

**Regulations
for
Bachelor of Business Administration (BBA)
Program**

Academic Year 2025-26 onwards



**JHARKHAND RAI
UNIVERSITY, RANCHI**

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1.0 Admission

- 1.1** The number of seats in BBA programme & the Session (Fall & Spring) for which admission is to be made in the Faculty of Commerce and Management will be decided by the Board of Management of Jharkhand Rai University (JRU).
- 1.2** The minimum Qualification for admission to BBA programme (Regular) shall be: Pass in the 10+2 (Higher Secondary) examination from recognized Board.
- 1.3** Admission to the BBA programme in any academic year will be based on the results of Common University Entrance Test (CUET) /any other competitive Exam relevant for the program/ the percentage of marks or CGPA obtained in the qualifying examination. The minimum percentage of marks or qualifying CGPA for admission will be as prescribed by the University.
- 1.4** Notwithstanding the above, the actual admissions will be based on the rules and regulations of the UGC/Regulatory authorities.
- 1.5** The selected candidate will be admitted to the BBA programme after he or she completes the admission formalities and pays the prescribed fees.
- 1.6** In the matter of admission to the BBA programme the decision of Admission Committee is final
- 1.7** If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Dean Faculty of Commerce & Management may revoke the admission and report the matter to the Vice Chancellor.

2.0 ELIGIBILITY FOR BBA REGULAR PROGRAMME (4 Years Duration)

- 2.1** The candidates seeking admission to the BBA Degree programme shall be required to have passed I.A./ICom./ISc./10+2 or any equivalent course .
- 2.2** Limited number of seats for admissions shall also be offered to foreign candidates and Indians living abroad (NRIs)/OCIs in accordance with the rule(s) applicable for such admissions issued from time to time from MoE, GOI. Eligible foreign nationals/non-resident Indians/Overseas Citizenship of India may be admitted to any of the programs subject to the acceptance of the academic record of the applicant by the University. However, those foreign nationals/non-resident Indians/Overseas Citizenship of India are required to pass the equivalent degree examination and are also required have proficiency in English language or qualified TOEFL/IELTS.

3.0 DURATION AND STRUCTURE OF THE BBA PROGRAMME (4 years programme)

- 3.1** An academic session/year is divided into two semesters i.e., Fall, and Spring Semester, of approximately 16-18 weeks each. Typically, Fall semester commences in July and Spring semester commences in January. The schedule of events of each semester, i.e., the Date of Commencement of Classes, CIA and End-Semester Examinations, etc. shall be as laid down in the Academic Calendar duly approved by the Academic Council.
- 3.2** The programme is organized on semester basis with a total of EIGHT semesters. Each semester shall normally consist of minimum 600 Notional Learning Hours.
- 3.3** The validity of credits earned will be to a maximum period of seven years. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization of Academic Bank of Credits (ABC) scheme in Higher Education) Regulations, 2021.
- 3.4** A candidate shall be required to complete the course of study and qualify for the BBA Degree programme within Seven years (N+3) from the date of admission to the program till last semester of the Degree programme. However, in special cases the Vice chancellor on the recommendation of a committee specially constituted for this purpose may further extend this limit for completion of all the requirements for the degree.
- 3.5** There is a provision of multiple entry and exit at different levels. The student will have an option to exit after Ist /IInd/IIIrd Year. However, he/she are required to complete one vocational course of 4 credits after the completion of Year I/II to be eligible for the award of Certificate/Diploma respectively.
- 3.6** The complete programme will consist of 6 categories: 1) Core Courses - Discipline specific courses including New Age Courses (Major/ Minor/) 2) Ability Enhancement Courses 3) Skill Enhancement Courses 4) Value Added Course (Courses on Jeevan Kaushal/Character Building/ Bhartiya Gyan Parampara/Environmental Studies etc.) 5) Multidisciplinary Courses 6) Project / Dissertation and Viva Voce.
- 3.7** The Course level as per the curriculum & Credit Framework for the UG program will be
- i. 0-99: Pre-Requisite Courses
 - ii. 100-199: Foundation or Introductory Courses in the first year of BBA Program

- iii. 200-299: Intermediate Level Courses in the Second Year of BBA Program
- iv. 300-399: Higher Level Courses in the third Year of BBA Program
- v. 400-499: Advanced Courses in the fourth Year of BBA Program

3.8 A course entitled “*Deeksharambh*” (Non- gradial) will be offered at the start of first semester for a duration of two weeks. This will help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration

3.9 Students are required to earn at least 5% and can earn up to 40% of the total credits required for their programs through SWAYAM MOOCs. This initiative allows for unlimited enrollment and cross-institutional access, providing students with the opportunity to enhance their learning experience and broaden their academic horizons through participation in online courses.

