

**Program Structure**  
**Bachelor of Business Administration – Honors**  
**(B.B.A - Honors) Program**  
**(for the students admitted in the Academic Year 2024-25)**



**July, 2024**

## Academic Regulations for B.B.A. Honours Program

### 1 About Anurag University and Academic Regulations

- 1.1 Anurag University was established as a State Private University under the Act No. 13, 2020 as per The Telangana State Private Universities (Establishment and Regulation) Act.
- 1.2 The academic environment at the University is being continuously reformed to make it more outcome- based, learning-centric rather than exam-centric. The assessment tools are thus being reformed to assess the extent to which learning outcomes are attained rather than grading the individuals. Learning is a life- long process where the teachers are also evolving and learning continuously with the students. Newer methods and ways are being created at Anurag University, where experimenting, problem solving, experiencing and critical thinking become the way of life; where teachers are mentors and are guides-by- side. The Academic Regulations are meant to be 'light-but-tight' so that they give enough academic freedom to the teachers and the taught.
- 1.3 There are various in-class and out-of-class (through professional chapters, clubs, etc.,) activities which are being designed so that the students get enough opportunities to learn in a variety of contexts and situations.

### 2 Title and Duration of the Program

- 2.1 The program shall be called the Undergraduate (UG) Program in Bachelor of Business Administration-Honours abbreviated as BBA (Hons.). These regulations come into force with effect from the academic year 2024-25 and onwards.
- 2.2 The program duration shall be four academic years divided into eight semesters. Students also have to complete Mini Project / Project work of required duration as per the regulations.

### 3 Program of Study and Code

| Program                             | Code |
|-------------------------------------|------|
| Bachelor of Business Administration | 02   |

Table 1: Program Codes

#### 4 Pedagogical Aspects

The instruction of each course can be through exploration, experiences, lectures, tutorials, practical sessions (in specially crafted laboratories), guided inquiry (Problem Based), mini project, projects, internships, on-the-job-trainings, self-guided learning through Massive Open Online Courses (MOOCs), and various other formal and informal methods.

- 4.1 **Exploratory Courses:** The students are made to observe and explore a task, a situation or a context (not necessarily in classrooms). In the duration of the course, they explore social, environmental, technical, historical, management and other related aspects and prepare a chronicle based on exploration. The teacher's guide the students to explore and prepare the students to be better observers and explorers. The assessment is based on how well the students observe, explore and communicate about their exploration.
- 4.2 **Experiential Courses:** The students are given a 'task-to-do' (not necessarily in classrooms). They may or may not have the theoretical and practical knowledge to do the task. They use their intuitive minds and all the sensory skills, coupled with the knowledge and skills acquired from their previous experiences to accomplish the task. There are no right or wrong outcomes of the task, but they become enriched with their experience and the success and failures encountered during the experience. The teachers give the cues and guide them through with the required resources and keep them engrossed in the task. The students are assessed based on the learning gain and how well they communicate about their experiences.
- 4.3 **Theoretical:** The students are seated in a classroom (lecture theaters in big groups or tutorial halls in smaller groups). They grasp theoretical concepts and apply, analyse them, engage in group discussions or active learning methods, in a manner as guided by the mentor. The teachers use chalk and talk methods, supplemented by modern Information Communication Technology (ICT). The assessment is done in pen-paper or question-answer based strategies (may be in online mode using digital technologies).
- 4.4 **Lab based Practical:** The students indulge in practical sessions in especially crafted laboratories, doing and observing in practical form what they learned in theory /

tutorial classes. The teachers guide the students to arrange the right set up for the experiment and help them observe the practical side of the theoretical concepts. The assessment is done based on how well the experimental set ups are done and how well the students grasp the cause-and-effect relationship of the concepts.

- 4.5 **Guided Inquiry (Problem-Based):** The students are given a large open – ended problem. They navigate through theory, practical, exploration and experience to solve the problem. Since the problem is open- ended, there are many possible solutions to the same. They need to find any one of them. The solution may or may not result into something tangible (it could be just a theoretical solution or a simulation). The teacher guides them to solve the open-ended problem by providing resources and cues and keeps them on an optimal learning path. The assessment is done based on team work (may be done by peers), accuracy and efficiency of problem-solving techniques adopted and correctness of the solution.
- 4.6 **Project - Based:** The students learn to integrate the concepts learnt in theory and practical of the all the courses learnt so far. They are made to build / construct something tangible. Through the course of building, they learn team work, navigate through the failures, manage the resources, create and present. The teachers serve as guide-by-side and help them achieve their goal of building something tangible. The assessment is done based on the extent of achievement of their goal, timely completion and how effective they present their journey of building the project.
- 4.7 **Internship / On-the-Job training:** The students work in real life situation in an industry/start-up or take up an entrepreneurial venture. They are made to deliver the tasks assigned by their reporting manager in a stipulated time. The assessment is done based on how well the task was done and its timely completion. The teacher and the reporting manager at the industry together perform the assessment.
- 4.8 **Self-Guided learning through MOOCs:** The students learn online (anytime – anywhere) at any platform (Swayam, Coursera, Edx, NPTEL, etc.,) from a list of

