

ORDINANCES *and* CURRICULA

Approved in Ninteenth Meeting of Board of Management held on-2018
and
Fourteenth Academic Council Meetings held on-2018



Bachelor of Business Administration

For students admitted from Session 2019-2020

**MADAN MOHAN MALAVIYA
UNIVERSITY OF TECHNOLOGY
GORAKHPUR-273 010 (UP), INDIA**

MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY GORAKHPUR (UP) - INDIA

*(Approved in First Meeting of Board of Management held on 14-3-2014
and modified in subsequent meetings)*

First Ordinances

In pursuance of the provisions of section 31 of The Uttar Pradesh Madan Mohan Malaviya University of Technology Act, 2013, these are the first Ordinances for Madan Mohan Malaviya University of Technology, Gorakhpur:

The Uttar Pradesh Madan Mohan Malaviya University of Technology

FIRST ORDINANCES, 2019

Short title, commencement and Definitions Sec. 31 (1)

1. These Ordinances may be called the Madan Mohan Malaviya University of Technology, Gorakhpur. First Ordinances, 2019
2. They shall come into force at once.
3. Anything contained in ordinances, regulations and rules made there under in violation to provisions of Act shall be void and the provisions of Act shall prevail.
4. In these Ordinances, unless the context otherwise requires
 - (a) 'Act' means the Uttar Pradesh Madan Mohan Malaviya University of Technology Act, 2013 as amended from time to time.
 - (b) 'Section' means a section of the Act.
 - (c) 'University' means the Madan Mohan Malaviya University of Technology, Gorakhpur.
5. Words and expression used herein but not defined and defined in the Act shall have the same meaning as assigned to them in the Act.
6. **UNDER SECTION 31-1(a) - The Admission of students, the courses of Study and Fees therefore, the qualifications pertaining to the award of degrees, diploma, certificates and other academic distinctions, the conditions for the grant of fellowships and awards and the like**
 - (a) University may start the other Degree, Diploma, Certificate programmes and other academic distinctions as deemed necessary for fulfilling its objectives and the Ordinances for the same shall be as prescribed by Academic Council and Board of Management.
 - (b) Courses of Study shall be as prescribed by the Academic Council and approved by Board of Management.
 - (c) Fellowships and Awards shall be instituted as per the requirement with the approval of Vice Chancellor under intimation to the Academic Council and Board of Management
 - (d) Ordinances for Bachelor of Business Administration (B.B.A.) are detailed ahead.

6.1 ORDINANCES FOR B.B.A. PROGRAMMES FROM ACADEMIC SESSION 2019-20

6.1.1 ADMISSION

- (a) University offers full time Under Graduate Degree programme in Bachelor of Business Administration (B.B.A.).
- (b) Admission to BBA first year in semester I will be made as per the rules prescribed by the University from time to time.
- (c) The reservation policy as prescribed by U.P. State Government or its directions regarding admission from time to time shall be adhered in the admission.
- (d) The selection will be based on the merit of the candidate in the admission process.
- (e) Admission on migration of a candidate from any other University to Madan Mohan Malaviya University of Technology is not permitted.
- (f) If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission or has committed some fraudulent act or gross misconduct at any stage then the University reserves the right to revoke the admission of the candidate.

6.1.2 ELIGIBILITY FOR ADMISSION

The candidate should have passed 10 + 2 examination in any stream from recognized board with at least 55% aggregate marks (50% in case of candidate belonging to SC/ST category).

Academic Council of the University has the power to repeal and modify the eligibility criteria for admission.

6.1.3 PROGRAMME DURATION

- (a) The duration of the B.B.A.. programme for the candidates admitted in semester I will be three academic years (six semesters).
- (b) The duration of each semester will generally be 90 working days or as prescribed by the University from time to time.
- (c) There are two regular semesters in a year and a summer term. The semester that begins in July (*July to November/December*) is known as the *Odd Semester* and the semester that begins in December/January (*December/January to May*) is known as the *Even Semester*. Academic session scheduled in the summer season is named as Summer Term.
- (d) The maximum time allowed for completion of the programme for the candidates admitted in semester I shall be five years, beyond which the admission of the candidate shall be automatically cancelled. The candidate will not be allowed to continue in the subsequent years of the programme, if the sufficient time period is not available for its completion in stipulated maximum duration.
- (e) The student may complete the programme at a slower pace by taking more time but not more than prescribed maximum duration i.e. five years.

6.1.4 CURRICULUM STRUCTURE OF THE PROGRAMME

- 6.1.4.1** The University follows a specialized credit-based semester system. Every programme will have a specific curriculum for all semesters (semester I to semester VI) with a syllabi consisting of theory, practical, project work, etc., as given below and shall be in accordance with the prescribed syllabus. The courses shall be covered through lectures, tutorials, laboratory classes, seminar, industrial and practical training, project, tours etc. as prescribed by the University.

