

# **ACADEMIC REGULATIONS (R24)**

**Bachelor of Business Administration**

**B.B.A Three Years U.G. Programme**

**(Applicable for the batches admitted from the A.Y. 2024-25)**



**RAMACHANDRA COLLEGE OF ENGINEERING [ME]**

NH-16, Bypass Road, Vatluru (V), Eluru-534007, Eluru District,  
Andhra Pradesh, India



## **RAMACHANDRA COLLEGE OF ENGINEERING [ME]**

NH-16, Bypass Road, Vatluru (V), Eluru-534007, Eluru  
District, Andhra Pradesh, India

**Academic Regulations R24 for B.B.A Programme** Applicable for the students of **B.B.A (Regular)** Programme admitted from the Academic Year 2024-25 and onwards The **B.B.A** Degree shall be conferred on candidates who are admitted to the program and who fulfill all the requirements for the award of the Degree.

### **1.0 ELIGIBILITY FOR ADMISSIONS**

Admission to the above program shall be made subject to eligibility, qualification and specialization as prescribed by the University from time to time. Admissions shall be made on the basis of merit rank obtained by the candidates at entrance examination concerned on the basis of any other order of merit as approved by the University, subject to reservations as laid down by the Govt. from time to time.

### **2.0 AWARD OF B.B.A.DEGREE**

- 2.1 A student shall be declared eligible for the award of the B.B.A., Degree, if he pursues a course of study and completes it successfully in not less than THREE academic years and not more than SIX academic years
- 2.2 The student shall register for all 120 credits and secure all the 120 credits.
- 2.3 The minimum instruction days in each semester are 90.
- 2.4 A Student, who fails to fulfill all the academic requirements for the award of the degree within SIX academic years from the year of their admission, shall forfeit his seat in B.B.A. course.
- 2.5 **After successful completion of First three-year academic requirements a student can opt to Register for B.B.A.(Hons)/B.B.A., (Hons.) with Research Degree by completing 40 more credits in the FOURTH YEAR.**

**3.0 ATTENDANCE REQUIREMENTS:**

- i) A student shall be eligible to appear for the external examinations if he/she acquires a minimum of 40% attendance in each subject and 75% of attendance in aggregate of all the subjects. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee.
- ii) Shortage of Attendance below 65% in aggregate shall in NO CASE be condoned.
- iii) A stipulated fee shall be payable towards condonation of shortage of attendance to the Institution.
- iv) Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.
- v) A student will not be promoted to the next semester unless he satisfies the attendance requirements of the present semester. They may seek readmission for that semester from the date of commencement of class work.
- vi) If any candidate fulfils the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.
- vii) If the learning is carried out in blended mode (both offline & online), then the total attendance of the student shall be calculated considering the offline and online attendance of the student.

**a. Promotion Rules:**

The following academic requirements must be satisfied in addition to the attendance requirements mentioned in the above.

- i) A student shall be promoted from first year to second year if he/she fulfils the minimum attendance requirement as per college norms.
- ii) A student will be promoted from II to III year if he/she fulfils the academic requirement of securing 40% of the credits (any **decimal** fraction should be **rounded off** to **higher** digit) up to in the subjects that have been studied up to III semester.
- iii) A student shall be promoted from III year to IV year (*for B.B.A. (Hons)/B.B.A. (Hons) with Research*) if he/she fulfils the academic requirements in the subjects that have been studied up to V semester.

And in case a student is detained for want of credits for a particular academic year by ii) above, the student may make up the credits through supplementary examinations and only after securing the required credits he/she shall be permitted to join in the V semester.

When a student is detained due to lack of credits/shortage of attendance he/she may be re-admitted when the semester is offered after fulfilment of academic regulations.

**4.0 EVALUATION**

The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory and 100 marks for practical subject. Summer Internships, Minor Project with Seminar shall be evaluated for 50 marks,

A student has to secure not less than 35% of marks in the end examination and a minimum of 40% of marks in the sum total of the mid semester and end examination marks taken together for the theory, practical or project etc. In case of a mandatory course, he/she should secure 40% of the total marks.

**Theory Courses**

| Assessment Method              | Marks      |
|--------------------------------|------------|
| Continuous Internal Assessment | 30         |
| Semester End Examination       | 70         |
| <b>Total</b>                   | <b>100</b> |

- i) For theory subject, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End-Examination.
- ii) For practical subject, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End- Examination.
- iii) If any subject is having both theory and practical components, they will be evaluated separately as theory subject and practical subject. However, they will be given same subject code with an extension of 'T' for theory subject and 'P' for practical subject.