courses prescribed by the teachers / department. These courses may or may not have credits assigned to them. The teachers help the students in hybrid or blended mode along with the online course instructor to grasp the concepts in a better manner. The assessments done by the MOOC platform is taken for assigning the grade. There is no additional offline assessment required to be done.

## 5 Assessment Strategy

- 5.1 The performance of a student in a semester shall be evaluated course-wise for a maximum of 100 marks in each type of the courses described in section 4.
- 5.2 The distribution of marks for Continuous Internal Evaluation (CIE) and the Semester End Examination (SEE) along with the minimum pass percentage is given in the table 2. In addition, the detailed components of CIE and the SEE will be detailed in the course handout by the faculty course coordinators at the beginning of the course.
- 5.3 The CIE for Theory and Laboratory Courses is for 60 marks. CIE for theory courses consists of Internal assessments for 45 marks including at least 1 group activity, 15 marks for class participation  
CIE can include any of the following components or any other as required by the course:
  - a) **Assignments / Case Analysis / Quizzes:**  
The faculty teaching the course defines the scheme of distribution of assignments etc., in consultation with respective Area Chairs and Head of the department and evaluates the students for 45 marks by conducting following - Case studies /Assignments / Seminars /quizzes/ Group Activities / periodical tests or any other as relevant. At least one group activity should be a part of the assignment and a minimum of 5 activities should be conducted during the semester per course.
  - b) **Class Participation:** 15 marks for class participation is considered to be a part of internal evaluation. Class participation is assessed based on the parameters of initiative of the student, application/ preparation and contribution/creativity of the student in the class.

- c) For all laboratory courses, there shall be CIE during a Semester for 60 marks and SEE for 40 marks. Distribution of CIE marks shall be as follows:
- i) Execution of programmes / experiment and completion of record: 30 Marks.
  - ii) Assignments and skill test: 30 Marks.

#### **5.4 Semester End Examinations (SEE):**

- 5.4.1 The Semester End examination will be conducted for 40 marks which consist of two parts viz., i). Part - A for 10 marks, ii). Part - B for 30 marks. Duration of the semester end examination shall be 150 minutes.
- 5.4.2 Part-A is compulsory, which consists of five (numbered 1 to 5) questions, with one question from each unit carrying 2 marks each.
- 5.4.3 Part-B consists of five questions (numbered 6 to 10) shall be set by covering one question (may contain sub-questions) from each unit of the syllabus carrying 6 marks each. For each question there will be an “either” “or” choice (that means there will be two questions from each unit and the student should have to answer any one of them).
- 5.4.4 For all laboratory courses SEE is of 40 marks which includes execution of programmes/experiment and viva.
- 5.4.5 Managerial Competency development courses / Exploration / Experiential courses are introduced to develop the managerial competencies of the students and to develop a better industry perspective. These courses are offered as credit courses or mandatory courses and shall be evaluated internally through a seminar presentation or assignments. Courses such as Personal effectiveness & grooming, Journey of entrepreneurship - I, Journey of entrepreneurship – II, Business Numeracy, Workplace skills, Approaches to thinking, Creation of Business Plan, Personal productivity, Design Thinking, Communication & Presentation skills and UNSDG team projects shall be evaluated for 100 marks internally. There shall be no external evaluation for these courses. The courses offered under Managerial competency can be modified as per the industry requirements.

- 5.4.6 Mini Projects / Projects / Internship/ Practicum - The student has to do a project/ mini project / internship / practicum after the completion of semester examinations as per the requirements. Mini project is of duration of 5 weeks and Project work will be of 10 – 12 weeks. While doing the mini project / project / internship / practicum, progress will be evaluated internally for 100 marks with CIE for 60 marks and SEE for 40 marks. Students should submit the final project report after the completion of the project and the results will be reflected in the same semester. CIE will be through 2 Progressive seminars during the project progress and SEE will be through presentation and project report at the end of the project work. Completion of certification of relevant MOOCs based courses can also be accepted as project work with the prior approval of Faculty advisor.
- 5.4.7 Comprehensive Viva Voce/Review for 50 marks will be evaluated internally by a panel of faculty.