3.10 Students who wish to undergo 3-Year UG programme will be awarded UG degree after successful completion of 3 years and securing 128 credits and have satisfied the minimum credit requirements as per the Curriculum & Credit Framework for undergraduate programs prescribed by UGC.

3.11 A 4- year UG Honours degree will be awarded to those who complete a four-year degree programme with 168 credits and have satisfied the minimum credit requirements as per the Curriculum & Credit Framework for undergraduate programs prescribed by UGC.

3.12 Students will have the option to undertake a six-month apprenticeship during their third year /Four years of the BBA program, enabling them to earn credits either through the apprenticeship or by attending regular classroom courses in the fifth semester/ Fourth year respectively.

3.13 Students who secure 75% marks and above in the first 6 semesters and wish to undertake research at the undergraduate level can only choose a research stream in the 4th year. For Honours with research, dissertation / research project is mandatory. The Research project/ Dissertation will be in a major discipline.

3.14 BBA programme will have a curriculum and course contents (syllabi) for the courses approved by the Academic Council.

3.15 Credits are assigned to the courses based on the guidelines of Curriculum & Credit Framework for the UG Program & National Credit Framework provide by UGC. For the purpose of credit calculations under National Credit Framework (NCrF), 30 notional learning hours will be counted as

one Credit.

3.15.1 Theory: 1 Credit = 15 hours

Practical: 1 Credit = 30 hours

Experiential learning including relevant experience and professional levels acquired: 1 Credit = 40-45 hours.

3.15.2 Theory based courses are that with 'L' & 'T' or 'L' alone or 'T' alone. Courses with theory and practical components are that with 'L', 'T' & 'P' or 'T' & 'P' or 'L' & 'P'. Courses with only practical component are that with 'P' alone.

3.15.3 Creditization of relevant work experience will be done as per the guidelines of National Credit Framework by UGC & Recognition of Prior Learning in Higher Education.

3.16 The curriculum of BBA programme is designed to have a total of minimum 128 credits (3 years) and 168 credits (4 years) for the award of the BBA/ BBA (Hons) degree.

3.17 The medium of instruction will be in English. However, the students may take the Examinations in either Hindi or English.

4.0 Awarding UG Certificate, UG Diploma, and Degrees

4.1 The BBA program is offered as per the guidelines of NEP 2020 with multiple entry & exit option with appropriate certification.

4.2 Student who opts to exit after completion of the first year and have secured the required credits will be awarded a UG certificate, if in addition they complete one vocational course of 4 credits in the first year. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of 7 Years.

4.3 Student who opts to exit after completion of the second year and have secured the required credits will be awarded a UG Diploma, if in addition they complete one vocational course of 4 credits in the second year. These students are allowed to re-enter the degree programme within the period of three years and complete the degree programme within the stipulated period of 7 Years.

4.4 Student who wishes to undergo a 3-Year UG programme will be awarded UG degree in the Major discipline after successful completion of three years with 128 credits and have satisfied the minimum credit requirements as per the Curriculum & Credit Framework for undergraduate programs prescribed by UGC.

4.5 A 4- year UG Honours degree will be awarded to those who complete a four-year degree programme with 168 credits and have satisfied the minimum credit requirements as per the Curriculum & Credit Framework for undergraduate programs prescribed by UGC.

4.6 Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can only choose a Research Stream in the fourth year. For Honours with research, dissertation / research project is mandatory. The Research project/ Dissertation will be in a major discipline. The student who secures 168 credits, including 12 credits from a Research Projects are awarded UG Degree (Honours & Research).

