

ACADEMIC REGULATIONS - 2025

Version 1.0

(Applicable for the batches admitted from A.Y 2025-26)

Bachelor of Business Administration

Approved in the Academic Council Meeting held on 14-06-2025



A D I T Y A
U N I V E R S I T Y

Aditya Nagar, ADB Road, Surampalem - 533 437

CONTENTS

1. Admission
2. Academic System
 - 2.1 Program Duration
 - 2.2 Programs Offered
 - 2.3 Semester
 - 2.4 Curriculum
 - 2.5 Course Levels
 - 2.6 Curriculum Flow
 - 2.7 Syllabus
 - 2.8 Course Plan
 - 2.9 Course Code
 - 2.10 Roll Number
3. Proctoring System
4. Course Registration
 - 4.1 Attendance and Course Detention
 - 4.2 Course Re-registration
 - 4.3 Pre-requisites
5. Course and Credit requirements
 - 5.1 Course Credits
 - 5.2 Credit Distribution
 - 5.2.1 Program Core Courses (PCC)
 - 5.2.2 Program Elective Courses (PEC)/ Discipline Specific Courses (DSC)
 - 5.2.3 Multidisciplinary Courses (MDC)
 - 5.2.4 Ability Enhancement Courses (AEC)
 - 5.2.5 Skill Enhancement Courses (SEC)
 - 5.2.6 Value Added Courses (VAC)
 - 5.2.7 Summer Internships (SI)
 - 5.2.8 Capstone Project (CPROJ)
 - 5.2.9 Mandatory Courses (MC)
 - 5.2.10 Credit Transfer / equivalence
6. Assessment and Evaluation
 - 6.1 Assessment pattern

- 6.2 Eligibility for Examinations
- 6.3 Announcement of Results
- 6.4 Script Viewing/Revaluation
- 6.5 Withholding of Results
- 6.6 Makeup Internal Examinations
- 7. Grading
 - 7.1 Absolute Grading
 - 7.2 Relative Grading
 - 7.3 Computing Grade Point Averages (SGPA, CGPA)
 - 7.4 Grading for Student Activity-Based Learning
 - 7.5 Conversion from CGPA to Percentage
 - 7.6 Award of Class
- 8. Academic Malpractice
- 9. Issue of Certificates
- 10. Revision in Academic Regulations

NOMENCLATURE

Abbreviation	Description
BBA	Bachelor of Business Administration
ASAT	Aditya Scholastic Aptitude Test
BA	Business Analytics
DM	Digital Marketing
PCC	Program Core Courses
PEC/DSC	Program Elective Courses/ Discipline Specific Courses
MDC	Multidisciplinary Courses
AEC	Ability Enhancement Courses
SEC	Skill Enhancement Courses
VAC	Value Added Courses
SI	Summer Internship
CPROJ	Capstone Project
MC	Mandatory Courses
HoD	Head of the Department
BoS	Board of Studies
PEOs	Program Educational Objectives
POs	Program Outcomes
Cos	Course Outcomes
PSOs	Program Specific Outcomes
FC	Foundation courses
IC	Intermediate Level courses
AC	Advanced courses
LTPC	Lecture: Tutorial: Practical: Credits
HEI	Higher Educational Institutions
CIE	Continuous Internal Evaluation
SEE	Semester End Examinations
IE	Internal Examinations

SGPA	Semester Grade Point average
CGPA	Cumulative Grade Point Average
PC	Provisional Certificate
CMM	Consolidated Marks Memo
OD	Original Degree

BBA Academic Regulations

1. Admission

Admission to the BBA Program shall be made subject to the eligibility, qualifications, and specialization prescribed by the A.P. State Government and Aditya University from time to time. Admissions shall be made based on the merit rank obtained by the student in the Aditya Scholastic Aptitude Test (ASAT) conducted by the Aditya University or marks obtained at 10+2 level, subject to reservations as prescribed by the Government/University from time to time.

2. Academic System

2.1 Program Duration

A student is expected to complete the BBA degree in a stipulated period of Three years. If a student is unable to complete the program within the stipulated period, he/she will be allowed a maximum of six years from the year of admission to complete the BBA degree. A student has to register for 120 credits and secure all 120 credits to be awarded the BBA. Degree. The mode of instruction is English and minimum working days are 90 days per semester.

2.2 Programs Offered

The following BBA programs are offered by the University:

Program Name	Acronym
BBA in knowledge partnership with Deloitte	BBA
BBA in Business Analytics in knowledge partnership with KPMG	BBA (BA)
BBA in Global Finance in knowledge partnership with PwC	BBA (GF)
BBA in FinTech in knowledge partnership with EY	BBA (FT)
BBA in Health Care Management in knowledge partnership with Redversity	BBA (HC)

2.3 Semester

BBA program adopts semester system. There are two semesters in an academic year.