**a) Continuous Internal Evaluation**

- i) For theory subjects, during the semester, there shall be two midterm examinations. Each midterm examination shall be evaluated for 30 marks of which 10 marks for objective paper (20 minutes' duration), 15 marks for subjective paper (90 minutes' duration) and 5 marks for assignment.
- ii) Objective paper shall contain for 05 short answer questions with 2 marks each or maximum of 20 bits for 10 marks. Subjective paper shall contain 3 either or type questions (totally six questions from 1 to 6) of which student has to answer one from each either-or type of questions. Each question carries 10 marks. The marks obtained in the subjective paper are condensed to 15 marks.

**Note:**

- The objective paper shall be prepared in line with the quality of competitive examinations questions.
  - The subjective paper shall contain 3 either or type questions of equal weight age of 10 marks. Any fraction shall be rounded off to the next higher mark.
  - The objective paper shall be conducted by the respective institution on the day of subjective paper test.
  - Assignments shall be in the form of problems, mini projects, design problems, slip tests, quizzes etc., depending on the course content. It should be continuous assessment throughout the semester and the average marks shall be considered.
- iii) If the student is absent for the mid semester examination, no re-exam shall be conducted and mid semester marks for that examination shall be considered as zero.
  - iv) First midterm examination shall be conducted for I, II units of syllabus with one either or type question from each unit and third either or type question

from both the units. The second midterm examination shall be conducted for III, IV and V units with one either or type question from each unit.

- v) Final mid semester marks shall be arrived at by considering the marks secured by the student in both the mid examinations with 80% weightage given to the better mid exam and 20% to the other.

**For Example:**

Marks obtained in first mid: 25

Marks obtained in second mid: 20

Final mid semester Marks:  $(25 \times 0.8) + (20 \times 0.2) = 24$

If the student is absent for any one midterm examination, the final mid semester marks shall be arrived at by considering 80% Weightage to the marks secured by the student in the appeared examination and zero to the other. For Example:

Marks obtained in first mid: Absent

Marks obtained in second mid: 25

Final mid semester Marks:  $(25 \times 0.8) + (0 \times 0.2) = 20$

**b) End Examination Evaluation:**

End examination of theory subjects shall have the following pattern:

- i) There shall be 6 questions and all questions are compulsory.
- ii) Question I shall contain 10 compulsory short answer questions for a total of 20 marks such that each question carries 2 marks.
- iii) There shall be 2 short answer questions from each unit- In each of the questions from 2 to 6, there shall be either/or type questions of 10 marks each. Student shall answer any one of them.
- iv) The questions from 2 to 6 shall be set by covering one unit of the syllabus for each question

**Practical Courses**

| Assessment Method              | Marks      |
|--------------------------------|------------|
| Continuous Internal Assessment | 30         |
| Semester End Examination       | 70         |
| <b>Total</b>                   | <b>100</b> |

- a) For practical courses, there shall be a continuous evaluation during the semester for 30 sessional marks and end examination shall be for 70 marks.
- b) Day-to-day work in the laboratory shall be evaluated for 15 marks by the concerned laboratory teacher based on the record/viva and 15 marks for the internal test.
- c) The end examination shall be evaluated for 70 marks, conducted by the concerned laboratory teacher and a senior expert in the subject from the same department.
  - i. Procedure: 20 marks
  - ii. Experimental work & Results: 30 marks
  - iii. Vivavoce: 20 marks.
- d) There shall be no external examination for mandatory courses with zero

credits. However, attendance shall be considered while calculating aggregate attendance and student shall be declared to have passed the mandatory course only when he/she secures 40% or more in the internal examinations. In case, the student fails, a re-examination shall be conducted for failed candidates for 30 marks satisfying the conditions mentioned in item 1 & 2 of the regulations.