Table: 4.1

Year	Total Credit (Without Vocational Course)	Total Credit (With Vocational Course for Certificate/ Diploma)
1	44	48
2	88	92
3 (Degree)	128	NA
Year 4 (Honours)	168	NA
Year 4 (Honours with Research)	168	NA

5.0 Mentorship Programme

5.1 Jharkhand Rai University have a ‘**Mentorship Program**’ for the betterment of the students where the teachers are assigned a particular class/ section for mentoring them

5.2 Mentor acts as a bridge between the students and the university. They monitor their academic as well as personal growth. In academic progress, the mentor looks after their attendance, discipline, assignments, examination, class notes etc. For personal growth, a mentor empathizes with the students. They assess the causes of their personal problems and try to cater their needs as and when required and wherever possible. The concerned teacher mentor gives students a platform to take some responsibility of themselves and their classmates and assign few students as a ‘**Class Representative**’ and ‘**Peer Mentors**’.

5.3 The concerned **Mentor** selects two students for **Class Representatives** of the particular class who in turn take the responsibility of the class. They act as a bridge between the students and the mentor. They are responsible for any academic and nonacademic activities of all the students of their respective classes. Besides this they are not only responsible for maintaining discipline inside the class but they are also responsible for informing students about various notices, class timings etc. They meet the mentor on daily basis, discuss about any issues related to the class and immediately get a solution for the same. The mentors keep a regular check of the class activity on daily basis through the Class Representatives.

5.4 Peer Mentors take charge of a group of students and are responsible for helping other students of the class in studies, notes and other academic problems. Students who have a sound academic background are elected as peer mentors. This inculcates leadership and team building in the students.

5.5 Teacher Mentors deals with the problems and gives the solution related to social, psychological, emotional and academic issues of the students wherever possible. The students always feel free to discuss their concern with their mentor. The teacher mentor always encourages the students to express their grievances / problems freely and frankly, without any fear.

6.0 Class Committee

6.0 A class committee consists of teachers of the BBA programme, Class representatives, the Head of the Department and Chairperson Dean.

6.1 The constitution of Class committee for the programmes of each semester will be as follows:

6.1.1 Teachers of the Programme

6.1.2 Two students of class chosen as Class Representative of the class.

6.1.3 One professor, preferably not associated with teaching of the class, to be nominated by the Dean

6.1.4 Faculty Mentor of the respective class.

6.2 The basic responsibilities of the class committee are

6.2.1 To review periodically the progress of the classes,

6.2.2 To discuss problems concerning curriculum and syllabi and the conduct of the classes

6.2.3 Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.

6.2.4 The method of assessment in the course will be decided by the teacher in consultation with the class committees and will be announced to the students at the beginning of the semester.

6.2.5 Analyzing the performance of the students of the class and finding the ways and means of solving problems, if any.

6.2.6 Identifying the weak students, if any requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

6.2.7 The class committees shall meet at least twice in a semester, once at the beginning of the semester and once towards the end of the semester.

6.3 The class committee shall be constituted on the first working day of any semester or earlier.

7.0 Registration and Enrolment

7.1 Re-Registration

- 7.1.1 All the students must register for the required credits at the commencement of a semester as notified in the Academic calendar.
- 7.1.2 Concerned HoDs shall organize the registration of the students by appointing a Faculty Advisor for each class of the programmes.
- 7.1.3 A student who does not register on the day announced for the purpose may be permitted to register late in consideration of compelling reasons, but only within the next five working days on payment of a prevalent additional late fee as prescribed by the University. Normally, no late registration shall be permitted after the scheduled date except in special cases with the permission of the concerned Dean.
- 7.1.4 Only those students will be permitted to register who have paid all the required payments.
- 7.1.5 Student who obtains a 'F' grade in a course, may pass it in the subsequent Supplementary examination or, must re-register the subject (as a backlog paper), the next time when it is offered as per the provision in clause 14 & 15.
- 7.1.6 A student who has already registered may Change an already registered additional subject or elective(s) with the approval of the Dean. Any change of subject(s) must, however, be done within one week of registration. Such changes once made will be final and request for further changes/modifications shall be summarily rejected.
- 7.1.7 Students who wish to avail the Exit option are encouraged to indicate this on the Re-Registration form at the beginning of the Semester.

7.2 Eligibility for Enrollment in Subsequent Semesters

A student will be eligible for enrolment in next subsequent year only if he/she satisfies the eligibility criteria as in clause 7.2.1 and will be permitted to enroll only if he/she has cleared all dues to the University, Hostel, Library etc. and he/ she is not debarred for enrolment by a disciplinary action of the university.

