

**BHAGWANT GLOBAL UNIVERSITY
KOTDWAR**



Rules and Regulations

For

Bachelor in Business Administration

On

**Choice Based Credit System &
Continuous Evaluation**

(Effective from the Session: 2017-18)

BHAGWANT GLOBAL UNIVERSITY, KOTDWAR

CHOICE BASED CREDIT SYSTEM (CBCS) & CONTINUOUS EVALUATION ORDINANCE GOVERNING THE BUSINESS ADMINISTRATION

CHOICE BASED CREDIT SYSTEM (CBCS):

The choice based credit system provides flexibility in designing curriculum and assigning credits based on the course content and hour of teaching. The choice based credit system provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and open elective courses. The CBCS provides a cafeteria type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquired more than the required credits, and adopt an interdisciplinary approach to learning. The courses shall be evaluated on the grading system, which is considered to be better than the conventional marks system. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the CBCS System is to be followed.

DEFINITIONS OF KEY WORDS:

- (i) University:** Bhagwant Global University, Kotdwar
- (ii) Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- (iii) Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- (iv) Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses.
- (v) Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be earned by the students.
- (vi) Programme:** An educational programme leading to award of a Degree.
- (vii) Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- (viii) Branch:** Specialization or discipline

- (ix) Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters A, B, C, D, E and F.
- (x) Grade Point:** It is a numerical weightage allotted to each letter grade on a 10-point scale.
- (xi) Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- (xii) Credit Point:** It is the product of grade point and number of credits for a course.
- (xiii) Semester Grade Point Average (SGPA):** It is a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- (xiv) Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- (xv) First Attempt:** If a student has completed all formalities and become eligible to attend the examinations and has attended at least one subject of passing, such attempt (first sitting) shall be considered as first attempt.
- (xvi) Transcript or Grade Card or Certificate:** Based on the grades earned, a grade sheet/certificate shall be issued to all the registered students at the end of every academic year. The grade sheet/certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of both semesters and CGPA earned till that academic year.

1. ADMISSION

- 1.1 Admission to BBA first year in 1st semester will be made as per the rules prescribed by the Academic Council of the University.**
- 1.2 Bhagwant Global University Entrance Examinations/ any other national or state entrance examinations which are considered to be equivalence.**
- 1.3 Admission on migration of a candidate from any other University to the University is permitted on the equivalence of when the student has done minimum 50% syllabus from other university.**

2. ELIGIBILITY FOR ADMISSIONS

2.1 Admission to BBA First Year through Entrance Examination:

- (a) Eligibility for admission to under graduate courses in First year shall be as per guidelines of University.**
- (b) Intermediate/Higher Secondary (10+2) from any approved board.**

2.2 Direct admission on vacant seats at institution/college level: The eligibility criteria for direct admission on seats remaining vacant in first year after entrance examination counseling shall be on merit and such as may be notified from time to time.

2.3 The Academic Council shall have power to amend or repeal the eligibility criteria.

3. ATTENDANCE

3.1 Every student is required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students.

3.2 No student will be allowed to appear in the end semester examination if he / she do not satisfy the overall average attendance requirements of 75%.

3.3 A candidate can have a relaxation of 10% attendance on medical ground by producing a certificate from medical officer of government hospital and a 5% relaxation by the vice chancellor on the recommendation of Dean/Director, faculty.

3.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

4. DURATION OF COURSES

4.1 Total duration of the BBA Course shall be 3 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days.

4.2 A candidate, who has failed twice in first year due to any reason (either due to his/her non-appearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further. Provided further that if a student wishes to continue third time in first year he/she may be allowed on the terms and conditions laid down by the University for such Permission but the maximum time allowed for completing the course will remain the same.

5. CURRICULUM

5.1 The curriculum has been divided into lectures, tutorials, practical, seminars and projects etc. in addition to industrial training and educational tour etc. as defined in the scheme and executive instructions issued by the University from time to time.

5.2 The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

6. ELIGIBILITY OF PASSING

6.1 A student who obtains Grades A+ to E shall be considered as passed. If a student secured "F" grade, he /she has to reappear for the examination. It is mandatory for a student to earn the required credits as mentioned in each semester.

Level	Outstandi Ng	Excellent	Very Good	Good	Above Average	Average	Poor	Fail
Letter Grade	A ⁺	A	B ⁺	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	00
Score (Marks) Range (%)	≥ 90 (90-100)	<90 (80-89)	<80, ≥70 (70-79)	<70, ≥60 (60-69)	<60, ≥50 (50-59)	<50, ≥45 (45-49)	<45, ≥40 (40-44)	< 40 (0-39)

- (a) To pass in a Theory Subject/Drawing, a student shall secure minimum of 40% of marks in the aggregate marks/ maximum marks in the subject including internal marks. i.e. Minimum Passing Grade is “E”.
- (b) To pass in a Practical/Internship/Project/Viva-voce examination, a student shall secure a minimum of 40% of marks in the aggregate marks/ maximum marks in the Practical/Internship/Project/Viva-voce including internal marks. i.e. Minimum Passing Grade in a course is “E”.
- (c) To pass in Seminar, a student shall secure a minimum of 40% of the maximum marks prescribed. i.e. Minimum Passing Grade is “E”.