- e) The laboratory records and mid semester test papers shall be preserved for a minimum of 3 years in the respective institutions as per the college norms and shall be produced to the Committees of the University as and when the same are asked for.
- 4.1 There shall be an internship, one need to complete during year break (*i.e., IV sem to V Sem*) and will be evaluated for 50 marks internally at the end of V Semester by the departmental committee. A candidate has to secure a minimum 50% of marks to be declared successful (*for 2 credits*).
- 4.2 There shall be a mini project, during VI Sem and will be evaluated for 50 marks internally at the end of VI Semester by the departmental committee. A candidate has to secure a minimum 50% of marks to be declared successful (*for 2 credits*).
- 4.3 There shall be a **Research project/ Dissertation** for B.B.A. (Hons)/. B.A., (Hons.) with Research students, during VIII Sem. (*for 12 credits*).
- 4.4 For audit courses, attendance is mandatory and a candidate has to get a satisfactory report for successful completion
- 4.5 In case the candidate does not secure the minimum academic requirement in any subject he/she has to reappear for the End Semester Examination in that subject.
- 4.6 A candidate shall be allowed to submit the Research Project / Dissertation work only after fulfilling the attendance requirements of all the semesters. The viva-voce examination shall be conducted at the end of the coursework for B.B.A. (Hons.)/B.B.A., (Hons.) with Research (VIII semester).

### **1. Massive Open Online Courses (MOOCs):**

A Student has to pursue and complete one course compulsorily through MOOCs approved by the Board of Studies. A student can pursue courses other than core through MOOCs and it is mandatory to complete one course successfully through MOOCs for awarding the degree. A student is not permitted to register and pursue core courses through MOOCs.

A student shall register for the course (Minimum of either 8 weeks or 12 weeks) offered through MOOCs with the approval of Head of the Department. The Head of the Department shall appoint one mentor to monitor the student's progression. The student needs to earn a certificate by passing the exam. The student shall be awarded the credits assigned in the curriculum only by submission of the certificate. Examination fee, if any, will be borne by the student.

Students who have qualified in the proctored examinations conducted through MOOCs platform can apply for credit transfer as specified and are exempted from appearing internal as well as external examination (for the specified

equivalent credit course only) conducted by the college.

Necessary amendments in rules and regulations regarding adoption of MOOC courses would be proposed from time to time.

## **2. Credit Transfer Policy**

Adoption of MOOCs is mandatory, to enable Blended model of teaching-learning as also envisaged in the NEP 2020. As per University Grants Commission (Credit Frame work for Online Learning Courses through SWAYAM) Regulation, 2016, the University shall allow up to a maximum of 20% of the total courses being offered in a particular programme i.e., maximum of 32 credits through MOOCs platform.

- i) The Institution shall offer credit mobility for MOOCs and give the equivalent credit weightage to the students for the credits earned through online learning courses.
- ii) Student registration for the MOOCs shall be only through the respective department of the institution, it is mandatory for the student to share necessary information with the department. ***Student can register ONE Semester in advance and obtain required credits, i.e. e.g., V Sem courses can be register while studying IV Sem itself and can obtain credits.***
- iii) The concerned departments shall identify the courses permitted for credit transfer.
- iv) The institution shall notify at the beginning of semester the list of the online learning courses eligible for credit transfer.
- v) The institution shall designate a faculty member as a Mentor for each course to guide the students from registration till completion of the credit course.
- vi) The institute shall ensure no overlap of MOOC exams with that of the examination schedule. In case of delay in results, the institution will re-issue the marks sheet for such students.
- vii) Student pursuing courses under MOOCs shall acquire the required credits only after successful completion of the course and submitting a certificate issued by the competent authority along with the percentage of marks and grades.
- viii) The department shall submit the following to the examination section of the institution:
  - a) List of students who have passed MOOC courses in the current semester along with the certificate of completion.
  - b) Under taking form filled by the students for credit transfer.
- ix) The universities shall resolve any issues that may arise in the implementation of this policy from time to time and shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL and state government.

**Note:** Students shall be permitted to register for MOOCs offered through online platforms approved by the Board of Studies from time to time.

## **5. Grading:**

As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:

After each course is evaluated for 100 marks, the marks obtained in each course will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

#### Structure of Grading of Academic Performance

| Range in which the marks in the subject fall | Grade        | Grade points |
|----------------------------------------------|--------------|--------------|
|                                              |              | Assigned     |
| 90 & above                                   | O(Superior)  | 10           |
| 80 to 89                                     | A(Excellent) | 9            |
| 70 to 79                                     | B(Very Good) | 8            |
| 60 to 69                                     | C(Good)      | 7            |
| 50 to 59                                     | D(Average)   | 6            |
| 40 to 49                                     | E(Pass)      | 5            |
| <40                                          | F (Fail)     | 0            |
| Absent                                       | Ab(Absent)   | 0            |

- i) A student obtaining Grade 'F' or Grade 'Ab' in a subject shall be considered failed and will be required to reappear for that subject when it is offered the next supplementary examination.
- ii) For non-credit audit courses, "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA/Percentage.

Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

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

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

where,  $C_i$  is the number of credits of the  $i^{\text{th}}$  subject and  $G_i$  is the grade points scored by the student in the  $i^{\text{th}}$  course.

The Cumulative Grade Point Average (CGPA) will be computed in the same manner considering all the courses undergone by a student over all the semesters of a program, i.e.,

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

Where " $S_i$ " is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits up to that semester.

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by the letters S, A, B, C, D and F.

**Award of Class:**

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of the Degree, he/she shall be placed in one of the following four classes:

| <b>Class Awarded</b>         | <b>CGPA Secured</b> |
|------------------------------|---------------------|
| First Class with Distinction | $\geq 7.5$          |
| First Class                  | $\geq 6.5 < 7.5$    |
| Second Class                 | $\geq 5.5 < 6.5$    |
| Pass Class                   | $\geq 5.0 < 5.5$    |

**CGPA to Percentage Conversion Formula –  $(\text{CGPA} - 0.5) \times 10$** **3. With-holding of Results**

If the candidate has any dues not paid to the Institution or if any case of indiscipline or malpractice is pending against him/her, the result of the candidate shall be withheld in such cases.

**4. Multiple Entry/Exit Option****(a) Entry Policy:**

Modalities on multiple entry by the student into the B.B.A /B.B.A.(Hons)/B.B.A.,(Hons.) with Research programme will be provided in due course of time.

**Note:** The Universities shall resolve any issues that may arise in the implementation of Multiple Entry and Exit policies from time to time and shall review the policies in the light of periodic changes brought by UGC, AICTE and State government.

**5. Gap Year Concept:**

Gap year concept for Student Entrepreneur in Residence is introduced and outstanding students who wish to pursue entrepreneurship / become entrepreneur are allowed to take a break of one year at any time after 1 year to pursue full-time entrepreneurship programme/to establish startups. *This period may be extended to two years at the most and these two years would not be counted for the time for the maximum time for graduation.* The HoD of the respective department shall forward such proposals submitted by the students to the Principal/BoS/Academic Council. An evaluation committee constituted by the Institution shall evaluate the proposal submitted by the student and the committee shall decide whether to permit the student(s) to avail the Gap Year or not

**6. Transitory Regulations**

Discontinued, detained, or failed candidates are eligible for readmission as and when the semester is offered after fulfillment of academic regulations. Candidates who have been detained for want of attendance or not fulfilled academic requirements or who have failed after having undergone the course in earlier regulations or have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered, subject to Section 2 and they will follow the academic regulations into which they are readmitted.

Candidates who are permitted to avail Gap Year shall be eligible for re-joining into the succeeding year of their B.B.A from the date of commencement of class work, subject to Section 2 and they will follow the academic regulations into which they are readmitted.

**7. Minimum Instruction Days for a Semester:**

The minimum instruction days including exams for each semester shall be 90 days.

**8. Medium of Instruction:**

The medium of instruction of the entire B.B.A./B.B.A.(Hons)/\_B.B.A.,(Hons.)with Research programme will be in English only.

**9. Student Transfers:**

Student transfers shall be as per the guidelines issued by the Government of Andhra Pradesh and the Universities from time to time.

**10. General Instructions:**

- i. The academic regulations should be read as a whole for purpose of any interpretation.
- ii. Malpractices rules-nature and punishments are appended
- iii. Where the words “he”, “him”, “his”, occur in the regulations, they also include “she”, “her”, “hers”, respectively.
- iv. In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Academic Council/BoS is final.
- v. The Universities may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the Universities.
- vi. In the case of any doubt or ambiguity in the interpretation of the guidelines given, the decision of the Academic Council/BoS is final.