- Odd Semester (July–November)
- Even Semester (December –April)

In addition to the Odd and Even semesters, an optional Summer Semester (Typically in May & June) is planned for the students to complete courses in advance. However, the number of instructional hours needed to cover the syllabi shall be maintained (equivalent to that in the regular semester) with a greater number of instruction hours per week. Unless otherwise specified explicitly, all rules and regulations applicable to a course offered

BBA Regulations – 2025 Page 5 of 25

during a regular semester is applicable to the courses offered during summer semesters also. The maximum number of courses to be taken in the summer semester, eligibility criteria to register and related information shall be specified through Circulars issued by the University from time to time. The summer semesters are conducted for the students to register/re-register for courses and earn additional credits/improve the Grades of the courses. It is not binding on the University to offer all the courses during the summer semesters. The courses are offered subject to the availability of the resources.

2.4 Curriculum

BBA program contains a prescribed list of courses in a specific format which is generally called “Curriculum”. Students admitted into a program shall adopt a curriculum specified by the Academic Council for that academic year. Unless otherwise stated explicitly by the Academic Council, any changes in curriculum will be applicable to the students admitted in the subsequent year and the existing batches continue to follow the curriculum prescribed at the time of their joining the program. Curriculum contains list of courses grouped under various heads, viz. Program Core Courses (PCC), Program Elective Courses (PEC) Multidisciplinary Courses (MDC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC), Summer Internship (SI), Capstone Project (CPROJ) and Mandatory Courses (MC). A student is considered to have completed the degree program, if and only if, he/she has successfully cleared/ completed all the necessary courses prescribed in the curriculum. The Head of the Department (HoD) of each program(s) is deemed to be responsible for the curriculum of that particular program. Any change in the Curriculum should be recommended by the Board of Studies of the program concerned and submitted to the Academic Council by the Chairperson of the Board of Studies (BoS) for approval. The Program Educational Objectives (PEOs), Program Outcomes (POs), and Course Outcomes (COs) along with the Program Specific Outcomes (PSOs) should be clearly defined while framing the curriculum.

2.5 Course Levels

All the Courses in the curriculum has been classified as Foundation courses (FC), Intermediate Level courses (IC) and Advanced courses (AC).

2.6 Curriculum Flow

A curriculum describing how various courses are connected through prerequisites, if any, shall be shown and made part of the curriculum. Standard pictorial representations are adopted to indicate the basket, it belongs to and is grouped in such a way as to indicate the level of the course.