7.2.1 Registration / Enrolment Requirement

The registration requirement is stipulated below:

To enroll for	Minimum no. of credits to be earned
III semester	50% of the credits registered in I & II Semester.

V semester	50% of the credits prescribed in I to IV semesters. In addition, the student needs to pass in all the courses offered in the first year for promotion in third year
VII semester (Honours)	50% of the credits prescribed in I to VI semesters. In addition, the student needs to pass in all the courses offered in the first & second year for promotion in third year
VII semester (Honours with Research)	50% of the credits prescribed in I to VI semesters with 75% marks in Semester I to VI. In addition, the student needs to pass in all the courses offered in the first & second year for promotion in third year

In case the student does not meet the above requirements he/she shall discontinue the studies temporarily, earn the requisite credits and re-join the programme in the year where he/she discontinued. Further at the time of readmission no disciplinary action shall be in force against the student.

8.0 Temporary withdrawal from the programme

8.1 A student may be permitted to withdraw temporarily from the program on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:

- he/she applies to the University within 4 weeks of the commencement of the semester or from the date he last attended his/her classes whichever is later, stating reasons for such withdrawal together with supporting documents and endorsement of his/her guardian.
- There are no outstanding dues or demands to the University/ Hostel/ Department/ Library.
- No disciplinary action is pending against him/her.

8.2 A student, if granted a temporary withdrawal will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees, once paid, will not be refunded.

8.3 Normally, only one such temporary withdrawal will be permitted during his/her tenure as a student of the programme.

8.4 Temporary withdrawal will be approved by the Dean of the respective Department.

9. Termination from a programme

A student may be terminated from the programme on the following grounds:

- Indiscipline: A student may be terminated from the Programme on disciplinary grounds based on the recommendation of the committee.
- Falsification of documents and declaration: On having been found to have produced false documents or having made false declaration at the time of admission.

- c) For having been found to be concurrently employed and performing duty or carrying out business in contravention to academic schedules of the University and without approval from the Institute.

10.0 Attendance

Attendance is the physical presence of the students in the class. It is a well observed fact that the students who score good grades are those who attend classes regularly. Therefore, the students must attend all the classes without fail.

A BBA student will be deemed to have completed the course in any semester only if

- a. He / She secures not less than 75% of attendance in overall course in that semester on the total number of periods offered in that course during that semester. Condonation of attendance up to 10% is permitted on medical grounds. Relaxation in attendance is permitted up to 10% for students who represent the University in sports, games, cultural, symposium and other similar activities.
- b. The University may permit students to engage in innovative projects, establish start-ups (including social start-ups), or work as interns or part-time employees in recognized incubator start-ups while pursuing their studies, subject to the approval from the Vice Chancellor on the recommendation of the Dean Academics. Such student entrepreneurs will be exempted from the minimum attendance requirements and will be allowed to sit for examinations, subject to obtaining permission from the Vice Chancellor of the University on the recommendation of the Dean Academics.
- c. His / her progress and conduct have been satisfactory throughout the semester.
- d. Condonation should be applied for, through proper channel and should be approved by the Dean Academics.

A candidate who is not permitted to appear for the University examinations due to lack of attendance requirements will have to re-register themselves in the same semester by paying the Semester Fees and do the courses when they are offered subsequently.

11. Assessment procedure

- 11.1 The assessment of the students (Continuous Internal assessment & End Semester Examination) is based on the Learning outcomes defined for each course & also ensures the consideration of each level of Bloom's Taxonomy.
- 11.2 The student's performance in each course, in general, is evaluated based on Continuous internal assessment (CIA) and End semester Examination. The continuous assessment of a student's performance throughout the semester will be done by the concerned faculty member.

11.3 The assessment method is further detailed as follows:

11.3.1 Theory Courses

Assessment Scheme		
CIA- Continuous Internal Assessment (30 Marks)		
Assessment Parameters	Assessment Tools	Marks
Assessment 1	Assignments, Quiz, Tutorials, Class test etc.	10
Assessment 2	Assignments, Quiz, Tutorials, Class test etc.	10
Teacher Assessment/ Class Participation		
Class Participation	Brainstorming, Discussion, Attendance, Extempore or any other activity	5
EC&CC Activities	Extracurricular & Co-Curricular activities	5
End Semester Examination (70 Marks)		

11.3.2 Project Evaluations

BBA Projects as far as possible should be corporate based, research oriented and socially relevant engagements. Every student is expected to complete this requirement successfully in time.