Table 2: Assessment Strategy

| Course type  | CIE                                     |  | SEE |  | Min. Pass %* in SEE | Min. Pass %* in CIE+SEE |
|--|---|--|-----|--|---------------------|-------------------------|
| Exploratory / Experiential/ Managerial Competencies Manage Manag | 100                                     | Journal of Exploration/ Experience/Presentations   | -   | -  | -                   | 40                      |
| Seminars   | 100                                     | Presentations  | -   | -  | -                   |                         |
| Comprehensive Viva Voce  | -                                       |  | 50  | Oral Exam                                    | 40                  |                         |
| Theoretical  | 60                                      | Written exams/ Presentations/Quizzes/ Class test/ Sessional tests – may be computer assisted | 40  | Written exams – may be computer assisted     |                     |                         |
| Lab-based- Practical   | 60                                      | Conduct of experiments   | 40  | Conduct of experiments / Oral exam/Viva voce |                     |                         |
| Guided Inquiry (Problem Based)                                   | 60                                      | In class assessments (Quizzes/ Presentation/ Open-book test/ Team work/ Sessional)           | 40  | Written exams – may be computer assisted     |                     |                         |
| Mini Projects / Projects   | 60                                      | Presentations/ Achievements of mile stones/team work   | 40  | Presentation/Oral exam Report/               |                     |                         |
| Internships / On- the- Job training / certifications             | Decided based on industry requirements  |  |     |  |                     |                         |
| MOOCs  | Adopted from the strategy of the MOOC** |  |     |  |                     |                         |



*\*A relaxation of 10% of maximum marks shall be given to physically challenged students.*

*\*\* Total number of credits earned through MOOCs cannot exceed 5% of the total credits of the program. On receipt of MOOCs completion certificate from the student, the University shall incorporate the marks/grades in the final mark sheet of the student which counts for award of degree/diploma.*

**5.5 The students can apply for following services offered by the Examinations Branch by paying an additional fee.**

**5.5.1 Recounting:** The totaling of the marks awarded shall be verified in the answer script and corrected if there is any mistake.

**5.5.2 Revaluation:**

- a. The answer scripts of the candidate applied for revaluation are evaluated by two subject experts independently other than the original valuer.
- b. If the difference of marks between these two valuations is 15% or more, it will be sent for third valuation to another subject expert.
- c. Nearest of two valuations out of three will be considered and the average of these two will be taken as the final marks obtained.
- d. If the difference of the final marks after revaluation is  $\geq 15\%$  of the maximum marks with a change in the grade, the new marks will be awarded to the student. Otherwise, there will be no change in the result.

**5.5.3 Challenge Valuation:**

- a. A photocopy of the answer booklet shall be given to the student.
- b. The paper will be evaluated in the presence of the student by a senior faculty member appointed by the University.
- c. If the difference of the final marks after revaluation is  $\geq 15\%$  of the maximum marks with a change in the grade, the new marks will be awarded to the student. Otherwise, there will be no change in the result.
- d. If the difference of the final marks after challenge valuation is  $\geq 15\%$  of the maximum marks with a change in the grade, the amount paid towards challenge valuation will be refunded. Otherwise, the student will forfeit the total amount which he/she has paid.

**5.5.4 Supplementary Examinations**

- a. Supplementary examination(s) in the failed courses shall be conducted as

per schedule given by the University. An additional fee is applicable for appearing in the supplementary examination.

- b. A student who was eligible to appear for the semester end examinations in a course, but was absent / failed in that examination, may appear for the examination in that course during supplementary examinations. In such cases, CIE assessed earlier for that course will be carried over and added to the marks to be obtained in the supplementary examinations for evaluating his/her performance in that course.
- c. If the concerned course is unavailable in the new regulations, the student shall have to appear for the examinations with the syllabus of equivalent course(s) prevailing for the regular students in that academic year. The equivalent course will be established by the concerned Head / Chairperson, Board of Studies (BoS) with the approval of Dean-Academic and Planning. However, if no such similar course is offered in the current regulation, the supplementary examination(s) shall be conducted with the same syllabus which is studied during regular course of study with extra fee as specified by the University from time to time.
- d. In case of a student who failed twice in SEE (i.e., one regular and a subsequent supplementary) may be permitted to appear SEE for 100 marks by submitting an undertaking that he/she will forego secured CIE marks and can appear in the examination for 100 marks. Any absence or partial attendance during SEE shall be counted as an availed attempt.