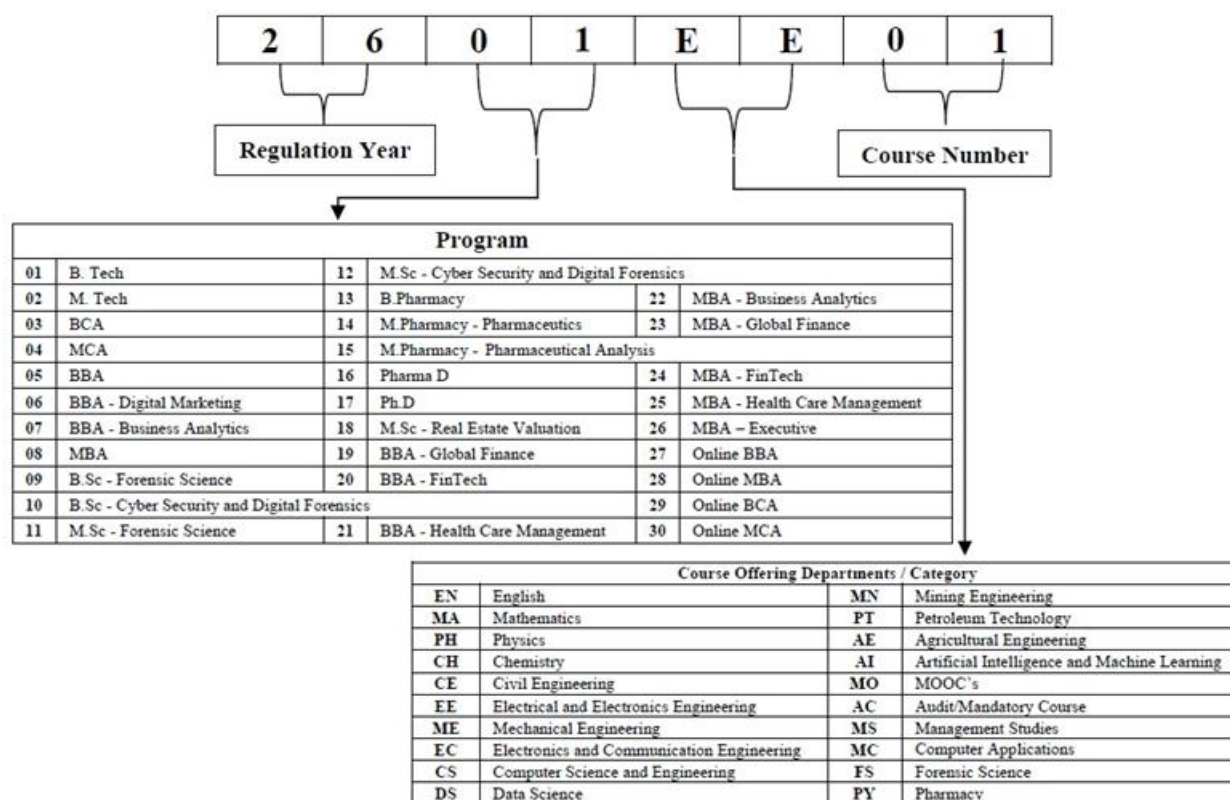
2.7 Syllabus

A course syllabus is a document that outlines all the essential information about a course. Each course shall have a course code, course title, LTPC (Lecture: Tutorial: Practice: Credits), course pre-requisites (if any), expected course outcomes, a brief description of the topics, suggested textbooks, reference books and other e-resources.

2.8 Course Plan

A course plan consists of a list of lectures/ experiments carried out in each instructional class/lab by the course teacher during the semester as per the LTPC (Course components) of the course, with details like mode of delivery, reference material used, and others. For one course credit, 15 lecture hours for theory or 15 hours for tutorial or a minimum of 30 hours of laboratory work, or 60 hours of project work should be put in, within the regular semester period or in a summer semester, as specified in the Academic Calendar of the University.

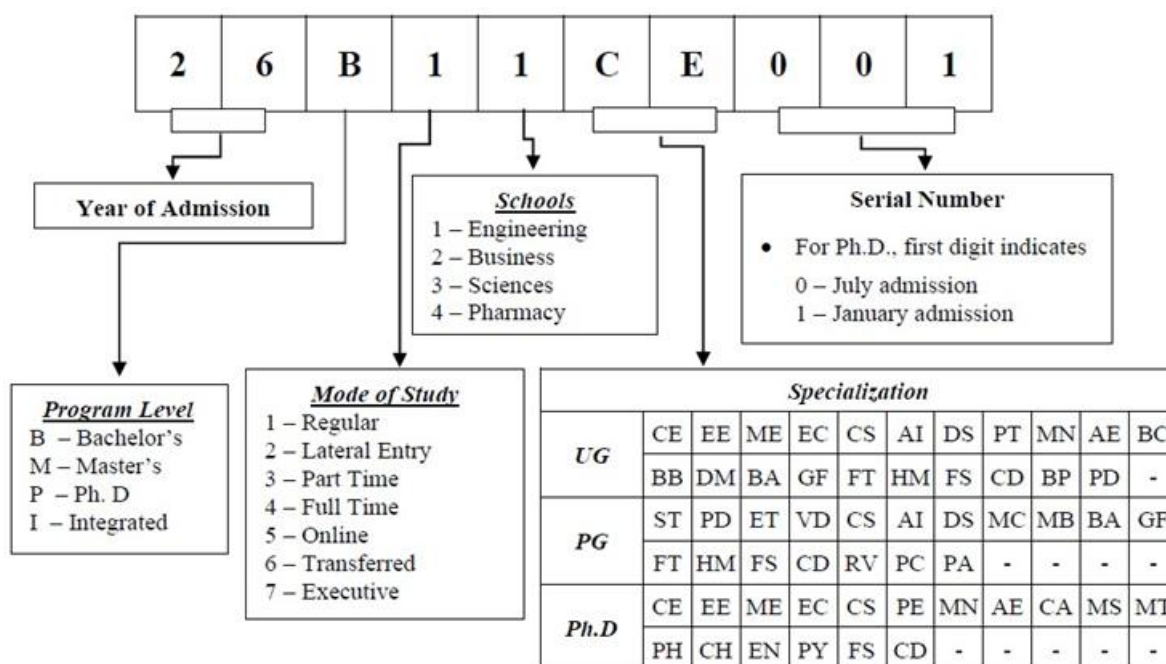
2.9 Course Code



Each course is identified by a unique Course Code consisting of eight alphanumerical characters. The first two numerals indicate the regulation year, third and fourth numeral indicates the program, the next two alphabets reflect the course offering department, and the rest of the two numerals indicate a running course number.

2.10 Roll Number

A roll number is a unique identification number assigned to students, it's typically used for administrative purposes, including tracking academic performance, exam registration, and identification. A roll number consists of ten alphanumerical characters, the first two numerals indicate the year of admission, third alphabet indicates the Program level, the fourth numeral indicates the mode of study, fifth numeral indicates the school, the next two alphabets indicate the specialization, and the last three numerals indicate the serial number, for PhD program eighth numeral indicates the session of admission (July/January).



