ORDINANCE

SRHU/ORD/07

SWAMI RAMA HIMALAYAN UNIVERSITY

Swami Ram Nagar, Jolly Grant, Dehradun
In exercise to the powers conferred by Statute 4.05 (2) (b) of the First Statutes of Swami Rama Himalayan University, the Board of Management has framed the following Ordinance for smooth functioning of the University:

Ordinance SRHU/ORD/07: Academic Regulations for BBA Programme.

1. Short Title and Commencement:

   1.1 These regulations shall be called “Regulations for the BBA Programme of Swami Rama Himalayan University.”

   1.2 These regulations shall be deemed to have come into force from the date as approved by the Board of Management of the Swami Rama Himalayan University.

2. Definitions/ Descriptions:

   2.1 Academic Programme shall mean a programme of courses and/or any other component leading to a Bachelor’s degree.

   2.2 Academic Year shall mean a period of twelve months in to 02 (two) Semesters of ~ 20 weeks each (inclusive of 90 instructional days) for course work.

   2.3 CBCS shall mean Choice Based Credit System; where a student apply cafeteria based approach to select his set of courses offered in the semester.

   2.4 CCEA shall mean Comprehensive Continuous Evaluation and Assessment which comprises of components i.e. CIE, TA and ESE.

   2.5 CGPA shall mean Cumulative Grade Point Average of a student.

   2.6 CIE shall mean Continuous Internal Evaluation; which includes CIE-I & CIE-II (each covers 1/3rd of syllabus); announced through Academic Calendar on commencement of Academic Year.

   2.7 Course shall mean a curricular component identified by a designated code number and a title.

   2.8 Course Coordination Group shall mean a group of faculty members involved in teaching and evaluation of a course.

   2.9 Course Coordinator shall mean a faculty member, who shall be responsible for coordinating the work of all faculty member(s) involved in teaching and evaluation of a course.

   2.10 Course Instructor shall mean a faculty member involved in teaching and evaluation of a course.

   2.11 Course Load every student shall be required to register for a set of Courses in each Semester, with a total number of course Credits being limited by considering the permissible weekly Contact Hours (~30/Week, to enable the students to engage in homework assignments, self-learning outside the Class rooms/Field work, Extra/Co-Curricular activities and add-on Courses, if any, for their overall development). Thus, an average Course Load of 20-24 Credits/Semester (e.g.,6-8 Courses) shall be offered/given in normal case.
2.12 **Course Registration** shall mean that every student shall formally register himself for prescribed set of *Courses (Credits)*, offered, in an each Semester.

2.13 **Course Flexibility** shall mean flexibility provided to the students in selecting the courses, based on their learning capacities.

2.14 **Credit** shall mean numerical weightage given to a course of study.

2.15 **Credit Courses** shall mean courses registered by a student in a *Semester* to earn *credits* where he will earn *one Credit* by registering and passing, one hour/week/Semester for Theory/Lecture (L) Courses or Tutorials.

2.16 **Credit Representation** shall mean Credit values, as defined below, for different academic activities:

<table>
<thead>
<tr>
<th>Contact Hours/Week/Semester</th>
<th>Credits (L: T: P)</th>
<th>Total Credits (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures (hrs/wk/Sem)</td>
<td>Tutorials (hrs/wk/Sem)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

2.17 **Credits required for the Award of Degree** shall mean minimum number of *Credits* to be earned by a student for award of BBA Degree.

2.18 **ESE** shall mean **End Semester Examination** conducted at the University level.

2.19 **Enrolment to the University** shall mean the enrolment of a student to Swami Rama Himalayan University after completion of admission related requirements.

2.20 **Grade** shall mean the prescribed alphabet awarded to a student based on his performance in the examinations.

2.21 **Grade Card** shall mean the printed record reflecting student’s performance.

2.22 **Grade Point** shall mean point given to a grade on the scale of 10 (ten).