Undergraduate Core Courses (UCC)

- (i) Economics and Commerce Fundamentals (ECF)
- (ii) Humanities & Social Science Core (HSSC)
- (iii) Basic Sciences & Maths (BSM)
- (iv) Departmental Core (DC)
- (v) Law (L)
- (vi) Computer Fundamentals (CF)
- (vii) Project (P)

Undergraduate Programme Electives (UPE)

- (i) Programme Electives (PE)
- (ii) Open Elective (OE)
- (iii) Humanities & Social Science Elective (HSSE)

Audit Courses

- (i) Audit Course (AC)
- (ii) Seminar
- (iii) Summer Project (SP)
- (iv) Summer Internship/Industrial Training (SIT)

Summer Project will be assigned by faculty to every student at the end of second semester. Students are supposed to submit a report on the basis of their in-depth study in a specialized area or by doing survey after completion of summer break. Its evaluation will be done by a group of faculty on the basis of report and presentation. Seminar will be prescribed as audit requirement for the B.B.A. Degree. Seminar is a course wherein the student is expected to present his study, explaining different aspects of the selected topic and arriving at a status report. While doing a seminar, the student is expected to critically analyze works of various authors/researchers, learn the investigation methodologies, study concepts, techniques and the results presented in these papers, and present a seminar report. It is mandatory to give a seminar presentation of stipulated duration before a panel constituted for the purpose by the department.

The duration for summer internship/industrial training of project based type preferably will be of six to eight weeks duration after semester IV which could be under Cooperative Education Model (CO-OP Model). If student could not be assigned any training in industry, he/she has to complete the minor project at any institute/University taking society/ commercial/industrial problem related issues

under the supervision of designated faculty supervisor from his/her department of University. The student will submit a report and/or minor project report to the Head of Department for evaluation through a committee of faculty members constituted by the Head of Department.

Each course is assigned a certain number of credits as follows. Few audit courses as per demand and requirement of students shall be offered.

- (a) 1 credit per lecture hour per week
- (b) 1 credit per tutorial hour per week
- (c) 1 credit per 2 hours laboratory/practice/project per week.

The curriculum for B.B.A. Programme of study has been designed with total minimum credits of 124 and total minimum 16 credits of audit courses. The University provides a facility to the students to earn credits from various government recognized online courses and programmes duly approved by academic council, and these earned credits will help them in getting relaxation of credits while considering minimum credits requirement under UPE courses and Audit courses as laid down in clause 6.1.4.2.

6.1.4.2 Overall Credit Structure

| Credit Courses | | | |
|--|----------------------|--|--------------|
| Undergraduate Core Courses (UCC) | | Undergraduate Programme Electives (UPE) | |
| Category | Min. Credits | Category | Min. Credits |
| Economics & Commerce Fundamentals (ECF) | 12 | Program Electives (PE) | 12 |
| Humanities & Social Science Core (HSSC) | 14 | Open Electives (OE) | 3 |
| Departmental Core (DC) | 74 | Humanities & Social Science Electives (HSSE) | 3 |
| Computer Fundamentals(CF) | 7 | | |
| Basic Sciences & Maths (BSM) | 7 | | |
| Law (L) | 6 | | |
| Project (P) | 3 | | |
| Total | 122 | Total | 18 |
| Grand Total | 140 (minimum) | | |
| Audit Courses | | | |
| Audit Course (AC) | | | 10 |
| Summer Project(SP) | | | 1 |
| Seminar(S) | | | 2 |
| Summer Internship/Industrial Training (SI) | | | 3 |
| Total | 16 (minimum) | | |

Each student has to register for a set of courses as offered by his/her department in each semester by paying the stipulated fees, which include tuition fee, examination fee, enrolment fee, development fee, insurance fee, degree fee, alumni fee, internet

charges, hostel fee, mess advance, miscellaneous user charges etc. as applicable from time to time.

Relaxation in credits may be given to the students for courses falling under UPE category and Audit courses, if a student submits passing certificate of courses or government sponsored programme duly approved by academic council.

6.1.4.3 Credit transfer policy

(a) Credit considerations for Online courses

If any student clears online courses recognized by Govt. (like SWAYAM or courses offered by NPTEL through MOOCS mode, etc.) and that course is approved by academic council, then relaxation in minimum credits required for courses falling under undergraduate programme electives (UPE) shall be given to the students in final year as per guideline given below:

Four weeks course will enable students to earn 1-credit.

Eight weeks course will enable students to earn 2-credits.

12 weeks course will enable students to earn 3-credits.

16 weeks (or one semester) course will enable students to earn 4-credits.

To get any relaxation in minimum credit requirement of UPE courses, student must submit the passing certificate of approved online courses, showing clearly the marks scored by them, just before the start of odd/even semesters of final year.

(b) Credit considerations for Swachh Bharat Abhiyaan:

If any student participate in national government sponsored Swachh Bharat Internship program of two months and achieves certificate on successful completion of it, he/she may get 2-credit relaxation in Audit course requirement.

6.1.4.4 NCC/NSS/NSO Training

One of the three activities, National Cadet Corps (NCC) or National Sports Organization (NSO) or National Social Service (NSS) training is compulsory for all the Undergraduate students. A student who has not completed the NCC/NSO/NSS requirements in first two semesters will not be permitted to continue the B.B.A. Degree Programme. These are normally conducted during evenings of week days or Sunday and are designed for character building and to sensitize the students towards social/national issues. These activities carry no credits and a student should satisfactorily complete the prescribed NCC/NSO/NSS programme by securing 'S' grade as prescribed in **Clause 6.6.6.1**.