PROGRAM CODE & SPECIALIZATION

Undergraduate (UG) Programs

Code	Specialization
B.Tech	
CE	Civil Engineering
EE	Electrical and Electronics Engineering
ME	Mechanical Engineering
EC	Electronics and Communication Engineering
CS	Computer Science and Engineering
AI	Artificial Intelligence and Machine Learning
DS	Computer Science and Engineering (Data Science)
PT	Petroleum Technology
MN	Mining Engineering
AE	Agricultural Engineering
BCA	
BC	Bachelor of Computer Applications
BBA	
BB	Bachelor of Business Administration
DM	Digital Marketing
BA	Business Analytics
GF	Global Finance
FT	FinTech
HM	Health Care Management
B.Sc	
FS	Forensic Science
CD	Cyber Security and Digital Forensics
Pharmacy	
BP	Bachelor of Pharmacy
PD	Pharm D

Postgraduate (PG) Programs

Code	Specialization
M.Tech	
ST	Structural Engineering
PD	Power Electronics and Devices
ET	Energy Science & Technology
VD	VLSI Design
CS	Computer Science and Engineering
AI	CSE (AI & ML)
DS	Artificial Intelligence and Data Science
MCA	
MC	Master of Computer Applications
MBA	
MB	Master of Business Administration
BA	Business Analytics
GF	Global Finance
FT	FinTech
HM	Health Care Management
M.Sc	
FS	Forensic Science
CD	Cyber Security & Digital Forensics
RV	Real Estate Valuation
M.Pharmacy	
PC	Pharmaceutics
PA	Pharmaceutical Analysis

Doctor of Philosophy (Ph.D) Program

Code	Specialization	Code	Specialization
CE	Civil Engineering	MS	Management Science
EE	Electrical and Electronics Engineering	MT	Mathematics
ME	Mechanical Engineering	PH	Physics
EC	Electronics and Communication Engineering	CH	Chemistry
CS	Computer Science and Engineering	EN	English
PE	Petroleum Engineering	PY	Pharmacy
MN	Mining Engineering	FS	Forensic Science
AE	Agricultural Engineering	CD	Cyber Security & Digital Forensics
CA	Computer Applications		

3. Proctoring System

Each admitted student is assigned under a Proctor by the School concerned. The proctor can refer to the student information system to get information on his / her academic performance. The Proctor shall discuss with the student periodically, and suggest the number and nature of courses to be registered in a semester, within the framework of that program curriculum. Students having backlogs or under detention may get advice for pacing the program accordingly. Apart from guiding in academics, the proctor shall also motivate/encourage the students in all other aspects for their holistic development.

4. Course Registration

All students must register for courses in a semester through the Course Registration process. The Course Registration will be carried out on specific day(s) as declared by the University. Students having any outstanding dues to the University will not be permitted to register for the courses. For valid reasons, late registration for a maximum of 1 week from the commencement of the semester may be permitted only with the approval of the Head of the Department concerned and on payment of a late Registration fee as specified by the University. To register for a course, a student must undergo all necessary prerequisites. Students can register for a maximum of 15 credits in the summer semester. Students can register for a maximum of 40% (nominally 20%) of the Credits through MOOCs such as NPTEL, SWAYAM, etc with prior permission from Dean.

4.1 Attendance and Course Detention

- The student must maintain minimum attendance requirement in a course to appear for the Semester End Examinations (SEE).
- A student shall be eligible to appear for the Semester End Examinations in a course, if he/she acquires a minimum of 75% attendance in that course.
- Condonation for shortage of attendance up to 10% (65% and above and below 75%) on medical grounds may be granted.
- In case of medical exigencies, the student/parent should inform the Head of the Department within a week of exigencies by submitting necessary proofs.
- A stipulated fee shall be payable towards condonation for shortage of attendance.
- If a student has attendance below 65% in a course, he/she shall be detained in that course.

4.2 Course Re-Registration

- If a student has been detained in any course, he/she need to re-register for the course in the forthcoming semesters or summer semester.
- If a student wants to enhance the grade in a course, he/she may re-register the course in the summer semester, however previous grades will nullify.
- Students have to pay prescribed fee to Re-Register for a course.

4.3 Pre-requisites

A student can register for course only if he/she registers priorly for the pre-requisite courses mentioned in the syllabus and is eligible for writing the SEE.

5. Course and Credit requirements

This section explores the curriculum structure, courses, and the various prerequisites for program completion.

5.1 Course Credits

A course credit is a metric that quantifies the duration of a course provided to students as "instruction." Courses are offered throughout the entire semester, which consists of 16 instructional weeks. One credit is equivalent to one hour classroom Lecture (L) or one hour Tutorial (T), or two hours Practical (P).