2.23 **Registration to the Programme** shall mean registration of a student to the BBA Program after completion of admission related requirements.

2.24 **Report(s)** shall mean prescribed alphabet(s) citing the reason for not being awarded the grades.

2.25 **TA** shall mean a *Teacher’s Assessment* normally conducted by a *Course Instructor* and includes assignments, group discussion, seminar, presentation, practicals, practices, & quizzes throughout the *Semester*.

2.26 **University** shall mean Swami Rama Himalayan University (SRHU).

3. **Admissions:**

Admission to BBA Programme shall be made by the University. Eligibility criteria and procedure for admission to BBA Programme shall be as prescribed by the University from time to time.
4. Programme Structure:

Broad categories of courses to be studied over the entire duration of the BBA Programme are as follows:

(a) Accounting and Finance (AF)
(b) General Management (GM)
(c) Human Resource and Organizational Behaviour (HR)
(d) Marketing (MK)
(e) Management Science (MS)
(f) Professional Studies (PS)
   (i) Summer Internship Project
   (ii) Personality Development Programs

In addition to the above categories, students shall be exposed to other domains of study through the following courses:

(g) Audit Courses (AC)
(h) Compulsory Audit Courses (CA)

5. Registration:

5.1 Registration to the Programme:

The candidate shall be eligible for registration to the programme subject to verification and submission of all the required documents and deposit of prescribed fee.

5.2 Course Registration:

(i) A student shall be required to register himself every semester, as per the schedule defined in Academic Calendar, for the prescribed set of course offered to him.

(ii) A student while registering for the course(s) at Semester III and beyond, shall be given the option of registering for 02(two) additional courses in advance of the higher semester.

(iii) Withdrawal: A student shall have an option to withdraw from courses, not exceeding 02(two), in a semester as per the schedule defined in Academic Calendar.

6. University Enrolment:

All the students admitted shall be enrolled with the university. Enrollment Number once allotted by the University shall be unique and will have to be quoted by the students for all the correspondence with the University and also wherever necessary.
7. Duration of the Programme:

The duration of BBA programme is 03 (three) years. However, a student admitted to the programme shall be required to complete the BBA degree within the duration of 06(six) years from the date of registration; failing which his registration to the programme shall stand cancelled.

8. Temporary Discontinuation from the Programme:

8.1 Temporary discontinuation from the programme shall be allowed in exceptional cases for 02 (two) consecutive semesters but not more than 01 (one) year with prior approval of the Head of constituent academic unit. However, the student shall be allowed to rejoin the programme from next Academic Semester/Year.

8.2 Any student who temporarily discontinues the programme on medical ground shall be allowed to rejoin the programme from the next Academic Semester/Year provided that he is found medically fit by the medical board constituted by the University from time to time.

8.3 Any student who temporarily discontinues the programme due to any other reasons shall be allowed to rejoin the programme only after approval is granted by the competent authority of the University.

9. Attendance:

9.1 A student is required to maintain a minimum 75% attendance in theory classes before conduct of any evaluation component/Examination.

9.2 Requirement of attendance in the practical/practices/fieldwork classes shall be 100%. In case, any of the experiment is missed-out due to absence of the student, it shall be the responsibility of the student to carry out the same with due permission of the concerned course coordinator.

9.3 Dean/Head of constituent college shall review the cases of short attendance before commencement of any of the evaluation component in every semester and thereafter a list of students ‘not eligible’ shall be notified.