6.1.4.5 Other Activities

The other general proficiency activities will include Games/Sports/Cultural/Literary/ Practical/Field Activities/Industrial visit/Extension Lectures. It will be carried out beyond class hours. Students may be taken on conducted tours through industrial works arranged by the department to expose them to various technologies employed in the industry. The curriculum will also include other curricular, co-curricular activities and extra curricular activities as may be prescribed by the University from

time to time. The general proficiency remark as per **Clause 6.6.6.1 (h)** shall appear in the Grade Card of the student in each semester.

6.1.5 GRADING SYSTEM AND ASSESSMENT PROCEDURE

6.1.5.1 Grading System

The academic performance evaluation of a student will be according to a Letter Grading system based on class performance of students. The Letter Grades and the corresponding Grade Points are as follows. Grades falling between A(+) and D in different subjects are called pass grades, while the students securing F grade will be treated fail in the subject and shall have to re-register, or appear in re-major examination or repeat the semester as per provision of Clause 6.6.7 & 6.6.9, respectively.

| Letter Grade | Grade Points | Description |
|--------------|--------------|-------------------------|
| A(+) | 10 | Outstanding |
| A | 9 | Excellent |
| B(+) | 8 | Very Good |
| B | 7 | Good |
| C | 6 | Average |
| D | 5 | Below Average |
| F | 0 | Fail |
| U | - | Short Attendance |
| W | - | Withdrawal |
| I | - | Incomplete |
| AP | - | Audit Pass |
| AF | - | Audit Fail |
| S | - | Satisfactory Completion |
| Z | - | Course Continuation |

Grade Award System

| Grade | Grade Points | Marks (in %) |
|-------|--------------|--------------|
| A(+) | 10 | 90-100 |
| A | 9 | 80-89 |
| B(+) | 8 | 70-79 |
| B | 7 | 60-69 |
| C | 6 | 50-59 |
| D | 5 | 40-49 |
| F | 0 | <40 |

6.1.5.2 Tests & Examinations

The theory and practical examinations shall comprise of continuous assessment throughout the semester in all subjects and Major examination conducted by University at the end of the semester (November/December or April/May). The assessment of a course will be done on absolute marks 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 (out of 100) obtained by the candidate, as detailed below. The rounding off shall be done on the higher side.

(a) Distribution of Marks for Theory based Subject

| S.N. | Assessment Basis | Duration | Marks | |
|------|-----------------------|--|---------|----|
| 1 | Continuous Evaluation | Minor Test | 2 Hours | 30 |
| 2 | | Tutorial/ Assignments/ Quiz/Attendance | - | 20 |
| 3 | Major Examination | 3 Hours | 50 | |

(b) Distribution of Marks for Practical based Subject

| S.N. | Assessment Basis | Duration | Marks | |
|------|-----------------------|---------------------|-------|----|
| 1 | Continuous Evaluation | Viva Voce | - | 20 |
| 2 | | Practical Work | - | 20 |
| | | Attendance / Record | | 10 |
| 3 | Major Examination | 3 Hours | 50 | |

(c) Distribution of Marks for Theory & Practical based Subject

| S.N. | Assessment Basis | Duration | Marks | |
|------|-----------------------|---|---------|----|
| 1 | Continuous Evaluation | Minor Test | 2 Hours | 20 |
| 2 | | Tutorial/ Attendance Home Assignment/Quiz | - | 10 |
| 3 | | Practical Work/ Record/Viva Voce | | 10 |
| 4 | | Practical Examination | | 10 |
| 5 | Major Examination | 3 Hours | 50 | |

Note: The syllabus for Minor Test will be 50% of the total syllabus. However, the Major examination will be conducted from the entire syllabus of the subject in such a way that 20% weightage is given to Unit-I & II and 80% weightage to Unit-III & IV of the syllabus.

There is no provision of special minor test. It is compulsory for a student to appear in major examination otherwise he/she will be declared fail in that subject. If a student could not pass in a subject he/she may be allowed for re-major examination. There is no minimum marks criterion in continuous evaluation for appearing in re-major examination.

(d) Distribution of Marks for Project Based Industrial/Practical Training

For evaluation of industrial/practical training, the respective industry shall nominate an In-charge/Supervisor from its organization under intimation to the University. For evaluation by the respective University department, Head of Department shall get it done by a panel of teachers. The two month industrial training of project based type could be under Cooperative Education Model (CO-OP Model)

Four to Six weeks Summer Internship/Industrial Training

There will be **two** parts in the evaluation process.

- Part A: Marks Awarded by the respective Industrial/Practical training organization : 40
- Part B : Marks Awarded by the Department/Centre for Industrial/ Practical training : 60

| S. N. | Assessment Basis | | Marks | |
|-------|------------------|-------------------------------|-------------------------|---|
| 1. | Part A | Technical Quality of the work | 20 | |
| | | Internal Marks | Attendance | 5 |
| | | | Discipline | 5 |
| | | | Involvement | 5 |
| | | | Interest of the student | 5 |
| 2. | Part B | Project Work | 20 | |
| | | Viva Voce & Presentation | 30 | |
| | | Project Report | 10 | |

Four to Six weeks Minor Project in University Department

There will be **three** parts in the evaluation process.