5.2 Credit Distribution

- The programs provide students with ample opportunities to enhance their analytical, soft, management, and communication skills.
- The programs also incorporate courses from other disciplines to offer students a multidisciplinary perspective.
- Courses are broadly classified as:

S.No.	Broad Category of Courses	BBA	BBA (BA)	BBA (GF)	BBA (FT)	BBA (HC)
1	Program Core Courses (PCC)	68	56	56	56	56
2	Program Elective Courses (PEC)/ Discipline Specific Courses (DSC)	12	24	24	24	24
3	Ability Enhancement Courses (AEC)	08	08	08	08	08
4	Multi-Disciplinary Course (MDC)	09	09	09	09	09
5	Value Added Courses (VAC)	06	06	06	06	06
6	Skill Enhancement Courses (SEC)	09	09	09	09	09
7	Summer Internship (SI)/SI & OJT	04	04	04	04	04
8	Capstone Project (CPROJ)	04	04	04	04	04
9	Mandatory courses (MC)	0	0	0	0	0
Total Credits to be earned for BBA Degree		120	120	120	120	120

5.2.1 Program Core Courses (PCC)

The Major Core Courses for BBA program typically depends on the specific Management discipline.

5.2.2 Program Elective Courses (PEC)/ Discipline Specific Courses (DSC)

PEC/ DSC are courses that students can choose from their major discipline to broaden their knowledge and skills. These courses are designed to provide an in-depth knowledge in a specific minor stream.

5.2.3 Multidisciplinary Courses (MDC)

Multidisciplinary Courses are designed to integrate knowledge from multiple disciplines, encouraging students to apply concepts and methodologies from various fields. These courses foster a holistic approach to learning and innovation.

5.2.4 Ability Enhancement Courses (AEC)

Ability Enhancement Courses are designed to develop essential skills and competencies necessary for personal and professional growth. These courses focus on enhancing abilities such as communication, critical thinking, and practical skills.

5.2.5 Skill Enhancement Courses (SEC)

Skill Enhancement Courses are designed to equip students with practical skills and competencies that are directly applicable to professional careers. These courses aim to enhance employability and provide hands-on experience in specific areas.

5.2.6 Value Added Courses (VAC)

Value Added Courses are supplementary courses designed to provide students with additional knowledge and skills in their main field of study. These courses often focus on personal development, industry trends, and practical applications, helping students become more versatile and competitive in the job market.

5.2.7 Summer Internships (SI)

Summer Internships provide students with an opportunity to gain practical experience in their field of study. Internships allow students to apply theoretical knowledge in real-world scenarios, develop professional skills, and build networks.

5.2.8 Capstone Project (CPROJ)

CPROJ is an extended program where students have to submit the project work in the final semester and is evaluated in their final semester of the study. This type of project work provides in-depth exposure to professional environments, allowing students to work on significant projects, gain comprehensive industry experience, and enhance their employability.

5.2.9 Mandatory Courses (MC)

Mandatory Courses are courses that students can take without the pressure of exams or grades. These courses allow students to explore subjects of interest outside their main field of study, fostering a love for learning and intellectual curiosity.

5.2.10 Credit Transfer/Equivalence

Aditya University adopts a flexible and student-centric approach to academic mobility and lifelong learning, aligned with the principles of the National Education Policy (NEP) 2020. The Credit Transfer and Equivalence Policy governs the recognition of academic credits earned through approved learning pathways.

- **Scope of Credit Transfer / Equivalence**

Credit transfer or equivalence may be granted for courses completed through:

- Massive Open Online Courses (MOOCs) offered on approved platforms (e.g., NPTEL, SWAYAM).
- Approved certifications.
- Joint Degree, student exchange or semester-abroad programs.
- Other recognized Higher Educational Institutions (HEIs).

- **Eligibility Criteria**

- Only courses successfully completed through proctored examinations shall be considered.
- The course content, learning outcomes, and academic rigor must be comparable to the corresponding course requirements of Aditya University.

- **Students Transferring from Other HEIs**

- Students transferring from other Higher Educational Institutions (HEIs) must satisfy the curriculum and credit requirements prescribed for their program at Aditya University.
- The previously studied courses and Credits earned at other HEIs shall be evaluated for credit transfer upon submission of relevant grade sheets and course syllabi. A comprehensive course mapping between the previous institution and Aditya University will be carried out by a designated committee.
- If certain courses are not matched, the student shall register for those courses at Aditya University in the subsequent semesters. In case of credit mismatch for a course, the following norms shall apply:
- If the number of credits for a course in the previous institution is higher than that of the corresponding course at Aditya University, the credits prescribed at Aditya University shall be considered.
- If the number of credits for a course in the previous institution is lower than that of the corresponding course at Aditya University, the previous university credits shall be considered, and the student must fulfill the required credits.