<table>
<thead>
<tr>
<th>Name of the Evaluation Component</th>
<th>Attendance Criteria for Appearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIE-I</td>
<td>75% attendance up to start of component from commencement of the Semester.</td>
</tr>
<tr>
<td>CIE-II</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
</tr>
<tr>
<td>End Semester Examination</td>
<td></td>
</tr>
</tbody>
</table>

10. Remedial Classes:

A student having short attendance till the last day of class work will be entitled to improve his attendance by joining remedial classes before the commencement of End Semester Examinations. Such a student shall be required to attend the College/Department during the period of preparatory leave and also to complete the work assigned by the Course Coordinator(s)/Instructor(s) of the respective course(s). The attendance so obtained by the student shall be added to his regular attendance of the respective courses of the semester. Student who is thus able to achieve 75% of attendance will be eligible to appear for the End Semester Examination.
11. Evaluation and Assessment:
There shall be comprehensive continuous evaluation and assessment (CCEA) for all the students registered for BBA program. Procedure for CCEA shall be as follows:

11.1 Internal Evaluation & Assessment:

(i) The First Evaluation component i.e. CIE-I shall be of \(1 \frac{1}{2}\) (one & half) hour duration examination based on the syllabus covered in first 05 (five) weeks from the commencement of the semester.

(ii) The Second Evaluation component i.e. CIE-II shall be of \(1 \frac{1}{2}\) (one & half) hour duration examination based on the syllabus covered in further 05 (five) weeks.

(iii) There shall be Assignments/Seminars/Presentation/Practicals/Practices/Quizzes/Field Work in a semester and the respective Course Instructors/In-charges shall hold them as a part of Teacher’s Assessment (TA).

11.2 Make-up Examination for CIE Tests:

(i) Make-up examination for CIE’s is an opportunity given to the students who missed any or both the CIE’s either due to shortage of attendance, or not being able to appear for the test/tests due to some unforeseen circumstances.

(ii) Make-up Examination for CIE’s shall be held between CIE-II and the End Semester Examination.

(iii) A student shall be eligible to appear for the make-up examination for CIE Tests, provided he fulfills the required attendance by the time of holding of make-up examination for the CIE’s.

(iv) There shall be single paper of 02 (two) hours duration comprising of two sections of one hour duration each. Section-I and Section-II will be based on the syllabus of CIE-I and CIE-II respectively. The students will be required to attempt the necessary section(s) as per their eligibility.

11.3 End Semester Examinations:

(i) End Semester Examination of 03 (three) hours duration shall be held after 15 (fifteen) instructional weeks from commencement of the semester and will cover entire syllabus of a course.

(ii) A student, besides having complied with minimum requirement for the attendance, who has neither appeared for CIE-I or CIE-II nor for its make-up examinations, shall not be eligible to appear at the End Semester Examination.

11.4 Evaluation of Answer Sheets:

(a) Evaluation for CIE Components:

(i) Examination-In-Charge designated by the constituent college shall be responsible for distributing all the answers sheets amongst the respective Course Coordinators for evaluation and award of scores.
(ii) The respective Course Coordinators shall then uniformly distribute the answer sheets to the course in-charge(s) for evaluation within the stipulated time frame.

(iii) Evaluated answer sheets shall then be handed over to students. Discrepancy, if any, will be corrected then and there and signature of each of the student shall be obtained as a proof thereof.

(iv) The course coordinators shall be responsible to submit the consolidated award list for the respective component to the designated Examination-In-Charge.

(b) Evaluation for End Semester University Examination:

(i) Centralized Evaluation process shall be adopted for the End Semester University Examination.

(ii) Once the answer booklets are received by the Examination Cell of the University, for fair evaluation to conceal the identity of an examinee coding of answer booklet shall be done by the Examination Cell before distribution to the Dean/Head of the constituent college for evaluation.

(iii) Evaluation of answer booklets shall be done at such place as decided by the University.

(iv) Dean / Head of the constituent college shall distribute the encoded answer sheets to the concerned Course Coordinators. The respective Course Coordinators shall then uniformly distribute the answer sheets to the evaluators designated by the University for Evaluation within the stipulated time frame.

(v) Subsequent to evaluation, it shall be the responsibility of the concerned course coordinators to hand over the evaluated answer sheets to students. Discrepancy, if any, will be corrected then and there and signature of each of the student shall be obtained as a proof thereof.