| S. N. | Assessment Basis | | Marks |
|-------|------------------|---|-------|
| 1. | Part A | Technical Quality of the work and content of Project Report | 20 |
| 2. | Part B | Learning in Industry/Sincerety of work/ Viva Voce & Presentation | 40 |
| 3. | Part C | Relevance, Scope and Dimension of Project Application Methodology, Analysis, Result and Outcome of Project | 40 |

(e) **Distribution of Marks for Seminar**

| S. N. | Assessment Basis | Marks |
|-------|------------------|-------|
|-------|------------------|-------|

| | | |
|----|---|----|
| 1. | Quality of Material | 30 |
| 2. | Quality of Presentation | 30 |
| 3. | Quality & Extent of Response of Questions Asked | 20 |
| 4. | Participation in Other Seminars (Attendance) | 20 |

Any student securing less than 50 marks ('AF' grade) in seminar shall have to repeat the seminar in the same semester. This will be limited to only one chance.

(f) Distribution of Marks for Project

In 6th Semester

| S. N. | Assessment Basis | Duration | Marks |
|-------|-----------------------|--|-------|
| 1. | Continuous Evaluation | Mid-Semester Viva Voce/ Presentation | - 25 |
| 2. | | Final Project Report & Contribution Made to Literary World (awarded by supervisor) | - 25 |
| 3. | Major Examination | 1Hour | 50 |

Students are required to begin project work after the end of 5th Semester Major Examination. A project grade is awarded on the basis of the prescribed evaluation process. The project may be related to a theoretical modeling, simulation and analysis, experimental investigation, a proto-type design, product design and development, a new correlation and analysis of data, fabrication and setup of new equipment etc. preferably useful for the society/industry.

(g) Audit Courses

| S. N. | Audit Course Status | Marks Obtained |
|-------|---------------------|--|
| 1. | Audit Pass (AP) | 50% and Above |
| 2. | Audit Fail (AF) | Below 50% , Candidate has to repeat the course |

(h) Distribution of Marks for General Proficiency

General proficiency remark will be based on the cumulative percentages of marks scored by the student during each semester through various components as detailed below. Detailed distribution for award of marks in each component and/or their weightage may be as prescribed by the University from time to time.

| S. N. | Assessment | Weightage of Marks |
|-------|---|--------------------|
| 1. | Discipline/Behaviour of Students Inside/Outside University campus | 40% |
| 2. | Games/Sports/Cultural/Literary Events | 40% |

| | | |
|----|---|-----|
| 3. | Academic & Research/Special Lecture/Extra-curricular Events & Industrial Visits | 20% |
|----|---|-----|

| S. N. | Marks Secured | Remark |
|-------|---------------|--------------|
| 1. | 80-100% | Excellent |
| 2. | 60-79% | Very Good |
| 3. | 40-59% | Good |
| 4. | 20-39% | Satisfactory |
| 5. | <20% | Average |

6.1.6 RE-REGISTER OF FAILED SUBJECT

Students with F grade in any subject. will be required to re-register in the subject in subsequent semesters when it is run by department or in Summer Term. Such students will have to attend the classes of that subject on regular basis and appear in the minor and major examination to satisfy all the requirements mentioned in the ordinance for passing the subject.

6.1.7 EVALUATION OF PERFORMANCE

The performance of a student will be evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester, and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time considered cumulatively.

Points Secured in the Semester = \sum (Course Credits \times Grade Point) for courses in which A(+) to D grade has been obtained

Total Credits Registered in the Semester Excluding Audit Courses = \sum (Course credits) for courses in which A(+) to D grade has been obtained

$$SGPA = \frac{\text{Points secured in the semester in all passed courses (A(+)) to D Grade}}{\text{Total Credits registered in the semester excluding audit courses}}$$

The CGPA is calculated on the basis of all pass grades, except audit courses and courses in which S or Z grade is awarded/secured in all completed semesters.

Cumulative Points secured in All Passed Courses = \sum (Course Credits \times Grade Point) for courses in which A(+) to D grade is obtained

Cumulative Total Credits Excluding Audit Courses = \sum (Course credits) for courses in which A(+) to D grade is obtained

$$CGPA = \frac{\text{Cumulative Points secured in all passed courses (A(+)) to D Grade}}{\text{Cumulative total credits excluding audits courses}}$$

An example of these calculations is given below.

ODD Semester

| Course No. | Course Credits | Grade Awarded | Total Credits | Grade Point | Points Secured |
|--------------|----------------|---------------|---------------|-------------|----------------|
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 |
| XX101 | 5 | B | 5 | 7 | 35 |
| XX102 | 4 | C | 4 | 6 | 24 |
| XX103 | 4 | A(+) | 4 | 10 | 40 |
| XX104 | 2 | B(+) | 2 | 8 | 16 |
| XX106 | 4 | D | 4 | 5 | 20 |
| XX107 | - | S | - | - | - |
| XX108 (AC) | 3 | AP | - | - | - |
| Total | 19 | | 19 | | 135 |

Credits registered in the semester excluding audit courses (total of column 2) = 19

Total credits **earned** in the semester excluding audit courses (total of column 4) = 19

Points secured in this semester (total of column 6 for all passed courses) = 135

$$SGPA = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}} = \frac{135}{19} = 7.105$$

$$CGPA = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits, excluding audit courses}} = \frac{135}{19} = 7.105$$