• Joint Degree, Exchange and Semester-Abroad Programs

- In line with the academic mobility initiatives, credits earned at partner institutions as part of the Joint Degree, student exchange or semester-abroad programs may be considered for credit transfer.
- Credit transfer shall be based on the relevance, equivalence, and alignment of course content with the University's curriculum subject to submission of corresponding grade sheets and syllabi.

6. Assessment and Evaluation

Student performance in coursework is assessed through examinations conducted during and at the conclusion of the Semester.

At University, student knowledge, understanding, and competence in the courses studied are thoroughly assessed and certified. Assessment typically comprises two parts, each essential for evaluating student performance.

- Continuous Internal Evaluation (CIE)
- Semester End Examinations (SEE)

CIE consists of one Internal Exam for 25 marks for 60 minutes that is conducted in the mid semester for Unit 1 & 2, Internal II consists of 10 marks for Project/Presentation, 15 marks for Classroom Participation (CP). Project/Presentation and Classroom participation are evaluated at the end of the semester.

SEE is conducted at the end of the semester by the University Examination Center, on dates set at the university level. This includes a written examination for theory courses and a practical/design examination with an integrated oral component for laboratory/design courses.

6.1 Assessment pattern for theory and practical courses

Based on the type of course, CIE and SEE shall be conducted as follows.

Type of Course(s)	L	T	P	C	CIE (Marks)							SEE (Marks)			GT
					IE1	IE 2			DDA	LT	TM	Theory	Practical	TM	
						CP	PJ	PR							
Theory	1-3	0	0-1	1-4	25	15	10	-	-	-	50	50	-	50	100
	1-3	1	0	2-4	25	15	-	10							
Integrated	1	0	2	3	-		-	-	50	50	100	-	-	-	100
Summer Internship	0	0	4	4	-		-	-	-	-	100	-	-	-	100
Capstone Project (CPROJ)	0	0	4	4	-		-	-	-	-	50	-	-	50	100
ES I, II, III, IV & Mandatory Course	0	0	0	0	-		-	-	-	-	100	-	-	-	100
ES V, FCSM, ACSM	0	0	0	1	-		-	-	-	-	100	-	-	-	100

DDA	Day-to-Day Activity	LT	Lab Test
TM	Total Marks	TE	Theory Examination
PE	Practical Examination	IC	Integrated Courses
GT	Grand Total	ES	Employability Skills
NCC	National Cadet Corps	PJ	Project
L	Lecture	PR	Presentation
P	Practical	CP	Class room Participation
T	Tutorial	FCSM	Fundamental Cognitive Skills for Managers
ACSM	Advanced Cognitive Skills for Managers		

- 6.1.1** If the course(s) consist only of Lecture (L) and Tutorial (T) components, the CIE consists of one Internal Exam conducted for 25 marks for 1 hour, Project/Presentation for 10 marks and Classroom Participation (CP) for 15 marks.
- 6.1.2** If the Lecture (L) credits are less than the Practical (P) credits, the CIE shall be evaluated based on Day-to-Day Activities and internal lab tests.
- 6.1.3** The SEE for theory courses shall be conducted for 100 marks with a duration of 180 minutes, the question paper consisting of 2 parts, PART –A & PART – B. PART – A consists of 10 questions with two questions from each unit. Each question may have sub-questions. Students must answer one question from each unit, carrying 16 marks. PART – B consists of 1 question which is a case study that is a mandatory question to be answered by the students, carrying 20 marks. The 100 marks shall be scaled down to 50 marks.

6.1.4 Summer Internship

One Summer Internship with a minimum of 8 weeks duration, done at the end of the second year is mandatory. It shall be completed in collaboration with local industries, Govt. Organizations, construction agencies, Power projects, software MNCs, etc. Summer Internship shall be evaluated in the V semester. There shall be only CIE for 100 marks, through a review. The review marks are split into three parts, 30 marks for the Proposal and Interim report (collected after 1 month of internship), 40 marks for presentation and viva voce and 30 marks for final report.

6.1.5 Global / Local Immersion programs

Students may opt for a minimum of 4 weeks Global Immersion Programs / 6-8 weeks Local Immersion Program as a substitute for Summer Internship-I or Summer Internship-II. The evaluation is same as Summer Internship.

However, Global Immersion program of upto 3 weeks carries 25 points in the Student

Activity-Based Learning and upto 5 weeks Local Immersion programs carries 10 points in the Student Activity-Based Learning.