6.2 The students who do not satisfy the condition 6.1 or the student who remains absent shall be deemed to have failed in that subject and may reappear for the University examination in the subsequent examinations. However, the internal marks awarded to the student/s at previous attempt in the concerned subject will be carried forward.

6.3 A student may, at his/her desire, opt to abandon his/her performance of a semester in following manner.

- (a) A student may opt to abandon his/her performance only in University Examination of the Semester.
- (b) A student may opt to abandon his/her Total Performance of the Semester which includes performance in University Examination and Internal Marks.
- (c) A student may opt to abandon his/her performance in University Examination of any or both semesters of the same academic year only.
- (d) A student shall be allowed to abandon the performance maximum twice during the entire course of study.
- (e) Performance of a semester, once abandoned, can not be claimed again.

6.4 The student, who opts to abandon the performance of a semester as per clause 6.3, shall abandon performance in all the courses of that semester, irrespective of the fact whether the student has passed or failed in any subject of that semester.

6.5 A student, who opts to abandon the total performance of the semester including Internal marks, has to take readmission for the relevant semester. Readmission to the First semester in such cases shall not be considered as fresh admission i.e., the student will not continue to have the same University Roll Number, which was allotted earlier.

6.6 The student, who opted to abandon his / her performance only in the University examination of a semester and does not desire readmission, shall be permitted to re-appear for examinations of all the subjects of the semester in the subsequent examinations as an Ex- Student. However, the internal marks obtained by the student in the abandoned semester shall be retained.

6.7 Such students who opted to abandon the performance at final year are eligible for the award of Class and Distinction at the BBA, but are not eligible for the award of ranks.

6.8 The student who passes a course of a semester as per 6.1 shall not be allowed to appear for the same again, unless he/she opts for *abandoning of results* as per 6.3-6.7.

7. ELIGIBILITY FOR PROMOTION

7.1 There shall not be any restriction for promotion from an odd semester to the next even semester.

7.2 For promotion from even semester to the next odd semester (i.e. of the next academic year) the student has secured 24 credits in the immediately preceding two semesters including theory and practical credits.

Minimum Credit Threshold for Promotion Check Point	Credit Threshold
First Year to Second Year	24 Credits in First Year
Second Year to Third Year	24 Credits in Second year

7.3 The result of the semester shall be declared pass only on securing E or above grades in all subjects and minimum Semester Grade Point Average (SGPA) is 5.0.

8. CARRYOVER SYSTEM

8.1 Following rules shall be followed for carry over papers:

(a) A candidate who satisfies the requirements of clause 6.2 (a) will be required to appear in those theory papers / practical during respective end semester exams in which he/she failed.

(b) A candidate satisfying clause 6.2 (b) shall be required to exercise his/her choice of theory papers in which he/she desires to appear in the examination to fulfill the requirements of clause 6.1(a).

(c) A candidate shall be required to exercise his/her choice of minimum theory papers in which he/she desires to appear in the examination for improvement to fulfill the requirements of clause 7.3.

(d) Candidate appearing for carry over paper in any semester shall be examined with the examination paper of that subject running in that semester.

8.2 All carryover examinations shall be held only with end semester examination.

9. COMPUTATION OF SGPA AND CGPA

9.1 The Bhagwant Global University, Kotdwar adopts absolute grading system wherein the marks are converted to grades, and every semester results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated every semester, except the first semester. The grading system is with the following letter grades and grade points scale as given below:

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Poor	Fail
Letter Grade	A ⁺	A	B ⁺	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	00
Score (Marks) Range (%)	≥ 90 (90-100)	<90 (80-89)	<80, ≥70 (70-79)	<70, ≥60 (60-69)	<60, ≥50 (50-59)	<50, ≥45 (45-49)	<45, ≥40 (40-44)	< 40 (0-39)

9.2 A student obtaining Grade “F” shall be considered failed and will be required to reappear in the examination. Such students after passing the failed subject in subsequent examination/s will be awarded with “E” grade irrespective of

marks he/she scores in the subsequent examination/s.

9.3 The University has right to scale/moderate the theory exam/practical exam/Internal marks of any subject whenever required for converting of marks in to letter grades on the basis of the result statistics of university as in usual practice.

- (a) The modality for moderation of marks before the declaration of result shall be decided by a committee of Pro-Vice Chancellor, Dean PG, Dean UG, and Controller of Examination.**
- (b) The modality for moderation of marks if needed after the declaration of result shall be decided by a committee of Pro-Vice Chancellor, Dean PG, Dean UG, Controller of Examination and an external member not below the rank of Professor nominated by the Vice Chancellor.**
- (c) If the candidate(s) appeared in the examination but theory marks are not available due to missing of copy by any reason, the average marks may be awarded as decided by the committee mentioned in 9.3(a). In case of missing/unavailable of internal marks, Controller of Examination can take decision as per the provision laid down by the Examination Committee.**
- (d) The Committee defined in 9.3 (a) shall also fix up the responsibility and recommend the punishment for occurrence of such case(s) in 9.3(c).**
- (e) All the matters defined under 9.3(a) to 9.3(d) shall be executed subject to the approval of Academic Council of University.**

9.4 Computation of SGPA and CGPA

The following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (S}_i\text{)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

(b) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a

programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

(c) The SGPA and CGPA shall be rounded off to 2 decimal places and reported in the transcripts.