(vi) All the evaluated answer sheets, along with award list of End Semester University Examination and composite scores of all the components i.e. CIE, TA and ESE, shall be submitted separately by the respective course coordinator to the Dean/Head of the constituent college for further forwarding to the University Examination Cell.

12. Heads of Passing:

End Semester Theory Examination, Continuous Internal Evaluations and the Teachers Assessment together, shall form the Head of Passing.
13. Course-wise Grading:

The letter-grades and their equivalent grade points are indicated below:

<table>
<thead>
<tr>
<th>Percentage of Marks after Normalization</th>
<th>Letter Grades</th>
<th>Grade Points</th>
<th>Description</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>S</td>
<td>10</td>
<td>Superior</td>
<td>Pass/Satisfactory*</td>
</tr>
<tr>
<td>85-94</td>
<td>A</td>
<td>9</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>75-84</td>
<td>B</td>
<td>8</td>
<td>Very Good</td>
<td></td>
</tr>
<tr>
<td>65-74</td>
<td>C</td>
<td>7</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>55-64</td>
<td>D</td>
<td>6</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>45-54</td>
<td>E</td>
<td>5</td>
<td>Below Average</td>
<td></td>
</tr>
<tr>
<td>40-44</td>
<td>P</td>
<td>4</td>
<td>Marginal</td>
<td></td>
</tr>
<tr>
<td>&lt;40</td>
<td>F</td>
<td>0</td>
<td>Poor</td>
<td>Fail/Unsatisfactory*</td>
</tr>
</tbody>
</table>

* Performance of a student in Audit/Compulsory Audit Course shall be reported as Satisfactory/Unsatisfactory.

A student who cannot be awarded any of the above grades on account of any of the reasons mentioned here in under shall be given the corresponding report in the grade card.

<table>
<thead>
<tr>
<th>Status of Student</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal from the Course</td>
<td>W</td>
</tr>
<tr>
<td>Detained in End Semester Examination due to Shortage of Attendance</td>
<td>SA</td>
</tr>
<tr>
<td>Abstaining from the End Semester Examination</td>
<td>AB</td>
</tr>
<tr>
<td>Incomplete Term work/ Evaluation Component</td>
<td>I</td>
</tr>
<tr>
<td>Result withheld due to administrative reasons</td>
<td>WH</td>
</tr>
<tr>
<td>Cancellation of Registration in a course(s) due to Disciplinary action</td>
<td>RC</td>
</tr>
</tbody>
</table>

14. Method of Awarding the Grades:

Grading of the students shall be carried-out course-wise for theory and practical courses, separately. Marks obtained by the students in each evaluation component of CCEA shall be normalized on the scale of 100 (hundred) marks. The final composite score in a course shall be calculated by adding the normalized marks in the following proportion of weightages so that the total percentage of the components taken together is 100 (hundred):

<table>
<thead>
<tr>
<th>Name of the Evaluation Component</th>
<th>Weightages (in percentage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIE-I</td>
<td>15%</td>
</tr>
<tr>
<td>CIE-II</td>
<td>15%</td>
</tr>
<tr>
<td>Teachers Assessment</td>
<td>20%</td>
</tr>
<tr>
<td>End Semester Examination</td>
<td>50%</td>
</tr>
</tbody>
</table>

Subsequently, the combination of absolute and relative method, based on percentage (as defined in course-wise grading) and values of statistical parameters (mean and standard deviation), shall be used on normalized marks obtained by all the registered students in a course and grades shall be awarded. A student who fails in any course in the first attempt but clears the course at a later date shall not be awarded the grade over and above ‘C’ grade.
15. Declaration of Results:

15.1 The respective course coordinators shall prepare and submit a list of normalized marks, as per the standardized format prescribed by the university, to the Dean/ Head of the constituent college who shall forward the same to the University Examination Cell.