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**MALPRACTICES RULES****DISCIPLINARY ACTION FOR/IMPROPER CONDUCT IN EXAMINATIONS**

|       | <b>Nature of Malpractices/Improper conduct</b>                                                                                                                                                                                                                                                                                                                                                                                       | <b>Punishment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <i>If the candidate:</i>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 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 subject 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 subject of the examination) | Expulsion from the examination hall and cancellation of the performance in that subject 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 exam hall in respect of any matter.                                                                                                                                                                                            | Expulsion from the examination hall and cancellation of the performance in that subject 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 calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.                                                                                                                                                                                                | Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year.<br>The Hall Ticket of the candidate is to be cancelled and sent to the University.                                                                                                                                                                                                                                                                                                                                 |
| 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 subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University 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 will be handed over |

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|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | to the police and a case is registered against him.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 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 performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. 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 subject.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 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 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 of property in the examination hall or any part of the College 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 college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects 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 is registered against them.                                                      |
| 7. | 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 performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for                                                                                                                                                                                                          |

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|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                                                                           | two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.                                                                                                                                                                                                                                                                                                        |
| 8.  | Possess any lethal weapon or firearm in the examination hall.                                                                                                                                             | Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.                                                                                                                                                      |
| 9.  | If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8. | Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College 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 subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.                                                                                                                                                                                                            |
| 11. | Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.                                                                                                 | Cancellation of the performance in that subject and all other subjects 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 University for further action to award suitable punishment.                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Malpractices identified by squad or special invigilators**

1. Punishments to the candidates as per the above guidelines.
2. Punishment for institutions: (if the squad reports that the college is also involved in encouraging malpractices)
  - (i) A show cause notice shall be issued to the college.
  - (ii) Impose a suitable fine on the college.
  - (iii) Shifting the examination centre from the college to another college for a specific period of not less than one year.

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**BBA CURRICULUM – 2023****RCE – BBA – R24 Regulations****Structure of the under graduate Programme**

All courses offered for the undergraduate program (B.B.A/B.B.A (Hons.)/.B.A., (Hons.) with Research) are broadly classified as follows:

**Category-wise distribution\***

| Semester                                               | Core Courses | Ability Enhancement Courses | Multi-Disciplinary Elective course | Value added Courses | Skill Enhancement courses | Discipline Specific Elective | Total     |
|--------------------------------------------------------|--------------|-----------------------------|------------------------------------|---------------------|---------------------------|------------------------------|-----------|
| I                                                      | 12           | 4                           | 2                                  | 2                   | -                         | -                            | 20        |
| II                                                     | 12           | 2                           | 2                                  | 2                   | 2                         | -                            | 20        |
| III                                                    | 12           | -                           | 2                                  | 2                   | 4                         | -                            | 20        |
| IV                                                     | 14           | -                           | -                                  | 2                   | 4                         | -                            | 20        |
| V                                                      | 8            | -                           | -                                  | -                   | 4                         | 8                            | 20        |
| VI                                                     | 6            | -                           | -                                  | -                   | 6                         | 8                            | 20        |
| <b>BBA (Honours)/ B.B.A.,(Hons.)<br/>With Research</b> |              |                             |                                    |                     |                           |                              |           |
| <b>VII</b>                                             | <b>4</b>     |                             | <b>4</b>                           |                     | <b>4</b>                  | <b>8</b>                     | <b>20</b> |
| <b>VIII</b>                                            |              |                             |                                    |                     | <b>8</b>                  | <b>12</b>                    | <b>20</b> |

**INDUCTION PROGRAM**

The Essence and Details of Induction program can also be understood from the ‘Detailed Guide on Student Induction program’, as available on AICTE Portal, (Link:<https://www.aicteindia.org/sites/default/files/Detailed%20Guide%20on%20Student%20Induction%20program.pdf>). For more, Refer

**Appendix I.**

| <b>Induction program(mandatory)</b>                                                | <b>Three-week duration</b>                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Induction program for students to be offered right at the start of the first year. | <ul style="list-style-type: none"><li>• Physical activity</li><li>• Creative Arts</li><li>• Universal Human Values</li><li>• Literary</li><li>• Proficiency Modules</li><li>• Lectures by Eminent People</li><li>• Visits to local Areas</li><li>• Familiarization to Dept ./Branch &amp; Innovations</li></ul> |

**Mandatory Visits/Workshop/Expert Lectures:**

- ☐ It is mandatory to arrange one industrial visit every semester for the students of each branch.
- ☐ It is mandatory to conduct a One-week workshop during the winter break after fifth semester on professional/industry/entrepreneurial orientation.
- ☐ It is mandatory to organize at least one expert lecture per semester for each branch by inviting resource persons from domain specific industry.

**For Summer Internship / Projects / Seminar etc.**

- ☐ Evaluation is based on work done, quality of report, performance in viva-voce, presentation etc.