#### **5.6 Academic Audit:**

The CIE marks awarded by the faculty members are subject to scrutiny and scaling by the university whenever/wherever necessary. In such cases, the CIE and laboratory marks awarded by faculty members will be referred to an Academic Audit committee consisting of Chairperson BOS/Head of the Department, Dean Examinations/Controller of Examinations and the subject expert. The committee will arrive at a scaling factor and the marks will be scaled accordingly. The recommendations of the committee are submitted to the Vice Chancellor and his/her decision is final. The laboratory records and internal test papers shall be preserved for a period of one year or

as specified by University from time to time.

## 6. Passing Standards

6.1 A student shall be declared successful or 'passed' in a semester, only when he/she gets a SGPA  $\geq 5.00$  (at the end of that particular semester); and a student shall be declared successful or 'passed' in the entire UG Program, only when he/she gets a CGPA  $\geq 5.00$ ; subject to the condition that he/she secures a GP  $\geq 5$  (C Grade or above) in every registered course in each semester

6.2 A student shall be declared successful or 'passed' in any non-credit course, if he/she secures a or 'satisfactory participation certificate' for that mandatory course

6.3 After the completion of each semester, a grade card or grade sheet (or transcript) shall be issued to all the registered students of that semester, indicating the letter grades and credits earned. It will show the details of the courses registered (course code, title, no. of credits etc.), grade earned, credits earned, SGPA and CGPA.

## 7. Attendance Requirements

7.1 A student is eligible to appear the Semester End Examinations (SEE) only if he/she acquires a minimum of 75% attendance in aggregate of all courses.

7.2 Subject to obtaining prior permission and approval from the Dean/HoD/Competent authority and payment of condonation fee, relaxation in the attendance requirement (as in clause 7.1) may be given as specified in the table 4 below. The Condonation of shortage of attendance in aggregate up to 10% ( $\geq 65\%$  and  $< 75\%$ ) in each semester may be granted on:

| Relaxation up to | Grounds   | Prerequisite  |
|------------------|---|---|
| 10%              | Medical exigency / emergency  | Medical certificate from a certified medical practitioner                                     |
| 10%              | Attending N.S.S/N.C.C Camps and/or inter collegiate and/or Inter University or Inter State / International sports tournaments | Prior approval from the competent authority and a valid certificate of participation          |
| 15%              | Adult female students for pregnancy   | Medical certificate from certified medical practitioner and approval from the Vice Chancellor |

Table 3: Relaxation in Attendance requirements

7.3 Students who are not eligible (as given in sections 7.1 and 7.2) are declared as

detained and are not allowed to register for SEE.

7.4 Detained students are required to seek re-admission (refer to section [9.2](#)) into the corresponding semester in subsequent academic session, within four weeks from the date of commencement of class work with the academic regulations of the batch into which he/she gets readmitted.

7.5 For all mandatory, non-credit courses offered in a semester, a student shall be declared successful or 'passed', if he/she secures  $\geq 75\%$  attendance along with 'satisfactory participation certificate' in such a course. Marks or letter grade shall not be allotted for these mandatory non-credit mandatory courses.

## 8. Grading System

8.1 Marks will be awarded to indicate the performance of each student in each theory courses or practical/seminar/project/mini-project/summer internship etc., based on the percentage of marks obtained in both CIE and SEE taken together as specified above, and a corresponding letter grade shall be given.

8.2 A 10-point absolute grading system using the following letter grades and corresponding percentage of marks is as given below in the table 4:

| Letter Grade |             | Grade Points | % Marks secured Range |        |
|--------------|-------------|--------------|-----------------------|--------|
| O            | Outstanding | 10           | $\geq 90$             | 100    |
| A+           | Excellent   | 9            | $\geq 80$             | $< 90$ |
| A            | Very Good   | 8            | $\geq 70$             | $< 80$ |
| B+           | Good        | 7            | $\geq 60$             | $< 70$ |
| B            | Average     | 6            | $\geq 50$             | $< 60$ |
| C            | Pass        | 5            | $\geq 40$             | $< 50$ |
| F            | Fail        | 0            | $< 40$                | -      |
| Ab           | Absent      | 0            | -                     | -      |

Table 4: Letter Grades

8.3 A student obtaining 'F' grade in any course shall be considered as 'failed' and will be required to reappear as 'supplementary candidate' in the SEE, as and when conducted. In such cases, CIE in those course(s) will remain same as those the student obtained earlier.