I. Summer Internship/ Project Work: The students have to undergo a Summer Internship in business organization for a period of 4-6 weeks during summer vacation.

All the students should submit three hardbound copies of their internship report to the Faculty Supervisor/internal guide allocated for this purpose and a Viva voce examination will be conducted at the time of End semester exam.

- Students will be coached, monitored and mentored by the allocated Internal Guide/faculty supervisors and practitioners in the industry. The theoretical framework for the Report will be developed by the practitioner in consultation with Internal Guide stating the objectives, units of contents, and action plan specifying number of days for each. This kind of a live project shall be monitored with periodical feedbacks given by practitioner, leading to the submission of project report certified by practitioner to the department.
- The evaluation is done in two phases aggregating to marks 100. The basis of criteria is

stipulated by the Faculty of Commerce and Management. In Phase I, 50 marks are awarded by Faculties for the project report, presentation seminar, Research paper and viva voce. In phase II, the balance 50 marks is awarded by the internal/external expert at the time of End Sem. (Annexure: Rubrics for Project Evaluation)

- iii. Plagiarism is a serious offence and at any stage if it is found that the content of the report is plagiarized beyond the prescribed limit, the report shall be cancelled/withdrawn.

II. Dissertation: A student shall be required to submit a dissertation on the Research work carried out by him/her. Three hard bound copies of the dissertation must be submitted to the Faculty Supervisor by the prescribed date by the Department. The dissertation will be evaluated in two phases aggregating to 100 marks. In Phase I, 50 marks awarded by Faculties for the project report, presentation seminar, Research Paper and viva voce. In phase II, at the time of end semester the balance 50 marks is awarded by the external expert. Plagiarism is a serious offence and at any stage if it is found that the content of the report is plagiarized beyond the prescribed limit, the report shall be cancelled/withdrawn. (Annexure: Rubrics for Project Evaluation)

III. Start-Ups: Student inventors may also be allowed to opt for startup in place of their Dissertation/ project to enable the students to take it as a career path.

11.3.3 Practical Examination: 50 marks (30 marks for internal assessment and 20 marks for external Examination)

12. Examination

12.1 Registration for the University Examination is mandatory.

12.2 The End semester examination will be ordinarily conducted during November to December in the odd semesters and during May to June in the even semester.

12.3 The question papers for all theory courses are structured into three sections: SECTION-A, SECTION-B, and SECTION-C. SECTION-A comprises short answer questions, each worth 5 marks, focusing on lower-order thinking skills according to Bloom's Taxonomy. SECTION-B includes long answer questions valued at 10 marks, drawing from both lower-order and higher-order levels of Bloom's Taxonomy. Finally, SECTION-C consists of application-based questions, each worth 20 marks, which are exclusively centered on higher-order thinking. Additionally, all questions are aligned with the course outcomes outlined in the syllabus to promote outcome-based learning.

12.4 All the practical examinations including project work, Viva Voce will be conducted by

internal and/ or external examiners appointed by the university.

- 12.5 The student's performance in the semester will be evaluated on the basis of continuous internal assessment and end semester examination. The continuous assessment of the student is based upon the Assignments, Quiz, class test, participation in the Co- Curricular & Extra Curricular activities, class participation etc. The assessment marks are provided at the end of semester. The end semester assessment shall be comprised of written Examination, Project reports, Practical's and Viva- Voce.
- 12.6 The distribution of marks for assessment, end semester theory papers, Projects and Summer Internship shall be as prescribed in the course scheme.
- 12.7 The marks obtained in the course comprises of marks obtained in continuous assessment in the class and End semester Examination for both theory and practical papers.
- 12.8 Minimum Pass marks in each theory subject including continuous assessment marks should be at least 35%. With a minimum of 30% marks in each theory paper in the end semester examination.
- 12.9 The minimum Pass marks in Sessional/Viva Voce/Project report is 50%.
- 12.10 It is essential for the student to pass in the non-credit courses in order to qualify for the award of degree.

