

# *DEPARTMENT MANUAL*

## **Department of Computer Science**

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2014-2015

# Bachelor of Computer Applications

## DEPARTMENT MANUAL

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### **Introduction**

The BCA Department was established in the year 2000 with 45 students and it has extended to 240 students. Computer Science is a broad field which encompasses all aspects of computers, including the design and application of both hardware and software. Career opportunities are diverse and are found in computer design, manufacturing, development, testing, transportation, communications, research, education and management. It helps students to become responsible Computer and IT professionals with strong moral values.

Department organizes and encourages co-curricular activities like Seminars, Workshops, Guest lectures, Educational trips and visit to Multi National Companies. The Computer Science department of MSRCASC aims to educate students in the science and practice of IT. The emphasis is on hands-on practical training of software development. The curriculum prepares students for a career in the fast lane of software development and programming. The program enables the student to be updated on the latest revolution in technology and equips the students with the required skills and knowledge to assimilate into the industry at ease. The content delivery is uniquely complemented by extensive practical training. The course covers computer programming, algorithms, problem solving, software development, mathematics, artificial intelligence, software engineering, operating systems, and graphics and so on..The department has got well established spacious laboratories to provide good lab facility.

Students of BCA have participated in Inter-Collegiate Fest organized by various other colleges and have won many individual prizes. They have also participated in sports at the national and international level.

### Course Structure of I Year BCA

Semester	Paper	Title of the paper	Hours/ Week	Marks			Credits
				IA	Exam	Total	
I	BCA101T	Indian Language	4	30	70	100	16
	BCA102T	English	4	30	70	100	
	BCA103T	Problem Solving Techniques using C	4	30	70	100	
	BCA104T	Digital Electronics	4	30	70	100	
	BCA105T	Discrete Mathematics	5	50	100	150	
	BCA103P	C Programming Lab	3	15	35	50	
	BCA104P	DE Lab	3	15	35	50	
II	BCA201T	Indian Language	4	30	70	100	16
	BCA202T	English	4	30	70	100	
	BCA203T	Data structures	4	30	70	100	
	BCA204T	Database Management System	4	30	70	100	
	BCA205T	Numerical and Statistical Methods	5	50	100	150	
	BCA203P	Data Structures Lab	3	15	35	50	
	BCA204T	DBMS Lab	3	15	35	50	

## **Policies of the department**

### **a) Attendance**

- Students should maintain minimum of 75% attendance in each subject to appear in the university examinations
- The students shall be informed about their attendance periodically so that they can strive to make up the shortage
- In case of Co- and Extracurricular activities should produce the relevant documents to claim the attendance

### **b) Internal Assessment**

Internal marks are assessed based on the performance of the student in tests, assignments, seminars, attendance, punctuality, behavior, interaction relating to subject during class hours, approach in solving the problem - awareness, progress, creative thinking development and the overall attitude of the student.

### **c) Proctor system**

The proctorial system has been introduced for effective improvement of student - teacher relation in the college. The proctors consistently watch the progress, attendance and conduct of his/her wards. The attendance details of their wards are calculated every month by the proctors. The reports are sent to their parents twice in a year. The students are advised to keep constant contact, with their proctor who is there to guide them in their academic and allied activities.

### **d) Parent teacher meeting**

Every year parent teacher meeting will be conducted .The reports of the students attendance / Internal marks details are sent to their parents twice in a year.

### **e) Department library**

Library books are issued to students for a period of one week. E-library facility is also available in the department.

### **f) Lab instructions**

- Students are not allowed to carry the bags inside the lab.
- Loitering and throwing litter in the lab is strictly prohibited
- Usage of mobile phones with in the lab is restricted.

- Usage of social networking sites are prohibited.
- Pen drives and external data devices are not allowed.
- While leaving the lab log off the systems and arrange the chairs.
- A student must take care of lab equipments and is expected to protect it from getting Damaged /vandalized.
- Do not personalize the computer settings.
- Do not download games, music etc.
- Students should carry lab observations during the lab hours.
- Fans and lights should be switched off after the use.
- Usage of internet during the lab hours is restricted.
- Log in with username and password given by the admin.

### **Rules and Responsibilities of the Students**

- Use of Cell Phones on the campus is strictly prohibited. If a student is found using the Cell Phone, the Cell Phone will be confiscated.
- Uniform is compulsory for five days a week
- Each student shall conduct himself/herself in a manner befitting his/her association with the department.
- He/She is expected not to indulge in any activity, which is likely to bring disrepute to the department.
- He/She should show due respect and courtesy to the teachers, administrators of the department and maintain cordial relationships with fellow students.
- Property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the college, noisy and unruly behavior and similar other undesirable activities shall constitute violation of code of conduct for the student.
- Ragging in any form is strictly prohibited and is considered a serious offence. It may lead to his/her expulsion from the college.
- In case of any problem, a student is expected to first meet their proctor and then Head of the Department.

### **Instructions to parents and guardians**

- Parents/guardians are requested to communicate with the proctor minimum twice in a semester.
- They are requested to send the acknowledgment on receiving the performance report of their ward sent by the proctor.