8.4 A letter grade does not imply any specific percentage of marks.

8.5 In general, a student shall not be permitted to repeat any course (s) only for the sake of 'grade improvement' or 'SGPA/CGPA Improvement'.

8.6 A student earns grade point (GP) in each course, on the basis of the letter grade obtained by him/her in that course (excluding mandatory non-credit courses). Then the corresponding 'credit points' (CP) are computed by multiplying the grade point with credits for that particular course.

$$\text{Credit Points (CP)} = \text{Grade Point (GP)} \times \text{Credits (for a course)}$$

8.7 After successful completion of the course only, the students get  $GP \geq 5$  (C grade or above).

8.8 SGPA/CGPA at the end of each semester shall be awarded only if he/she passed all the courses up to end of that semester.

## 9. Promotion and Re-Registration Rules

9.1 The Rules of promotion is given in the table 5.

| Promotion                | Condition to be fulfilled  |
|--------------------------|--|
| From I Year to II Year   | 50% of the total credits up to 1 <sup>st</sup> year 2 <sup>nd</sup> semester   |
| From II Year to III Year | i. 60% of the total credits up to 2 <sup>nd</sup> year 1 <sup>st</sup> semester OR<br>ii. 60% of the total credits up to 2 <sup>nd</sup> year 2 <sup>nd</sup> semester |
| From III Year to IV Year | i. 60% of the total credits up to 3 <sup>rd</sup> year 1 <sup>st</sup> semester OR<br>ii. 60% of the total credits up to 3 <sup>rd</sup> year 2 <sup>nd</sup> semester |

Table 5: Promotion Rules

## 10. The Re Registration:

- A student detained due to shortage of attendance in a semester may seek re-admission into the corresponding semester in subsequent academic session, within two weeks from the date of commencement of class work with the academic regulations of the batch into which he/she gets readmitted.
- When a student is detained due to shortage of attendance in any semester, no grade allotments or SGPA/CGPA calculations will be given for that entire semester in which he/she is detained.
- When a student is detained due to lack of credits in any year, he/she may be readmitted after fulfillment of the academic requirements, with the academic

regulations of the batch into which he/she gets readmitted.

- d. For readmitted candidates, if there are any professional electives / open electives, the same may also be re-registered if offered. However, if those electives are not offered in later semesters, then alternate electives may be chosen from the set of elective courses offered under that category.

#### **11. Eligibility for the Award of B.B.A / B.B.A (Hons.)**

A student shall be eligible for award of the B.B.A degree if he/she fulfills all the following conditions:

- 11.1 He/she should have registered and successfully completed all the components prescribed in the program of study to which he/she is admitted by securing 120 credits for BBA and 160 Credits for BBA (Hons.).
- 11.2 He/she have obtained CGPA greater than or equal to 5.0 (minimum requirements for pass).
- 11.3 He/she has no dues to the Institute, Hostels, Libraries, NCC / NSS etc.
- 11.4 No disciplinary action is pending against him/her.
- 11.5 Those who fail to fulfill the above academic requirements shall forfeit their admission.

#### **12. Award of Class**

- 12.1 A student who registers for all the specified courses as listed in the program and secure the required number of 160 credits (with CGPA > 5.0), within six academic years from the date of commencement of the first academic year, shall be declared to have 'qualified' for the award of the B.B.A degree with Honors
- 12.2 The CGPA can be converted to equivalent percentage of marks by using the following formula:

$$\text{Percentage (\%) of marks} = (\text{CGPA} - 0.5) \times 10$$

- 12.3 A student who qualifies for the award of the degree as listed in item 11.1 shall be placed in the following classes given in the table 6:

| CGPA Range |       | Class                        | Condition  |
|------------|-------|------------------------------|--|
| ≥8.00      | -     | First Class with Distinction | <ul style="list-style-type: none"> <li>• Should have passed all the courses in regular examinations and should complete the program in four years of time.</li> <li>• Should not have been detained or prevented from writing the semester end examinations in any semester due to shortage of attendance or any other reason.</li> <li>• The students who secure CGPA ≥8.00, but not fulfilling the conditions for <b>First Class with Distinction</b> shall be awarded <b>First Class</b> only.</li> </ul> |
| ≥6.50      | <8.00 | First Class                  | --   |
| ≥5.50      | <6.50 | Second Class                 |  |
| ≥5.00      | <5.50 | Pass Class                   | --   |