13. Promotion Requirements

- 13.1. A candidate satisfying all the requirements of the Clause 12.8, 12.9 & 12.10 shall be promoted to the next academic year.
- 13.2 Candidate shall be eligible for provisional promotion to the next academic year provided:
 - 13.2.1 For enrolment in 2nd Year, he/ she earn at least 50% of the total credit of the Ist and IInd Semester. (Ist Year).
 - 13.2.2 The student who wishes to exit the program after Ist year, have to opt vocational course and he/she requires to earn 48 credits during the Ist year of the BBA program for qualifying for an UG certificate.
 - 13.2.3 For enrolment in 3rd Year, he/ she earn at least 50% of the total credit of the Ist and IInd year. In addition, the student needs to pass in all the courses offered in the first year for promotion in third year.
 - 13.2.4 The student who wishes to exit the program after IInd year have to opt vocational course and he/she requires to earn 96 credits during the Ist and IInd year of the BBA program for qualifying for a UG Diploma certificate.
 - 13.2.5 For enrolment in 4th Year, he/she has to earn at least 50% of the total credit of the Ist,

IInd and IIIrd year. In addition, the student needs to pass in all the courses offered in the first & second year for promotion in third year. The student must complete the requirements within the maximum time allowed.

- 13.2.6 If a candidate fails to secure a pass in particular course/courses, he/she should continue to register and reappear for the examination till he/she secures a pass.

Table: 13.1

Year/Course	BBA	BBA (Multiple Exit)
1st Year	44	48
2nd Year	88	92
3rd Year	128	
4th Year	168	

Table: 13.2

To enroll for	Minimum no. of credits to be earned	BBA
III semester	50% of the credits registered in I & II Semester.	22
V semester	50% of the credits prescribed in I to IV semesters. In addition, the student needs to pass in all the courses offered in the first year for promotion in third year	44
VII semester (Honours)	50% of the credits prescribed in I to VI semesters. In addition, the student needs to pass in all the courses offered in the first & second year for promotion in third year	64

Total credits required to earn each academic year

- 13.3 The validity of credits earned will be to a maximum period of seven years. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization of Academic Bank of Credits (ABC) scheme in Higher Education) Regulations, 2021.
- 13.4 The student must complete all the non-credit requirements as specified by the university from time to time.
- 13.5 The student who is unable to fulfill the requirement mentioned in clause 13.3 and 13.4 will be terminated from the programme.

13.6 However, in special cases the final decision regarding promotion and termination lies at the discretion of the Vice-Chancellor.

14. Supplementary/Reappear examination

- 14.1 Students who may have secured F grade or missed an End-Semester Examination on valid reasons are eligible for supplementary/Reappear Examination.
- 14.2 Student who has been debarred from the End Semester Examination may also be permitted for supplementary /Reappear examination. Such permission may be given by Dean (Academic) on valid reasons.
- 14.3 Supplementary/Reappear examination will be held on dates notified in the Examination calendar.

15. Attending Classes in case of Supplementary/Reappear/ Year Back

A student will be eligible to attend the classes in case they fall under the Supplementary/Reappear/ Year back category on following terms & conditions:

15.1 Attending Full Semester

A student opting to attend all the classes would be required to pay the requisite fee per course as decided by the Academic Council. Students are also required to complete all the required Assignment/ Assessments associated with the respective course.

15.2 Weighted Class in a Semester

A student would be required to pay the requisite amount per course as decided by the Academic Council in case they wish to attend Weighted Class (i.e., 4-6 classes per semester) in a semester. Students are also required to complete all the required Assignment/ Assessments associated with the respective course. 100% Attendance will be mandatory to appear in the end semester exam.

16 Absence of Continuous Internal Assessment (CIA)

The students who fail to qualify in the Continuous Internal Assessment (CIA) in one or more courses in a given semester are also required to attend the classes either under the Full Semester or Weighted class provision as mentioned in Clause 15. Resubmission of CIA must be completed within the same semester in which the student registered for Reappear/Supplementary Examination.

17. Award of Letter Grades

- 17.1 All assessment of a course will be done on absolute basis. However, for the purpose of reporting the performance of a candidate, letter grades each carrying certain points, will be

awarded as per the range of total marks obtained by the candidate.

