

PREAMBLE

Darshan University offers BBA and B.Com. Program under the School of Management. It is governed by BBA and B.Com. Rules and Regulation 2021 of Darshan University. The BBA and B.Com. Rules and Regulations may be extended to any new discipline(s) that may be introduced in future. A candidate shall become eligible for the award of the BBA and B.Com. Degree after fulfilling all the academic requirements as prescribed by the BBA and B.Com. Rules and Regulations of Darshan University.

DEFINITIONS OF KEYWORDS

Program	A range of learning experiences offered to students in a formal manner, over a period of study, leading to award a under graduate degree certificate
Semester	Half of a year which shows duration for studying a course
Term	A period of time into which academic year is divided and coinciding with a semester
Academic Year	Year having two consecutive odd and even semesters
Course	A course is a paper/subject with specified number of credits/hours in a formal program
Curriculum	A prescribed set of courses that are offered to a student in a program of study
Credit	A unit (a numerical figure) by which the course work is measured. On passing the course, the student earns this "credit"
Letter Grade	A letter associated with the performance level of the student in a particular course. A qualitative meaning and a numerical index of the performance are attached to each grade. Grades are denoted by alphabets. (A+, A, B+, B, C+ and C are Passing grades, F is Fail grade)
Grade Point	It is a numerical weight allotted to each letter grade on a 10-point scale.
Credit Point	It is the product of grade points and the number of credits per course.
Semester Performance Point (SPI)	It is a measure of performance during a semester. It shall be expressed up to two decimal places.
Cumulative Performance Point (CPI)	It is the measure of overall cumulative performance over all semesters. It is expressed up to two decimal places.
CGPA	It is the measure of overall cumulative performance of last FOUR semesters of a program. It is expressed up to two decimal places.

Registration	Procedure for getting enrolment in a course
Re-assessment	To assess or to evaluate the answer sheets once again
Rechecking	To recount the marks only of the answer sheets

R-1 PROGRAM

School of Management offers Under Graduate Degree Programs in Management and Commerce, leading to the award of degree of BBA and B.Com. All Programs are full-time, of THREE years duration and are approved by the applicable regulatory body of Darshan University.

R-2 ELIGIBILITY FOR ADMISSION

- 2.1 The student who seeking admission in the 1st year of Degree Program leading to get Bachelor of Business Administration (BBA) or Bachelor of Commerce (B.Com.) degree shall have passed the Qualifying Examination with minimum eligibility criteria of percentage of marks in the courses as prescribed by the higher Statutory Bodies from time to time.

R-3 COURSE

3.1 Course Categories or Types

Courses taken by a student to complete the Program are divided into Foundation Courses, Program Core Courses, Program Elective Courses, Open Elective Courses, Skill based Courses, Project Work, Internship and Extra credit courses, like NCC, NSS etc.

3.2 Medium of Teaching Learning Activities

Medium of instruction, examination and project reports shall be in English except in case of any language courses.

3.3 Component of Courses

The academic schedule of the courses may consist of one or more of the following components with their respective scope as described.

Lectures (L): Teaching-learning processes conducted in real and virtual classrooms with various multimedia aids.

Tutorial (T): Supplementary to classroom teaching. It consists of one or more of the following teaching strategies: Tutorial exercises, quizzes, tests, objective questions.

Internship / Project Work (P): This component consists of one or more of the following practical exercises/projects: seminar, workshop, industrial/professional training, analysis, research project etc.

3.4 Credit of Course

Credits are assigned to the Courses based on the following general pattern:

- A. One credit for each lecture period
- B. One credit for each tutorial period.
- C. One credit per two hours for each Laboratory or Practical or workshop session.
- D. Credits for the seminar, mini project, project as indicated in the curriculum of the Program



3.5 Curriculum for the Courses

- Board of Studies will discuss and recommend the Curriculum of all the undergraduate courses offered by the department from time to time before sending the same to the Academic Council.
- Academic Council will consider the proposals from the Board of Studies and make recommendations to the Board of Governors for consideration and approval.
- The Program shall have curricula for the courses approved by the Board of Governors.
- For all approved courses, the copyright shall be with Darshan University.

3.6 Course Coordinator

Course Coordinator is to be appointed for each course to coordinate all matters related to the conduct and assessment of a course.

3.7 Course Outcomes (COs)

COs are statements that describe what students should be able to do at the end of a course. It can be 4 to 6 in numbers.

R-4 MENTOR

The concerned department will assign a Faculty Advisor to each student. Mentor will have the opportunity to use his experience and knowledge in a facilitative manner to support the overall development of the mentee.

R-5 REGISTRATION

5.1 To earn course credits in a semester, a student must register for the courses at the commencement of the semester.

5.2 Categories Of Registrations

There will be Three categories of Registrations: (1) Initial Registration (IR), (2) Repeat Registration (RR), (3) Re-examination Registration (RER)

NOTE: All three categories will be collectively referred to simply as Registration. Individual categories will be referred to by their symbols.

5.2.1 Initial Registration (IR)

- In order to study a course for the first time, the student will register under the IR category. This will imply regular attendance for the study of all components of that course and appearing at all examinations thereof.
- IR registrations for courses of a semester are to be done for ALL courses of that Semester as shown in the Teaching Scheme; IR registration will not be permitted for a lesser number of courses.

5.2.2 Repeat Registration (RR)

- The student whose Term is not granted for any registered course will have to repeat the study of that course. He will have to seek fresh registration for this purpose.
- This category will imply regular attendance to study all components and appearing at all examinations thereof.

5.2.3 Re-examination Registration (RER)

- This registration is necessary for appearing again in a particular examination of a course. It will not involve regular attendance for studying that course.