Table 6: Award of Class

### 13. Registration for additional courses of succeeding semester

- 13.1 A student is permitted to register for an additional theory course of the succeeding semester in the current semester, provided he/she shall have secured the CGPA ≥7.0 at the end of 2<sup>nd</sup> year 2<sup>nd</sup> semester.
- 13.2 Department(s) will issue a notification at the beginning of the semester to notify the registration process, course(s) to be offered, minimum number of students to be enrolled for course(s) and other information.
- 13.3 After registering for a course, a student shall attend the classes, to satisfy the attendance requirements for attending the SEE.
- 13.4 Any student may be barred from registering for any course for specific reasons like disciplinary reasons, non- payment of fees, etc.
- 13.5 Dropping of courses: Within four weeks after the commencement of the semester, the student may, in consultation with his/her faculty advisor, drop the registered course.

### 14. Exit Policy

- 14.1 The 4-year bachelor's degree program is considered a preferred option since it would provide the opportunity to experience the full range of holistic and multidisciplinary education. However, there is a multiple entry and exit points and re-entry options, with appropriate certifications in the chosen fields of study as per NCrf.
- 14.2 Academic Bank of Credits: A provision is given to the students to allow Credits awarded to a student for one program from an institution may be transferred / redeemed by another institution upon students consent. Students shall register on the ABC portal within six months from the date of admission.

## **15. Withholding of Results**

If the student has not paid the dues, if any, to the University or if any case of disciplinary action is pending against him/her, the result will be withheld, and he/she will not be allowed into the next semester. In such cases the matter will be referred to the Academic Council for final decision.

## **16. Transitory Regulations**

16.1 Discontinued, detained, or failed candidates are eligible for readmission as and when next offered as per the university admission procedure.

16.2 Students on transfer shall complete the prescribed courses of the concerned program not covered earlier should take the remaining program along with others.

## **17. Termination from the program**

The admission of a student to the program may be terminated in the following circumstances:

17.1 The student fails to satisfy the requirements of the program within the maximum period stipulated for the program.

17.2 The student fails to satisfy the norms of discipline specified by the university from time to time.

## **18. Amendments**

The regulations hereunder are subject to amendments as may be made by Academic Council from time to time. Any or all such amendments will be effective from such date and to such batches of candidates (including those already undergoing the program).



## ANNEXURE – I: Calculation of Grade Point Average

### 1. SGPA and CGPA

The credit index can be used further for calculating the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both of which being important performance indices of the student. While SGPA is equal to the credit index for a semester divided by the total number of credits registered by the student in that semester, CGPA gives the sum total of credit indices of all the previous semesters divided by the total number of credits registered in all these semesters. Thus, the Grade Point Average (GPA) will be calculated according to the formula:

$$GPA = \frac{\sum C_i G_i}{\sum C_i}$$

Where  $C_i$  = number of credits for the course  $i$ ,  
 $G_i$  = grade points obtained by the student in the course.

Semester grade point average (SGPA) is calculated up to second decimal point and it is calculated only when all courses in that semester are cleared / passed.

$$SPGA = \frac{\sum[(\text{Course credits}) \times (\text{Grade points})]}{\sum[\text{Course credits}]}$$

To arrive at cumulative grade point average (CGPA), the formula is used considering the student's performance in

all the courses taken in all the semesters completed up to the particular point of time. CGPA is rounded off to TWO decimal places.

$$CPGA = \frac{\sum[(\text{Course credits}) \times (\text{Grade points})]}{\sum[\text{Course credits}]}$$

CGPA is thus computed from the I Year First Semester onwards, at the end of each semester, as per the above

formula. However, the SGPA of I year I semester itself may be taken as the CGPA, as there are no cumulative effects.