Semester performance: SGPA = 7.105

Cumulative performance: CGPA = 7.105

EVEN Semester

| Course No. | Course Credits | Grade Awarded | Total Credits | Grade Point | Points Secured |
|--------------|----------------|---------------|---------------|-------------|----------------|
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 |
| XX151 | 5 | B(+) | 5 | 8 | 40 |
| XX152 | 4 | A | 4 | 9 | 36 |
| XX153 | 4 | F | - | 0 | 0 |
| XX154 | 2 | B | 2 | 7 | 14 |
| XX155 | 4 | C | 4 | 6 | 24 |
| XX156 | 4 | A(+) | 4 | 10 | 40 |
| XX157 | - | S | - | - | - |
| XX158 (AC) | 3 | AF | - | - | - |
| Total | 23 | | 19 | | 154 |

Credits registered in the semester excluding audit courses (total of column 2) = 23

Total credits **earned** in the semester excluding audit courses (total of column 4) = 19
 Points secured in this semester (total of column 6 for all passed courses) = 154
 Cumulative points in all passed courses = 135 (past semesters) + 154 (this sem.) = 289
 Cumulative total credits registered = 19 (past semesters) + 23 (this sem.) = 42

$$SGPA^* = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}} = \frac{154}{23} = 6.695$$

$$CGPA^* = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits ,excluding audits courses}} = \frac{135+154}{19+23} = 6.881$$

Semester performance: Tentative SGPA* = 6.695

Cumulative performance: Tentative CGPA* = 6.881

When a student gets the grade ‘F’ in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated [SGPA* and CGPA*] taking only ‘zero point’ for each such ‘F’ grade. After the ‘F’ grade(s) has/have been substituted by better grades during a subsequent semester or summer term, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the ‘F’ grade has been updated, will be recomputed and recorded to take this change of grade into account.

If the student (as mentioned in above example) registers the failed subject in the Summer Term-20XX and clears it with “B” grade, its grade sheet will be :

Summer Term-20XX

| Course No. | Course Credits | Grade Awarded | Total Credits | Grade Point | Points Secured |
|------------|----------------|---------------|---------------|-------------|----------------|
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 |
| XX153 | 4 | B | 4 | 7 | 28 |

The revised grade sheet of even semester will now be recomputed as

EVEN Semester

| Course No. | Course Credits | Grade Awarded | Total Credits | Grade Point | Points Secured |
|------------|----------------|---------------|---------------|-------------|----------------|
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 |
| XX151 | 5 | B(+) | 5 | 8 | 40 |
| XX152 | 4 | A | 4 | 9 | 36 |
| XX153* | 4 | F/B | 4 | 7 | 28 |

| | | | | | |
|--------------|-----------|------|-----------|----|------------|
| XX154 | 2 | B | 2 | 7 | 14 |
| XX155 | 4 | C | 4 | 6 | 24 |
| XX156 | 4 | A(+) | 4 | 10 | 40 |
| XX157 | - | S | - | - | - |
| XX158 (AC) | 3 | AF | - | - | - |
| Total | 23 | | 19 | | 154 |

Note: Subject XX153* is cleared in Summer Term-20XX/Even/Odd Semester 20XX-XX

| | |
|--|-------|
| Credits registered in the semester excluding audit courses (total of column 2) | = 23 |
| Total credits earned in the semester excluding audit courses (total of column 4) | = 23 |
| Points secured in this semester (total of column 6 for all passed courses) | = 182 |
| Cumulative points in all passed courses = 135 (past semesters) + 182 (this sem.) | = 317 |
| Cumulative total credits registered = 19 (past semesters) + 23 (this sem.) | = 42 |

$$SGPA = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}} = \frac{182}{23} = 7.913$$

$$CGPA = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits ,excluding audits courses}} = \frac{135+182}{19+23} = 7.547$$

Semester performance: SGPA = 7.913

Cumulative performance: CGPA = 7.547

6.1.8. ACADEMIC CRITERIA FOR CONTINUATION

6.1.8.1 For continuation of registration at any stage, student must satisfy criteria specified in the subsequent clause 6.1.8.2. In order to qualify for the award of the degree at the end of 6th semester, it is necessary to pass all the credits offered by the department and satisfy the criteria specified in clause 6.1.4.

6.1.8.2 A student must register a minimum of 18 credits (excluding final year) in a semester which shall essentially include the pre-requisite subjects. It allows the students to progress at an optimum pace suited to individual ability and convenience, subject to fulfilling minimum requirement for continuation in stipulated duration.

(a) **For B.B.A. 1st Year Students**

They must earn minimum 18 Credits in an academic session including odd & even semester and Summer term for promotion to 2nd Year, failing which they will have to re-register in the next academic session to clear all the leftover

credits of 1st Year. Student will be promoted to second year only when he/she clears a minimum of 18 credits of 1st year.

(b) **For B.B.A. 2nd Year Students**

They must earn minimum 36 Credits of 1st year courses and a minimum of 18 Credits of 2nd year courses (including odd and even semester courses of 2nd year) for promotion to 3rd year failing which they will have to re-register in the next academic session to clear all the leftover credits of 1st Year and 2nd year. Student will be promoted to third year only when he/she clears a minimum of 18 credits of 1st year and 36 credits of 2nd Year courses.