15.2 The University Examination Cell, after getting the final normalized marks checked and verified, will award the grades.

15.3 Subsequent to award of grades, University Examination Cell shall prepare the result and declare the same as per the procedure laid down.

16. Compensatory Course(s):

16.1 Compensatory course(s) for theory component shall be offered, on payment of prescribed fee, to a student who has obtained reports \( W \) or \( SA \) or \( I \) or \( RC \) in any of the registered course(s) of previous semester(s); failing which the student shall be required to register for the same/equivalent course(s) in a semester whenever it is offered as regular course.

16.2 Compensatory course(s) shall also be available to a student who has either failed in earlier examination or abstained (\( AB \)) from the end semester examination.

16.3 Compensatory course(s) will be offered during a semester along with regular courses.

16.4 On completion of the compensatory course, inclusive of appearance in CIE-I or CIE-II or their make-up examination, a student will be eligible to appear for the university supplementary examination.

16.5 A student can register for not more than 02(two) compensatory courses at a time.

16.6 Withdrawal from a compensatory course is not permissible.

17. Supplementary Examinations:

17.1 Supplementary Examinations shall be conducted for a student who has either failed in earlier examination or abstained (\( AB \)) from the End Semester Examination or has obtained reports \( W \) or \( SA \) or \( I \) or \( RC \) in any of the registered course(s) of previous semester(s).

17.2 Supplementary Examination for End Semester Examinations shall be held with regular End Semester Examinations.

17.3 Supplementary Examinations for \textit{ODD} Semesters shall be held along with the End Semester Examinations of \textit{EVEN} Semesters and Supplementary Examinations for \textit{EVEN} Semesters shall be held along with the End Semester Examinations of \textit{ODD} Semesters.

17.4 Examination fee for Supplementary Examination shall be charged as prescribed by the university.

18. Use of Unfair Means:

All reported cases of use of Unfair Means shall be dealt with as per the ordinance made by the University in this regard.
19. Eligibility for Promotion & Registration to Higher Semesters:

19.1 A student who has passed in all the heads of passing of Semester-I shall be eligible for promotion and registration to Semester-II.

Or

A student who fails in all the heads of passing of Semester-I, will also be eligible for promotion and registration to Semester-II.

19.2 A student who has passed in all the heads of passing of Semester-I and Semester-II shall be eligible for promotion and registration to Semester-III.

Or

A student who fails in a maximum 04 (Four) heads of passing of Semester-I and Semester-II, taken together, shall also be eligible for promotion and registration to Semester-III.

19.3 A student who has passed in all the heads of passing of Semester-I, Semester-II, Semester-III shall be eligible for promotion and registration to Semester-IV.

Or

A student who fails in a maximum 04 (Four) heads of passing of Semester-I, Semester-II taken together, and also fails in all the heads of passing of Semester-III, shall also be eligible for promotion and registration to Semester-IV.

19.4 A student who has passed in all the heads of passing of Semester-I, Semester-II, Semester-III and Semester-IV shall be eligible for promotion and registration to Semester-V.

Or

A student who has passed in all the heads of passing of Semester-I and Semester II and fails in a maximum 04 (Four) heads of passing of Semester-III and Semester-IV taken together, shall also be eligible for promotion and registration to Semester-V.

19.5 A student who has passed in all the heads of passing of Semester-I, Semester-II, Semester-III, Semester-IV and Semester-V shall be eligible for promotion and registration to Semester-VI.

Or

A student who has passed all the heads of passing of Semester-I and Semester II and fails in a maximum of 04 (Four) heads of passing of Semester-III and Semester-IV taken together, and also fails in all the heads of passing of Semester-V, shall also be eligible for promotion and registration to Semester-VI.
20. Course Repetition:

20.1 A student who has obtained reports *W* or *SA* or *I* or *RC* in any of the registered Course(s) of previous semester(s) shall have to repeat and pass the course(s):

(i) By registering a course(s) whenever it is offered as a compensatory course(s).