## 2. An Illustrative Example

An illustrative example given below indicates the use of the above two equations in calculating SGPA and CGPA, both of which facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively.

| Year and Semester                        | Course No.                                 | Credits   | Grade | Grade Points       | Credit Points |
|--|--|---|-------|--------------------|---------------|
| I Year I Sem.                            | XX101                                      | 4   | A     | 8                  | 32            |
| I Year I Sem.                            | XX102                                      | 4   | B     | 6                  | 24            |
| I Year I Sem.                            | XX103                                      | 4   | A+    | 9                  | 36            |
| I Year I Sem.                            | XX104                                      | 4   | A     | 8                  | 32            |
| I Year I Sem.                            | XX105                                      | 1.5   | O     | 10                 | 15            |
| I Year I Sem.                            | XX106                                      | 1.5   | A+    | 9                  | 13.5          |
| <b>Total</b>                             |  | <b>19</b>   |       |                    | <b>152.5</b>  |
|  | <b>SGPA = <math>152.5/19 = 8.03</math></b> |   |       | <b>CGPA = 8.03</b> |               |
| I Year II Sem.                           | XX107                                      | 4   | B+    | 7                  | 28            |
| I Year II Sem.                           | XX108                                      | 3   | A     | 8                  | 24            |
| I Year II Sem.                           | XX109                                      | 3   | B     | 6                  | 18            |
| I Year II Sem.                           | XX110                                      | 4   | C     | 5                  | 20            |
| I Year II Sem.                           | XX111                                      | 2   | A+    | 9                  | 18            |
| I Year II Sem.                           | XX112                                      | 1.5   | O     | 10                 | 15            |
| I Year II Sem.                           | XX113                                      | 1.5   | O     | 10                 | 15            |
| <b>Total</b>                             |  | <b>19</b>   |       |                    | <b>138</b>    |
| <b>SGPA = <math>138/19 = 7.26</math></b> |  |   |       |                    |               |
|  |  | <b>CGPA = <math>(152.5+138)/(19+19) = 7.64</math></b> |       |                    |               |

Table 8: An example of SGPA and CGPA calculation

If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; But, if it is not resolved even at this stage, the number of times a student has obtained higher grades like O, A, B etc. shall be taken into account in rank ordering of the students in a class.

### ANNEXURE – II: Disciplinary Action against Students – Provisions

- 1.1 Student's behavior and discipline will be assessed and will receive the same attention as the academic work.  
Discipline includes the observance of good conduct and orderly behavior by the students of the University.
- 1.2 All students pursuing a Program at the University shall observe code of conduct and maintain discipline and must consider it as a duty to behave decently at all places.
- 1.3 Every student shall always carry the Identity card issued by the University. Every student shall have to produce or surrender the identity card, as and when required by the proctorial staff, teaching and library staff and the officials of the university. The loss of the identity card, whenever it occurs, shall immediately be reported in writing to the Registrar.
- 1.4 Any violation of the code of conduct or breach of any rules and regulations of the University is construed as an act of indiscipline and shall make him / her liable for disciplinary action.
- 1.5 The following acts are treated as gross indiscipline.
  - a) Disobeying the teacher/officials or misbehaving in the class.
  - b) Quarrelling or fighting in the University campus or in the hostels amongst themselves, or indulging in any activity which amounts to ragging or harassment of other students.
  - c) Quarrelling or fighting with a university employee(s) or any other public utility functionaries in the campus.
  - d) Indecent behavior in the campus or outside causing inconvenience to others.
  - e) Visiting socially unacceptable websites, smoking or consuming liquor or banned substances like drugs etc.
  - f) Damage to the University property.
  - g) Indulging in acts of theft, forgery, stealing and misappropriating.
  - h) Any other activity that defames the University:
    - i. Use of mobile in the class/academic area.
    - ii. Irregularity in attending classes, persistent idleness, negligence or indifference towards the work assigned.
    - iii. Any other conduct which is considered to be unbecoming of student.

### ANNEXURE – III: Rules for Students Conduct and Behavior in Campus and Outside

The rules and regulations, academic calendar shall be provided to students. In general, Dean - Student Affairs will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/she will be assisted by other members of faculty/ staff/ wardens as nominated.

#### 1. Conduct and Behavior:

- Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extracurricular duties assigned to them. Their attendance and leave are governed by the regulations pertaining to them.
- Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- Students must conduct themselves with due decorum in the classes, laboratories, library etc. and move in an orderly and disciplined manner in the campus.
- Students should not indulge in abusive behavior/ violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action.
- No meeting of the students other than those organized under the aegis of the various recognized students' activities shall be called without the prior permission in writing from the Dean, Student Affairs.
- Neither meetings/functions within the University campus shall be organized nor an outsider addresses the students without the prior permission in writing from the Registrar.
- No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage.
- Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- Students must take good care of all University property. Any damage to university property shall be viewed as indiscipline. Such students, in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.