6.1.8.3 A student is considered to pass in a particular subject if he/she secures A(+) to D grade in it. In case of the total marks of a subject is less than 40% in a semester then the student has to repeat the subject completely and continue as per **Clause 6.1.8.2**.

6.1.9. AWARD OF DIVISION, RANK AND MEDALS

6.1.9.1 A candidate who satisfies the course requirements for all semesters and who passes all the examinations prescribed for all the six semesters within a maximum period of five years reckoned from the commencement of the first semester to which the candidate was admitted shall be declared to have qualified for the award of degree subject to the fulfillment of requirements of **Clause 6.1.4.** Award of the Division in the degree shall be governed by the provisions given below.

- (a) A candidate who qualifies for the award of the degree securing D or above grades in all subjects pertaining to all semesters in his/her first attempt within six consecutive semesters (three academic years), and in addition secures a CGPA of 7.5 and above for the semesters I to VI shall be declared to have passed the examination in **FIRST DIVISION WITH HONOURS**.
- (b) A candidate who qualifies for the award of the degree by securing D or above grades in all subjects of all the semesters after his/her commencement of study in the 1st semester and in addition secures CGPA not less than 6.5 shall be declared to have passed the examination in **FIRST DIVISION**.
- (c) All other candidates (not covered in (a) and (b)) who qualify for the award of degree by securing D or above grades in all subjects of all semesters after his/her commencement of study in the 1st semester shall be declared to have passed the examination in **SECOND DIVISION**.

6.1.9.2 For the Award of **Ranks** for each branch of study and overall for the programme, the CGPA secured in all semesters shall be considered and it is mandatory that such candidate should have passed all the subjects by securing D or above grades in all the semesters in the first attempt in 3 year duration of programme. Rank certificates in the form of "Certificate of Merit" would be issued to top three students as 1st, 2nd & 3rd rank in each branch of study and to one student as

“University topper of B.B.A.” on the overall basis, on the basis of CGPA in particular academic session.

6.1.9.3 Vice-Chancellor Gold Medal-The Gold Medal is awarded to the student who secures the highest CGPA at the end of semester VI and clears all his/her courses in first attempt, i.e. 1st Rank holder for B.B.A. programme.

6.1.10 ATTENDANCE

6.6.10.1 Every faculty member handling a course will record attendance from the scheduled date of commencement of classes upto 3 calendar days before the last instructional day in the semester as per academic calendar. The cumulative percentages of attendance will be recorded in the office of the Dean handling academic affairs of such students of the University. The attendance remark in the grade card will be shown based on the cumulative percentages of attendance calculated for the period between the date of commencement of classes and the last date for recording the attendance in all the registered subjects (credits and audit courses) in the semester as per the following table. Cumulative attendance remark shall appear in the Grade Card in each semester

| S. N. | Attendance | Remark |
|--------------|-------------------|---------------|
| 1. | 90-100% | Very Good |
| 2. | 80-89% | Good |
| 3. | 75-79% | Satisfactory |
| 4. | <75% | Poor |

6.1.10.2 A student is expected to attend all classes, laboratory, seminar, project, tour and tutorial sessions that are formally scheduled and a formal attendance will be taken in each such session. It is recognized that due to illness and other emergent reasons there may be instances when a student is unable to join the scheduled academic activities; a leave application duly recommended and forwarded by the student’s Head of Department should be submitted in such cases at the earliest to office of the **Dean of Student Affairs**. Such absence can not be more than 25% of the total classes held in a subject which needs to be got condoned as prescribed in **Clause 6.1.10.3**.

6.1.10.3 For the students who have **cumulative attendance** less than 100% but more than 75% in a semester if their medical leave is considered for condonation of attendance then they are eligible for seeking the privilege of upgradation of the attendance remark.

6.1.10.4 A student, who has a cumulative attendance lower than 75% in the semester whatever, may be the reason for the shortfall in attendance, **may be permitted to appear in the University Major Examinations in those subjects in which total attendance (Lecture, Tutorial & Practical) is equal to or more than 75%. Such students have to repeat only those subjects in the next semester / summer term in coming**

academic session in which total attendance is less than 75%, and she/he shall be awarded 'U' grade in that **subject**.

6.1.11 REGISTRATION AND ENROLMENT

- 6.1.11.1** The University follows a specialized credit based semester system, therefore registration at the beginning of each semester on the prescribed dates announced in the Academic Calendar, is mandatory for every student till she/he completes her/his programme. If a student does not register in a particular semester, her/his studentship is liable to be cancelled. Without registration, any academic activity (course/seminar/project etc) undergone by a student will not be counted towards the fulfillment of requirements of her/his degree.
- 6.1.11.2** Every student admitted shall have his/her unique registration number. The registration number shall have ten digits. First four digit shall indicate year of admission; next two shall indicate his/her branch of study, next one shall indicate his/her level (Undergraduate, Postgraduate, Ph.D., etc.) and last three digits shall indicate his/her serial number/roll number or as prescribed from time to time. Every student shall be identified by this registration number through out his stay in the University.
- 6.1.11.3** Registration should be carried out by the student himself/herself on stipulated date, but not later than the first week of each semester as late registration upon payment of prescribed late fees as decided from time to time. In any case, registration must be completed before the prescribed last date for registration, failing which he/she will not be registered in that particular session. Such students will have to register in coming next academic session if it is permissible under **Clause 6.1.3** else his/her studentship is liable to be cancelled except for those availing provision of **Clause 6.1.12**.
- 6.1.11.4** Students having any kind of outstanding dues to the University or hostel shall be permitted to register only after clearing the outstanding dues.
- 6.1.11.5** In-absentia registration may be allowed only in rare cases at the discretion of the Vice-Chancellor of the University in case of serious illness/natural calamities/ unavoidable circumstances upon the recommendation of Dean.