6.1.6 Capstone Project (CPROJ)

In the final semester, he/she should work on a project with well-defined objectives. At the end of the VI semester, the student shall submit a project report. For project, 200 marks are awarded, out of which 100 marks shall be for CIE and 100 marks for SEE. For CIE 100 marks, there are two internal reviews. Each review consists of 40 marks which are split into two parameters, presentation for 30 marks and report for 10 marks. The remaining 20 marks shall be assigned by the guide according to the performance of the student. The sum of two reviews and guide marks shall be considered for CIE 100 marks. The SEE shall be conducted for 100 marks for Viva-voce. The total 200 marks shall be scaled down to 100 marks. Students enrolled in the BBA (Health Care) program are required to complete an Internship / On-the-Job Training during the VI Semester.

6.1.7 The pattern of evaluation shall be framed by course coordinator. Student shall earn a minimum of 40% marks to pass the examination.

S.No	Components	CIE	SEE	Total
1	Theory Courses	50	50	100
2	Integrated courses	50	50	100
3	Summer Internship (SI)	100	-	100
4	Capstone Project (CPROJ)	50	50	100
5	Mandatory courses	100	-	100

6.1.8 Student Activity- Based Learning (SABL) has only internal evaluation. A student has to earn a grade by getting merit or participation certificate for events listed as per the below table, he/she has to submit the certificate of participation / merit. For earning the points, Grade shall be assigned as per the details given in section 7.4 (Grading for Student Activity- Based Learning).

Student Activity-Based Learning						
S.No	Category	Description	Merit/ Participation	Level & Points per event		
				International	National	University
1	Co-Curricular Activities	Business Quiz, poster presentation etc., in Management Competition/ Events	Participation	15	10	5
			Merit	30	20	10
		Attending Industry master classes	Participation	-	-	10
		Industrial visits	Participation	-	-	5
		Immersion Program	Participation	25	10	-

2	Extra-Curricular Activities	Cultural Activities	Participation	10	5	5
		Music/ Dance/ Essay Writing/ Painting/ Drawing/ Fashion show, Literary Arts etc.	Merit	20	10	10
		Sports/ Games	Participation	10	5	5
			Merit	20	10	10
3	Outreach Activities	NSS/ Rotary Club/ NCC/ eco club / Republic Day/ Viksit Bharat etc.,	Participation	-	10	5
4	Entrepreneurship and Innovation	B-Plan, Investor's pitch	Participation	10	5	5
			Merit	20	10	10
5	Leadership & Management	Event Volunteer	-	-	10	5
		Member of the Organizing Team		-	20	10
		Coordinator for an Event		-	30	20

6.1.9 Mandatory courses are non-credit courses. A student must complete the mandatory courses from the curriculum and earn a satisfactory grade (S-Grade). If a student fails to earn the S-Grade, it shall be considered a non-satisfactory grade (N-Grade), in this case he/she has to reappear for the course and earn the S-Grade. The pattern of evaluation shall be framed by the course coordinator.

6.2 Eligibility for Examinations

A student who has registered for the courses is eligible to take the SEE. However, a student shall not be permitted to take the SEE if they are involved in any in-disciplinary issues or have a shortage of attendance.

6.3 Announcement of Results

The Controller of Examinations will announce the results within a week after the completion of the examinations. Students can view their results through their student login portal.

6.4 Script Viewing/Revaluation

- Students can view their answer scripts through their login portal by paying the prescribed fee.
- Students who are not satisfied with the grade obtained can apply for revaluation by paying the prescribed revaluation fee.

6.5 Withholding of Results

If a student has any dues to the university or is involved in any in-disciplinary activity, malpractice, or court case, his/her results shall be withheld.

6.6 Makeup Internal Examinations

If a student is absent during the internal examinations for a valid reason and with prior permission from the HoD, the student shall attend the Makeup Internal Examination. The schedule for the Makeup Internal Examination is provided in the academic calendar.

7. Grading

The following grading systems are adopted to assign the grades.

- Absolute grading
- Relative grading

7.1 Absolute grading

- The Absolute Grading system shall be applicable to the following categories of courses:
 - Theory / Laboratory / Integrated courses with student strength less than or equals to 30.
 - Courses having only Continuous Internal Evaluation (CIE).
 - Project courses.
 - Internship courses.
 - Certification courses / MOOCs.
- **Absolute Grading-Letter Grade and its range**

Range of Marks	Description	Grade	Grade Point
90-100	Outstanding	O	10
80-89	Excellent	A+	9
70-79	Very Good	A	8
60-69	Good	B+	7
50-59	Average	B	6
40-49	Pass	C	5
0-39	Fail	F	0
-	Absent	Ab	0

7.2 Relative Grading

- The Relative Grading system shall be applicable to the following categories of courses:
 - Theory / Laboratory / Integrated courses with student strength greater than 30
- **Relative Grading – Letter Grade and its range**