Illustration for Computation of SGPA and CGPA

Computation of SGPA

Illustration No.1

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	4	B ⁺	8	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28
Course 4	3	A ⁺	10	3x10= 30
Course 5	3	D	4	3x4 = 12
Course 6	2	C	6	2x6 = 12
Course 7	2	A	9	2x9 = 18
Course 8	2	C	6	2x6 = 12
Total	24			168

Thus, SGPA= $168/24=7.00$

Illustration No.2

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	4	B ⁺	8	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28
Course 4	3	A ⁺	10	3x10= 30
Course 5	3	F	0	3x0= 00
Course 6	2	C	6	2x6 = 12
Course 7	2	A	9	2x9 = 18
Course 8	2	C	6	2x6 = 12
Total	24			156

Thus, SGPA= $156/24=6.50$

Illustration No.2 (a)

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 5	3	E	4	3x4 = 12

$$Ci \text{ (First Attempt)}156+ Ci \text{ (subsequent attempt)}12= 168$$

$$\text{Thus, SGPA} = 168/24=7.00$$

Illustration No.3

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	4	B ⁺	8	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28
Course 4	3	A ⁺	10	3x10= 30
Course 5	3	A	9	3x9= 27
Course 6	2	C	6	2x6 = 12
Course 7	2	A	9	2x9 = 18
Course 8	2	C	6	2x6 = 12
Total	24			183

$$\text{Thus, SGPA} = 183/24=7.63$$

$$\text{CGPA} = 24 \times 7.00 + 24 \times 7.63 / 48 = 7.3125$$

CGPA after Final Semester

Sem.- 1	Sem. - 2	Sem. - 3	Sem. - 4	Sem. - 5	Sem. - 6
Credit: 24	Credit : 24	Credit : 27	Credit : 27	Credit :24	Credit : 24
SGPA:7	SGPA:8.5	SGPA:9.2	SGPA:6.86	SGPA:8.18	SGPA:7.73

$$\text{Thus, CGPA} = 24 \times 7 + 24 \times 8.5 + 27 \times 9.2 + 27 \times 6.86 + 24 \times 8.18 + 24 \times 7.73 / 150 = X$$

9.5 Transcript (Format): Based on the above recommendations on Letter grades, grade points, SGPA and CCPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters may be issued.

10. CONVERSION OF GRADES INTO PERCENTAGE

Conversion formula for the conversion of CGPA into Percentage is $\text{CGPA Earned} \times 10 = \text{Percentage of marks scored}$.

Illustration: $\text{CGPA Earned } 8.2 \times 10 = 82.0\%$

11. AWARD OF DIVISION, RANK AND MEDALS

11.1 Division shall be awarded only after the eighth and final semester examination based on integrated performance of the candidate for all the six semester as per following details.

(a) A candidate who qualifies for the award of the degree securing E or above grades in all subjects pertaining to all semesters in his/her first attempt within six consecutive semesters (three academic years) as applicable, 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 E or above grades in all subjects of all the semesters within a maximum period of six semesters as applicable, after his/her commencement of study in the 1st semester an addition secures CGPA not less than 6.5 shall be declared to have passed the examination in **FIRST DIVISION**.

(c) All other candidates who qualify for the award of degree by securing E or above grades in all subjects of all semesters within a maximum period of six semesters as applicable, after his/her commencement of study in the 1st/3rd semester an addition secures CGPA not less than 5.0 shall be declared to have passed the examination in **SECOND DIVISION**.

11.2 For award of ranks in a branch, a minimum of 10 students should have appeared in the 8th semester examination. The total number of ranks awarded shall be 10% of total number of students appeared in 8th semester or 10 students, whichever is less in that branch.

12. SCRUTINY AND REVALUATION

12.1 Scrutiny shall be allowed in only theory papers.

12.2 Revaluation of theory papers is permitted only with certain conditions as laid down by university.

13. UNFAIR MEANS

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

14. CONTINUOUS EVALUATION

Internal marks will comprise 40 % of total marks for subjects.

Theory, practical and project shall be awarded as prescribed and at present the break-up of internal marks shall be as follows:

- (a) Class test**
- (b) Assignment**
- (c) Quiz**
- (d) Seminar**

Head of Institution/College will have the rights of marks distribution for (a), (b), (c), (d) comprise 40 % of total marks for subjects.

Make-up test may be held only for those students who could not appear in any one of class tests due to genuine reasons for which the prior permission from the Head of Institution/College was taken.

Make up test (if any) shall ordinarily be held about two weeks before the semester examination.

15. The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University.

.....End.....