6.1.12 TEMPORARY DISCONTINUATION OF COURSE

- 6.1.12.1** Discontinuation of the course will not be allowed to B.B.A. first year students. However, if a student of other years wishes to temporarily discontinue the course for valid reasons, she/he shall apply through the Head of Department in advance and obtain a written order from the University permitting discontinuance.
- 6.1.12.2** A candidate after temporary discontinuance may rejoin the course only at the commencement of the semester at which she/he discontinued, provided she/he pays

the prescribed fees to the University for the discontinuation period also. The total period of completion of the course reckoned from the commencement of the first semester to which the candidate was admitted shall not in any case exceed six academic years (five academic years for lateral entry), including of the period of discontinuance.

6.1.13 UNFAIR MEANS

Cases of unfair means shall be dealt as per the rules of the University.

6.1.14 GENERAL ELIGIBILITY FOR AWARD OF B.B.A. DEGREE

A student shall be declared to be eligible for award of the B.B.A. Degree if he/she has

- (a) registered and successfully completed all the required core/elective/audit courses and projects and other requirements of programme as prescribed in this Ordinance or as prescribed by the University from time to time;
- (b) successfully acquired the minimum required credits/audits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time as prescribed in this Ordinance or as prescribed by the University from time to time;
- (c) earned the specified credits in all the categories of subjects;
- (d) completed the NCC/NSO/NSS requirements;
- (e) has no dues to the University, Hostels, Libraries, NCC/NSS/NSO etc., and
- (f) no disciplinary action is pending against him/her.

6.1.16 CURRICULUM FOR B.B.A. PROGRAMME

The curriculum for any B.B.A. Programme of study has been designed with total minimum credits of 140 and total minimum 16 credits of audit courses for those admitted in 1st year of B.B.A. Programme. A student must register a minimum of 18 credits in each semester excluding odd/even semesters of third year.

First Year, Semester I

| S. N. | Category | Paper Code | Subject | L | T | P | Credit |
|-------|----------|------------|--------------|--------------|------------|----------|--------------|
| 1. | BSM | | | 3/2 | 1/0 | 0 | ¾ |
| 2. | ECF | | | 3/2 | 1/0 | 0 | ¾ |
| 3. | ECF | | | 3/2 | 1/0 | 0 | ¾ |
| 4. | HSSC | | | 3/2 | 0 | 0/2 | ¾ |
| 5. | HSSC | | | 3 | 0 | 0 | 3 |
| 6. | DC | | | 2 | 1 | 0 | 3 |
| 7. | DC | | | 3 | 1 | 0 | 4 |
| 8. | CF | | | 2 | 0 | 2 | 3 |
| 9. | AC | | | | | | |
| | | | Total | 18/21 | 2/5 | 4 | 25/29 |

First Year, Semester II

| S. N. | Category | Paper Code | Subject | L | T | P | Credit |
|-------|----------|------------|---------|---|---|---|--------|
| 1. | BSM | | | 3 | 1 | 0 | 4 |

| | | | | | | | |
|-----|------|--|----------------|--------------|------------|----------|--------------|
| 2. | ECF | | | 2 | 1 | 0 | 3 |
| 3. | ECF | | | 2 | 1 | 0 | 3 |
| 4. | HSSC | | | 2/3 | 1/0 | 0/2 | ¾ |
| 5. | HSSC | | | 3 | 1/0 | 0 | ¾ |
| 6. | DC | | | 2/3 | 1/0 | 0 | ¾ |
| 7. | DC | | | 2/3 | 1/0 | 0 | 3 |
| 8. | DC | | | 2 | 1 | 0 | 3 |
| 9. | AC | | | | | | |
| 10. | SP | | Summer Project | | | | |
| 11. | | | Total | 18/21 | 4/8 | 2 | 26/29 |

Second Year, Semester III

| S. N. | Category | Paper Code | Subject | L | T | P | Credit |
|-------|----------|------------|--------------|--------------|------------|------------|--------------|
| 1. | CF | | | 2/3 | 1/0 | 2/0 | 4/5 |
| 2. | L | | | 2/3 | 1/0 | 0 | ¾ |
| 3. | DC | | | 2/3 | 0 | 0 | 2/3 |
| 4. | DC | | | 2/3 | 1/0 | 0 | 3 |
| 5. | DC | | | 3 | 1/0 | 0 | ¾ |
| 6. | DC | | | 2 | 1 | 0 | 3 |
| 7. | DC | | | 2 | 1 | 0 | 3 |
| 8. | AC | | | | | | |
| | | | Total | 15/19 | 3/6 | 2/0 | 21/25 |