Or

(ii) By registering a course(s) whenever it is offered as a regular course(s).

20.2 If the course (with same code/title/credit) is not offered due to the change in the curriculum, then student shall have to register and pass for the approved equivalent course(s) (with same credits) of the new curriculum.

20.3 A student who has once obtained the pass grade (*S-P*) shall not be allowed to repeat the course.

21. Grade Card:

At the end of each semester a student shall be issued a Grade Card which includes the following details:

(i) Credits of each course registered in the Semester.

(ii) Letter Grades/Reports obtained in each Course.

(iii) The total number of credits earned by a student up to the end of that semester.

(iv) Calculation of *SGPA* for each semester.

(v) *CGPA* for all the 06 (six) semesters for regular students, who have successfully completed the programme.

21.1 *Semester Grade Performance Average (SGPA)*:

The performance of a student in a semester shall be indicated by a number called Semester Grade Performance Average (SGPA), which is the weighted average of the grade points obtained in all the courses in a semester by a student.

\[
SGPA = \frac{\sum_{i=1}^{n} C_i (GP)_i}{\sum_{i=1}^{n} C_i}
\]

Where, \( C_i \): indicates the Credit for the \( i \)th course,
\( (GP)_i \): indicates the Grade point obtained for the \( i \)th course,
\( n \): indicates the total number of Courses.

21.2 *Cumulative Grade Point Average (CGPA)*:

An assessment of the overall performance of a student registered shall be indicated by Cumulative Grade Point Average (CGPA).
\[ CGPA = \frac{\sum_{i=1}^{m} S_i (SGPA)_i}{\sum_{i=1}^{m} S_i} \]

Where, \( S_i \): Sum of credits in the \( i^{th} \) Semester,
\( (SGPA)_i \): Semester Grade Point average obtained by the student in the \( i^{th} \) Semester,
\( m \): indicates the number of Semesters.

21.3 Classification of Results:

Based on the CGPA obtained and successful completion of BBA Program, the result of a student shall be declared as follows:

<table>
<thead>
<tr>
<th>CGPA</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50 and above</td>
<td>Passed in First Class with Distinction (passed all the courses in first attempt)</td>
</tr>
<tr>
<td>6.50 and above but less than 8.50</td>
<td>Passed in First Class</td>
</tr>
<tr>
<td>4.00 and above but less than 6.50</td>
<td>Passed in Second Class</td>
</tr>
<tr>
<td>Below 4.00</td>
<td>Failed</td>
</tr>
</tbody>
</table>

21.4 Equivalence between Grade Points and Percentage

Equivalence between grade points and percentage of marks can be obtained by directly multiplying the grade points by a factor of 10.00.

22. Grade Improvement:

A student who has passed in all the examinations, starting Semester-I to Semester-VI for BBA programme shall qualify for the award of degree. Nevertheless, if the student feels that his CGPA is not satisfactory; such a student, for the purpose of improving the CGPA, can re-appear for any of the 04 (four) core courses from Semester-III to Semester-VI, in the Supplementary Examination to be conducted after the End Semester Examination of the Semester-VI and take a chance to improve the CGPA. No further chance shall be given to improve the CGPA.

23. Eligibility for Award of Degree

A student shall be declared to be eligible for award of Degree if he has:

(i) successfully registered and acquired the minimum credits as prescribed by the University from time to time and as specified in the Scheme of Study and Evaluation of BBA programme corresponding to the discipline of his study within the stipulated time.

(ii) completed the normal duration of programme of study.

(iii) earned a CGPA of 4.00 or above.

24. Notwithstanding anything stated in this Regulation, for any unforeseen issues arising, and not covered by this Regulation, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Deans/Principals of the Faculties/constituent colleges. The decision of the Vice-Chancellor in this regard shall be final.

25. The University reserves the right to amend this ordinance as and when required.