- **Credit scheme applicable**

Division of Grades

% Range	Grade	Grade Point	% Range	Grade	Grade Point
90 & ABOVE	O	10	50 – 59	B	6
80 – 89	A+	9	40 – 49	C	5
70 – 79	A	8	35 – 39	P	4
60 – 69	B+	7	< 35	F	0

- **To earn academic credit in a course a student should get a grading of ‘P’ or above.**
- **Ab denotes absent in subject with Grade Point 0**

17.2 A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\text{Credits of Courses} \times \text{Grade Point}}{\text{Sum of Credits}}$$

$$SGPA = \frac{\sum_{i=1}^n C_i g_i}{\sum_{i=1}^n C_i}$$

Where 'n' is the number of subjects registered for the semester, 'Ci' is the number of Credits allotted to a particular subject, i and 'gi' is the grade-points carried by the letter grade awarded to the student for that subject. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

$$SGPA = \frac{\sum_{i=1}^n C_i g_i}{\sum_{i=1}^n C_i}$$

17.3 Starting from the second semester and at the end of each semester, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\text{Credit} \times \text{Grade Point (All Semesters)}}{\text{Sum of Credits (All Semesters)}}$$

$$CGPA = \frac{\sum_{i=1}^m C_i g_i}{\sum_{i=1}^m C_i}$$

Where ‘m’ is total number of subjects the student has registered from the first semester onwards up to and including the semester S, ‘ci’ is the number of Credits allotted to a particular subject, si and gi are the grade

points carried by the letter corresponding to the grade awarded to the student for the subject. CGPA will be rounded off to the second place of decimal and recorded as such. The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers. The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to each student at the end of every semester.

- 17.4 For determining the inter semester merit ranking of students only the rounded off values of the CGPAs will be used. The up-to-date overall performance is reported by the Cumulative Grade Point average (CGPA)
- 17.5 The institute uses a multiplication factor of 10 (Ten) to convert CGPA to equivalent percentage marks. For example, CGPA 7.5 is equal to 75%.
- 17.6 After the results are declared, Grade sheets will be issued to each student, consisting of the list of courses enrolled during that semester, the grade scored and the Semester Grade Point Average for the semester.
- 17.7 The Grade sheet for Final Semester will include the list of courses enrolled during that semester, the grade scored, semester Grade point average for the semester and Cumulative Grade Point Average.

18. Conduct & Discipline

Students shall conduct themselves within and outside the precincts of the campus in a manner befitting the students of university. Detailed rules and regulations regarding discipline are given below:

- 18.1 Students shall show due respect to the Faculty & Staff of the University & Hostels. They shall also pay due attention and courtesy to visitors.
- 18.2 Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the University every year. Law bans ragging in any form to anybody — acts of ragging will be considered as gross indiscipline and will be severely dealt with.
- 18.3 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - a. Ragging
 - b. Furnishing false statement of any kind in the form of application for admission or for award of scholarship, fee waiver, etc.
 - c. Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
 - d. Willfully damaging or stealthily removing (theft of) any property/belongings of the Institute, Hall or fellow students.
 - e. Possession, consumption or distribution of alcoholic drinks, tobacco products or any kind of hallucinogenic drugs.

- f. Adoption of unfair means in the examinations.
 - g. Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Student' Welfare.
 - h. Mutilation or unauthorized possession of library books.
 - i. Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - j. Not intimating his/her absence to the warden of the hostel/hall before availing any leave.
 - k. Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the Hostel/Hall, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.
- 18.4 For an offence committed (a) Hostel, (b) in the Department or a classroom and (c) elsewhere, the Warden, the Head of Department and the Dean, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure. All such cases involving punishment or any cases requiring further investigation shall be reported or forwarded to the Chairperson of the University Disciplinary Committee.
- 18.5 All major acts of indiscipline, which may have serious repercussions and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Disciplinary Committee appointed by the Vice Chancellor.
- 18.6 Cases of adoption of unfair means (UFM) in an examination shall be dealt with by the UFM committee constituted by the order of Vice Chancellor before the commencement of the Examination.

19. Eligibility for the award Degree

A student shall be declared eligible for the award of Degree provided:

19.1 The student has successfully completed the entire course requirement and has passed all the prescribed examination within the maximum duration allowed for the program.

19.2 No disciplinary action is pending against the student.

19.3 All fees have been duly paid and no dues are outstanding.

20. Relaxation

The Academic Council may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these regulations and relax the relevant provision(s) of these regulations based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedent.

21. Medals & Awards

21.1 Chancellor's Medal: A student who obtains a highest CGPA across all the programs offered by the University is eligible for the award of Chancellor's medal provided

- a. he/she must not have failed in any subject at any stage of the program
- b. Maintained a minimum attendance across all the Semesters
- c. no disciplinary action should have been taken against the student during the course of the program.