Second Year, Semester IV

| S. N. | Category | Paper Code | Subject | L | T | P | Credit |
|-------|----------|------------|--------------|--------------|------------|------------|--------------|
| 1. | L | | | 2/3 | 1/0 | 0 | ¾ |
| 2. | DC | | | 2/3 | 1/0 | 0 | ¾ |
| 3. | DC | | | 2 | 1 | 0 | 3 |
| 4. | DC | | | 2 | 0 | 2 | 3 |
| 5. | DC | | | 3 | 1 | 0 | 4 |
| 6. | DC | | | 2 | 1 | 0 | 3 |
| 7. | OE | | | 2/3 | 1/0 | 0 | ¾ |
| 8. | AC | | | | | | |
| 9. | SI | | | | | | |
| 10. | | | Total | 15/18 | 3/6 | 0/2 | 22/25 |

Third Year, Semester V

| S. N. | Category | Paper Code | Subject | L | T | P | Credit |
|-------|----------|------------|---------|-----|-----|---|--------|
| 1. | DC | | | 3 | 1/0 | 0 | ¾ |
| 2. | DC | | | 3 | 1 | 0 | 4 |
| 3. | DC | | | 3 | 1/0 | 0 | ¾ |
| 4. | HSSE | | | 2/3 | 1/0 | 0 | 3 |

| | | | | | | | |
|----|-----|--|--------------|--------------|------------|----------|--------------|
| 5. | PE1 | | | 3 | 1/0 | 0 | 3/4 |
| 6. | PE2 | | | 3 | 1/0 | 0 | 3/4 |
| 7. | S | | Seminar | | | | |
| | | | Total | 17/18 | 1/6 | 0 | 19/23 |

Third Year, Semester VI

| S. N. | Category | Paper Code | Subject | L | T | P | Credit |
|-------|----------|------------|--------------|--------------|----------|----------|--------------|
| 1. | DC | | | 2/3 | 1/0 | 0 | 3 |
| 2. | DC | | | 3 | 1/0 | 0 | 3/4 |
| 3. | DC | | | 3 | 1/0 | 0 | 3/4 |
| 4. | DC | | | 2/3 | 1/0 | 0 | 3/4 |
| 5. | PE3 | | | 2/3 | 1/0 | 0 | 3/4 |
| 6. | PE4 | | | 2/3 | 1/0 | 0 | 3/4 |
| 7. | P | | Project | 0 | 0 | 3 | 3 |
| | | | Total | 14/18 | 6 | 3 | 21/27 |

6.6.17 SUMMER TERM GUIDELINES

Each academic calendar will include odd & even semester along with a summer term (termed as **Summer Term-20XX**) for pursuing courses as per program from session 2019-20 onwards. For pursuing courses in summer term, it is mandatory to the students to get registered as per guidelines framed by university. **However, this facility is available to all UG/PG students who had registered in the courses in the regular (odd & even) semesters and could not clear any of the subjects. PG including the PhD students can also register the thesis units during the summer terms.**

Summer term shall be designed for 45 working days. For the lecture/lab courses, classes will be conducted on all working days as well as Sundays & holidays during summer term. There will be sufficient number of theory, tutorial and laboratory classes in summer term as prescribed in the Course syllabi of ordinance. For example; a subject having L-T-P as 3-1-2, will have at least 6-hrs lecture classes (it can be 1 hrs to 2 hrs) in a week with 4-hours practical classes. The process of evaluation will remain the same as followed in regular semesters, i.e. one mid-term and one major exam. Mid-term exam will be scheduled after 20-days of registration and major exams after 45 working days of semesters. The criteria for attendance will remain same as followed during regular semesters. For certain subjects of study in a Program, where the classes are not held, the process of evaluation will be through an end-term-examination. Students shall have to register during summer term on the advice of the respective Head of Department.

All students are required to register in each summer term for the subjects to be pursued by them as per the program, within a week after results of even semesters are declared. ***The sole responsibility for the registration in time for summer term will be of the student concerned only.*** In view of the short duration of the Summer Term, late registration shall not be permitted.

Registration Procedure: The Dean (UGSE/PGSRD) shall co-ordinate the registration process which will be assisted by the concerned Heads of Departments. The registration procedure shall involve:

- a) Filling of the registration form mentioning the courses to be credited in the summer term
- b) Payment of summer term fees and hostel/examination fees as fixed by the university

The students admitted to summer term shall have to fulfill all the requirements of registration after the results are declared (not later than one week) in consultation with their head of the departments. The students must deposit the registration form along with fees receipt to the office of Dean (UGSE/PGSRD) so that registration work finishes within one week of even semester results declarations.

Cancellation of Registration: Absence for a period of one or more weeks at a stretch in a subject during a summer term will not allow the student to appear in the minor/major exams of that subject.

Grade Calculation:

The grade points secured by the students in the summer term will be used in the computation of his/her CGPA. When a student repeats a course, the new grade will replace the earlier one in the calculation of the CGPA.

6.1.18 POWER TO MODIFY

Notwithstanding all that has been stated above, the Academic Council has the right to modify partly or completely the provisions of above ordinances with the approval of Board of Management. Under extreme exceptional circumstances arising out of certain inconsistency in the ordinance or otherwise, the Vice-Chancellor can take suitable decision in deference to the laid down provisions provided standard of evaluation is not compromised and the same shall be reported to ensuing Academic Council/Board of Management with suitable justification. Such actions of Vice-Chancellor shall not be treated as precedence under any circumstances.