary circumstances, where a student want to change the study centre in between the current semester, shall have to pay 50% of the total fee i.e. Rs. 9000/- to the new study centre which he/she want to join. The payment will be made through the demand draft in the name of new study centre.

### **Q.3 Do I have to submit the original certificates for verification?**

A.3 As per the MDU norms the original certificates of all the students enrolled in MDU are to be verified by the MDU officials. The date of the verification will be known to all the students of KENT Institute through website. The certificates which will be verified by the MDU officials as per the programmes are:

#### Certificate required

##### **BCA**

10+2 pass certificate from recognised board

##### **APGDCA**

Graduation pass mark sheet from recognized University. In case the student has the degree it must also be shown.

##### **APGDIT**

Graduation pass mark sheet from recognized University. In case the student has the degree it must also be shown

##### **MCA/M.Sc. 1<sup>st</sup> semester**

Graduation pass mark sheet from recognized University. In case the students have the degree it must also be shown

##### **MCA/M.Sc. 3<sup>rd</sup> semester**

Graduation pass mark sheet from recognized University. In case the student has the degree it must also be shown.

The pass certificate of PGDIT/ADIT/PGDCA from the recognised University.

##### **MCA 5<sup>th</sup> semester**

Graduation pass Mark sheet/Degree from recognized University. The pass Mark sheet of M.Sc.(Computer Science)/M.Sc(IT) or equivalent thereto from the recognised University.

##### **MBA**

Graduation pass mark sheet from recognized University. In case the student has the degree it must also be shown.

*An attested copy of the desired document as per the programme will also be submitted along with original certificates for retention by MDU authorities.*

### **Q.4 When is MDU going to conduct the examination?**

A.4 The examination for Jan/July session will be conducted by MDU in the first fortnight of July / January respectively.

### **Q.5 Do I have to submit the assignments and give the internal tests? Is it compulsory?**

A.5 As per the norms of the MDU all the students enrolled at MDU are required to submit the assignments as per the format given in the programme guide. In case any student fails to submit the assignment, he/she may not be entitled to give their semester end examinations conducted by MDU in first fortnight of July /Jan every year. The study centre will conduct the internal tests and it is compulsory to score 40% marks in it by each student. In assignments also the students have to acquire at least 40% of the marks. All the assignments are available on the study center's website under the down load section and can be downloaded from there.

**Q.6 My admission form is rejected by MDU. Now what is the solution for it?**

A.6 In case your admission form is rejected by MDU on the basis of non-fulfillment of the criteria / condition for the admission due to non-availability of the grade card or any other such reason, You can submit / verify your documents one month before examinations for verification with fine amount decided by university.

**Q.7 My name is misprinted in the database of MDU. How can it be corrected?**

A.7 In case the students have any such problem related to the error in the programme or Name they can send written application at the following address giving their particulars (name, address, phone number, study centre code, study centre name, error Name, correct Name, date of birth, Demand Draft No., Demand Draft date):-

**Programme Coordinator**

**KENT Institute of Higher Education**

**III-A/73, NEHRU NAGAR,**

**GHAZIABAD**

**PH: 0120-2711005, 2721629**

**E-mail: [info@kentinstitute.co.in](mailto:info@kentinstitute.co.in)**

***\* For MBA/MCA/APGDCA/APGDIT(R-1), for MSC/BCA (R-III)***

**AND**

**Superintendent (R-1) OR (R-III)\***

**Directorate of Distance Education**

**Maharshi Dayanand University**

**Rohtak (Haryana) - 124001**

**Q.8 Where will be the examinations conducted and what will be my examination centre?**

A.8 The details of examination centres will be provided by your study centre.

**Q.9 When will I receive my entire course material.**

A.9 After 25 days of enrollment. In case any student has not received study material, kindly contact your study centre or send an e-mail to [info@kentinstitute.co.in](mailto:info@kentinstitute.co.in) .

**Q.10 How do I have to submit the assignments?**

A.10 All the assignments are to be submitted in hand written form. For any further details, kindly consult your programme coordinator at your study centre.

**Q.11 I am not able to find out the contents of the theory / practical papers.**

A.11 The syllabus for all the papers is available on website [www.kentinstitute.co.in](http://www.kentinstitute.co.in)

**Q.12 When the new admission for MDU is going to start?**

A.12 The new admission will start once the notification from University is published in the national dailies. The tentative schedule is somewhere around mid of the June and mid of the Dec.

**Q.13. It's not possible for me to give the term end theory examination this time. What should I do?**

A.13. In case you are not able to give the term end theory examination due to any reason, then you can give the theory examination of the current semester and the next semester together when the MDU will be conducting the examination for the next semester. For this, you will have to give an additional amount (Rs. 510) as an examination fees. As per the norms of MDU, as mentioned in the prospectus, there will be three attempts given to each student to clear any theory paper. In case, you are not giving the exam this time, this will be counted as an attempt.

**Q.14. Is there any extension in the dates of submission of fee for the next semester?**

A.14. All the information regarding extension of dates will be available on website.

**Q.15. Can I use the library facility without paying security?**

A.15. Yes you can use this facility after paying the library fee i.e. Rs. 250/-, in such case you can read the book in campus only.

## Important Dates

### ✓ Assignments Submission

**Last Date:** 30<sup>th</sup> May/30<sup>th</sup> Nov for July/Jan Exam respectively

**Last Date with late fee of Rs.250/- :** 15<sup>th</sup> June/15<sup>th</sup> Dec for July/Jan Exam respectively

**Last Date with Extra Late fee\*:** 30<sup>th</sup> June/30<sup>th</sup> Dec for July/Jan Exam respectively

### ✓ Project Submission

**Last Date:** 30<sup>th</sup> May/30<sup>th</sup> Nov for July/Jan Exam respectively

**Last Date with late fee of Rs.250/- :** 15<sup>th</sup> June/15<sup>th</sup> Dec for July/Jan Exam respectively

**Last Date with Extra Late fee\*:** 30<sup>th</sup> June/30<sup>th</sup> Dec for July/Jan Exam respectively

### ✓ Synopsis for MCA 6<sup>th</sup> Semester Project

**Last Date:** 15<sup>th</sup> March/15<sup>th</sup> Sep for July/Jan Exam respectively

**Last Date with late fee of Rs.200/- :** 30<sup>th</sup> March/30<sup>th</sup> Sep for July/Jan Exam respectively

### ✓ Re-registration

**Last Date:** 15<sup>th</sup> Feb/15<sup>th</sup> Aug for Jan/July Session respectively

**Last Date with late fee\*:** 28<sup>th</sup> Feb/30<sup>th</sup> Aug for Jan/July Session respectively

### ✓ Internal Examinations

**Last Date:** Last week of June/Dec for July/Jan Exam respectively

**Last Date with late fee\* :** Second week of July/Jan for July/Jan Exam respectively

### ✓ Re-appear (back paper) form

**Last Date:** within 7 days from the date of Result declared

**Last Date with late fee\* :** within 15 days from the date of Result declared

*\*Late fee Rs.500/-*