21.2 Gold Medal: A student who obtains a highest CGPA in his/her respective program is eligible for the award of gold medal provided

- a. he/she must not have failed in any subject at any stage of the program
- b. Maintained a minimum attendance across all the Semesters
- c. no disciplinary action should have been taken against the student during the course of the program.

22. Pursuing two Academic Programmes Simultaneously

22.1 A student can pursue two full time academic programmes in physical mode provided that in such cases, class timings for one programme do not overlap with the class timings of the other programme.

22.2 A student can pursue two academic programmes, one in full time physical mode and another in Open and Distance Learning (ODL)/Online mode.

23. Accelerated and Extended Degrees

23.1 A committee to scrutinize applications received at the end of the first or the second semester under EDP and ADP will be constituted by the order of the Vice Chancellor to select the students for the ADP/EDP. The Committee shall recommend a reduction or an increase in the number of courses and total credits per semester, as per the duration opted by the students.

23.2 10% of sanctioned intake will be earmarked for ADP.

23.3 Accelerated degree programme (ADP). -

23.3.1 In the ADP, students will follow the same curriculum content and total credits prescribed for the programme for a standard duration. The only change will be in the duration of the programme. Students shall have the option to choose ADP either at the end of the first semester or the second semester and not beyond that. Students opting for the ADP will earn additional credits per semester starting from the second or third semester, depending

on when they transition to the ADP. If they join the ADP after the first semester, they will begin earning extra credits from the second semester onward. Similarly, if they join the ADP after the second semester, the additional credit load will start from the third semester onward.

- 23.3.2 In a 3-year undergraduate programme, students can shorten the duration by a maximum of one semester, e.g. students can earn the total credits needed for a 3-year undergraduate programme in five semesters. Similarly, in a 4-year undergraduate programme, students can shorten the duration by one semester or a maximum of two semesters, e.g. students can earn the total credits required for a 4-year undergraduate programme in six or seven semesters. Based on the credit structure in the “Curriculum and Credit Framework for Undergraduate Programmes”, the Committee shall decide the minimum number of credits a student must earn in a semester in ADP.

23.4 Extended Degree Programme (EDP). –

- 23.4.1 In the EDP, students will follow the same curriculum content and total credits prescribed for the programme for a standard duration. The only change will be in the duration of the programme. Students shall have the option to choose EDP either at the end of the first semester or the second semester and not beyond that. Accordingly, students who opt for EDP will earn fewer credits every semester than those required in a programme with a standard duration.

- 23.4.2 In a 3-year or 4-year undergraduate programme, the duration may be extended up to a maximum of two semesters. Accordingly, students can earn fewer credits in each semester. Based on the credit structure in the “Curriculum and Credit Framework for Undergraduate Programmes”, the Committee shall decide the minimum number of credits a student must earn in a semester in EDP.

23.5 Examination and Evaluation Process. –

The examination and evaluation system will remain the same as the programme with a standard duration.

23.6 Award of degrees. –

- 23.6.1 HEIs may issue degrees for students on completion of the programme in the opted duration (shortened or extended duration) and need not wait to complete the standard duration for the award of the formal degree.
- 23.6.2 For the accelerated and extended degrees, a self-contained note should be added in the degree stating that the academic requirements required in a standard duration have been completed in a shortened or extended duration. For an ADP of 4-year undergraduate programme, the note should specify that the student completed the academic requirements of a 4-year programme in six or seven semesters, as the case may be.

24. Revision of Regulations and Curriculum

The academic programs of the University are governed by Rules and Regulations approved by the Academic Council from time to time. The Academic Council is a statutory body that governs all academic matters of the Institute, and the rulings of Council are final in regard to all academic issues. Notwithstanding all that has been stated above, the Academic Council, has the right to modify any of the above rules and regulations from time to time.

References:

1. UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, April 2025
2. Curriculum & Credit Framework for Under Graduate Program, December 2022
3. Guidelines for the recognition of Prior Learning in Higher Education, March 2025
4. National Higher Education Qualification Framework, May 2023
5. National Skill Qualification Framework, December 2013
6. Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions, July 2021
7. National Credit Framework, September 2022
8. Guidelines for Pursuing Two Academic Programmes Simultaneously, April 2025