- Students must handle the laboratory equipment, instruments and machinery with great care. Any damage or breakage of such equipment etc., due to improper use and negligent handling will have to be made good by the students concerned.
- Ragging in any form is unlawful and strictly prohibited. If a student is found in ragging activity, he/she shall be punished as per the Anti-Ragging Act.
- The University shall have a zero-tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court.
- Mobile/cellular phone shall be kept in silent mode during the classes and violation will lead to confiscation of the mobile phone.
- All the students are required to observe the decorum in the dress code as prescribed by the University. Students not adhering to the prescribed dress code may be denied entry to the University campus;
- Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc., inside or outside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/University.

## 2. Policy to prevent Sexual Harassment:

- The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual;
- A policy shall be prescribed by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)" Act, 2013;
- All references / complaints and redressal mechanism pertaining to any matter will be handled within the ambit of the said Act and the Rules framed there under. The policy so prescribed shall be communicated to all employees and students.

## 3. Grievance and Redressal Mechanisms:

- The University shall constitute various Grievance and Redressal committees and its guidelines as specified by the statutory authorities of the University.

#### ANNEXURE – IV: Rules against Malpractices

| S.No | Nature of Malpractice or Improper conduct during   | Rules against Malpractices   |
|------|--|--|
|      | <b>If the candidate:</b>   |  |
| 1    | Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the course of the examination) | Expulsion from the examination hall and cancellation of the performance in that course only.   |
| (a)  |  |  |
| (b)  | Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones, wearable devices with any candidate or persons in or outside the exam hall in respect of any matter.  | Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he/she will be handed over to the police and a case is registered against him/her.   |
| 2    | Has copied in the examination hall from any paper, book, programmable calculators, palm computers, cell phones, wearable devices or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing.  | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that semester/year. The hall ticket of the candidate is to be cancelled. |

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| 3 | Impersonates any other candidate in connection with the examination. | The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all Semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he/she will be handed over to the police and a case is registered against him/her. |
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| S.No | Nature of Malpractice or Improper conduct during  | Rules against Malpractices   |
|------|---|--|
| 4    | Exchange the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination. Takes away answer book or additional sheet, during or after the examination.   | Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all SEEs. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. |
| 5    | Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks   | Cancellation of the performance in that course.  |
| 6    | Refuses to obey the orders of the Chief Superintendent / Assistant Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty inside or outside the examination hall or causing any injury to himself / herself or to any others or threatens whether by words, either spoken or written or by signs or by visible representation, assaults the officer in-charge, or any person on duty in or outside the examination hall or any others, or indulges in any other act of misconduct or mischief which result in damage to or | They shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case will be registered against them.  |

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| 7 | Leaves the exam hall taking away answer script or intentionally tears the script or any part-thereof inside or outside the examination hall. | Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work & shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester examinations. The continuation |
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| S.No | Nature of Malpractice or Improper conduct during examinations   | Rules against Malpractices  |
|------|---|---|
| 8    | Possess any lethal weapon or firearm in the examination hall.   | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred and forfeits these at.   |
| 9    | Who is not a candidate for the particular examination or any person not connected with the University indulges in any malpractice or improper conduct mentioned in clause 6 to 8. | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the University will be handed over to police and, a police case will be registered against them. |
| 10   | Comes in a drunken condition to the examination hall.   | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining  |

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| 11 | Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.   | Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that semester/year examinations. |
| 12 | If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the malpractice committee for further action on suitable punishment as per rules. |   |

Table 9: Rules against Malpractice

## ANNEXURE – V: Definitions

In these Regulations, unless the context otherwise requires:

1. Academic Year: Two consecutive (one odd+one even) semesters constitute one academic year.
2. Semester: Each semester shall consist of 16 weeks of instruction. The odd semester may be scheduled from June to November and even semester from December April/May.
3. Program: An academic program of the University.
4. Course: Usually referred to, as a 'subject' is a component of a program. 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.
5. 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.
6. Credit Point: It is the product of grade point and number of credits for a course.
7. Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.
8. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters i.e., O, A+, A, B+, B and F.
9. Semester Grade Point Average (SGPA): It is a measure of academic performance 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.
10. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student. The CGPA is the ratio of total credit points secured by a student in all semesters and the sum of the total credits. It shall be expressed up to two decimal places.
11. Honors: To facilitate the students to choose additional courses by deep dive into emerging areas in their own discipline. The Honors program shall be offered by the parent/allied department. For example, a student of ECE may opt Honors program in VLSI offered by the ECE department.
12. Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with

SGPA of that semester and CGPA earned till that semester.

13. The academic regulations should be read as a whole for the purpose of any interpretation.
14. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice Chancellor is final.