Range of Marks	Description	Grade	Grade point
Marks Scored $\geq \text{Mean} + 1.5*\sigma$	Outstanding	O	10
$\text{Mean} + 1.5*\sigma < \text{Marks Scored} \leq \text{Mean} + 1*\sigma$	Excellent	A+	9
$\text{Mean} + 1*\sigma < \text{Marks Scored} \leq \text{Mean} + 0.5*\sigma$	Very Good	A	8
$\text{Mean} + 0.5*\sigma < \text{Marks Scored} \leq \text{Mean} - 0.5*\sigma$	Good	B+	7
$\text{Mean} - 0.5*\sigma < \text{Marks Scored} \leq \text{Mean} - 1*\sigma$	Average	B	6
$\text{Mean} - 1*\sigma < \text{Marks Scored} \leq \text{Mean} - 1.5*\sigma$	Pass	C	5
Marks Scored $< \text{Mean} - 1.5*\sigma$	Fail	F	0
-	Absent	Ab	0

Where σ : Standard deviation

$$\sigma = \sqrt{\frac{\sum_{i=1}^N (x_i - \text{Mean})^2}{N}}$$

x_i : individual marks of the i-th student

N : Number of students registered

For courses that include both Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) marks, a student must obtain a minimum of 35% marks in SEE and 40% marks in total to apply absolute or relative grading.

For courses that are having only Continuous Internal Evaluation (CIE) component, a student must obtain a minimum of 40% marks in CIE to apply absolute.

For Mandatory Courses a grade of Satisfactory (S) or Not Satisfactory (N) will be awarded to the student based on his/her performance in the examination.

7.3 Computing Grade Point Averages (SGPA, CGPA)

- The Semester Grade Point average (SGPA) is the ratio of the 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 the courses undergone by a student

$$SGPA = \frac{\sum(C_i \cdot G_i)}{\sum(C_i)}$$

Where C_i is the number of credits of i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

- The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of the programme.

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

Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

- The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.
- While computing the SGPA/CGPA, the courses in which the students is awarded zero grade points will also be included.

7.4 Grading for Student Activity-Based Learning (Grading is Absolute)

Range of Points	Grade	Grade Point
≥ 170	O	10
140-169	A+	9
110-139	A	8
80-109	B+	7
50-79	B	6
20-49	C	5
< 20	F	0

7.5 Conversion from CGPA to Percentage:

Cumulative Grade Point Average can be converted into an equivalent percentage using the following,

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

7.6 Award of class

- The student is awarded a BBA Degree if he/she acquires the minimum number of credits, as specified in the program structure.
- Student shall be placed in one of the following four classes.

Class Awarded	CGPA Secured
First class with Distinction	≥ 7.5
First Class	≥ 6.5 to < 7.5
Second Class	≥ 5.5 to < 6.5
Pass Class	≥ 4.5 to < 5.5

8. Academic Malpractice

- The Controller of Examinations shall refer all instances of malpractice detected in Internal Evaluations and Semester End Examinations to an Enquiry Committee. The Committee shall submit a report on the malpractice allegedly committed by the student to the Controller of Examinations. The Controller of Examinations, along with the members of the Committee, is authorized to impose a suitable punishment as per the University malpractice rules.
- The committee consists of the HoD of the concerned department, a course expert, and an observer.

9. Issue of Certificates

The Provisional Certificate (PC), Consolidated Marks Memo (CMM), and Original Degree (OD) will be issued by the University Examination Center, whereas grade sheets shall be obtained from DigiLocker.

10. Revision in Academic Regulations

The Academic Council, chaired by the Vice-Chancellor of the University, reserves the right to add, delete, or modify these regulations at any time, notwithstanding any other provisions of this document. In the event of any dispute regarding the interpretation of the rules, only the interpretation provided by the Academic Council shall be considered final and binding.

MALPRACTICE RULES

Disciplinary Action for /Improper Conduct in Examinations

	Nature of Malpractices / Improper conduct	Punishment
	If the candidate	
1(a)	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 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.
(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 with any candidate or persons in or outside the examination 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 will be handed over to the police and a case is registered against him.
2	Has copied in the examination hall from any paper, book, programmable mobile phones, calculators, palm computers 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.
3	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 to appear for the remaining examinations of the courses of that Semester
4	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	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. The candidate is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside 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. The candidate is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
6	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. The candidate is also debarred and forfeits of seat.
7	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 examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the impostor is an outsider, he will be handed over to the police and a case is registered against him.

8	Refuses to obey the orders of the Controller of Examinations / Observer / 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 in or outside the examination hall of any injury to his person or to any of his relations 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 of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction or property in the examination hall or any part of the University campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the University, 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. 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 is registered against them.
9	If student of the University, 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.	Student of the University 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.
10	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.
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 End examination.

12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Controller of Examinations for further action to award suitable punishment.	
----	---	--