5.3 **Approval of Registration**

- Every student must apply in the prescribed form for registrations, as applicable. The decision on the student's request will be based on the availability of courses and applicable Regulations.
- The Dean may cancel the registration of one or more courses if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.

5.4 **Simultaneous Registration in Different Categories**

5.4.1 Semesters will be registered in chronological order.

5.4.2 A student will not be permitted to register (IR) in the next higher semester if the total number of courses with RER and RR exceeds SIX, excluding the previous semester, provided, to get IR in semester-V, Semester-I should be completed. Similarly for semester-VI IR, Semester-II should be completed.

5.4.3 The student who becomes eligible for IR registration in a higher semester must first register for all RER and RR registrations as applicable in his case.

5.4.4 The student who is not eligible to register in a higher semester in any term must register in that term, for all RER and RR registrations applicable in his case.

R-6 GRANTING OF TERM and PROMOTION CRITERIA FOR REGISTERING TO HIGHER SEMESTER

6.1 The Term will be granted course-wise.

6.2 If the term is not granted, the student will get "Not Eligible (NE)" status for the course and he/she shall not be allowed to appear for the semester-end examination as well as IR shall be cancelled.

6.3 The term will not be granted if

- A. The student's attendance falls below 75% in all components together in each course.
- B. The student hasn't cleared pending fees of University, Hostel and Library dues and fines (if any) of the previous semesters.
- C. The student hasn't paid all required advance fees of the University and Hostel for the current semester.
- D. The student has not been debarred from academics due to any disciplinary actions on any specific ground.

6.4 In R-6.3 (A), A provision for condonation of 10% of the attendance shall be given by the Vice-Chancellor on the specific recommendation of the Head of the department and Dean, showing reasonable cause such as:

- A. Any medical emergencies/ illness where the candidate requires rest for the specified number of days certified by a Government Doctor only/any death in the family (near and dear ones).
- B. If the student represents the University in Sports/Cultural Activities/Extra-curricular activities/Co-curricular activities.
- C. If a student presents a Paper in National/International Conferences or attends any recognized Workshops/Seminars.



- 6.5 The student who has been given "Not Eligible (NE)" status may appeal to the Appeal Committee giving full reasons for his default. The decision of the Committee in all such cases will be final.

R-7 EXAMINATION

Every student shall be assessed for eligibility to higher semester through Continuous Internal Assessment (CIA) and Semester End Examination (SEE) as prescribed.

7.1 Continuous Internal Assessment (CIA)

The CIA shall normally be conducted by the assessment components spread through the running semester; the components of CIA may be tests, mid-term exam, quiz, term paper, simulation-based problem solving, open-book test, solving open-end problems, mini-projects, seminars, viva-voce, awarding marks for attendance and such activities that enhance original thinking of students. The Course instructor shall announce the detailed methodology for conducting the various components of CIA together specifying component-wise weightage on the commencement of each semester.

7.2 Semester End Examinations (SEE)

The SEE shall be conducted at the end of each semester. The SEE components may be a closed or open book written/online examination, project demo, viva-voce, and/or a portfolio presentation, Laboratory experiments if the course having a laboratory work component.

7.3 SEE and CIA weightage

SEE and CIA shall respectively have 70:30 per cent weightage in theory and in practical 50:50 percentage weightage. The Vice-Chancellor, on the recommendations of the Dean of Faculty and Head of the Department, in exceptional cases, may approve the variation in this weightage ratio.

7.4 Course Passing Criteria

- Based on the course structure, there may be four components of assessment as below:
 - A. Theory SEE
 - B. Theory CIA
 - C. Practical/Term Work/Viva SEE
 - D. Practical/Term Work/Viva CIA
- To pass the course the student needs to fulfil all following conditions:
 1. Needs to score at least 40% marks in Theory SEE and Theory CIA together
 2. Needs to score at least 40% marks in Practical/Term Work/Viva SEE and Practical/Term Work/Viva CIA together



7.5 **Examiner**

- 7.5.1 All continuous internal assessments will be carried out by the concerned course instructor. All other assessments/examinations will be carried out by a panel of at least two examiners.
- 7.5.2 The end semester practical examination of each course for Semester-I to IV shall be conducted by an internal examiner and for Semester-V & VI shall be conducted by an internal and an external examiner both.
- 7.5.3 The extent of associating external experts with the examination, selection and appointment of all examiners will be decided by the Dean in consultation with a committee appointed for this purpose.

7.6 **Re-assessment**

- 7.6.1 A student shall apply for re-assessment of his/ her answer books of the end semester examination (theory) only within three working days after the declaration of the results.
- 7.6.2 The Controller of Examination shall appoint two examiners (one is Convener of the original exam and the other is new examiner) for the reassessment of the end semester examination (theory) for both sections.
- 7.6.3 The marks obtained by the candidate shall be considered for grading after re-assessment, only if, the change in the mark is more than or equal to 10% of the total mark of the End Semester (Theory) Examination OR the candidate gets 'C' or better grade from 'F' grade.

R-8 METHOD OF AWARDING LETTER GRADES

- 8.1 The overall performance of a student in a course is represented by a letter grade which is given on the basis of the percentage marks obtained in all exam components together. The interpretation of letter grades and relationships among % of marks, Grades and Grade points are listed in the table below.

% Marks	Grade	Grade Points	Performance Interpretation
90 to 100	A+	10	Outstanding
80 to 89	A	9	Excellent
70 to 79	B+	8	Very Good
60 to 69	B	7	Good
50 to 59	C+	6	Average
40 to 49	C	5	Pass
Less than 40	F	0	Fail
-	Ab	0	Due to absence in the end semester examination

- 8.2 A course is completed successfully, i.e., credit is earned for a course, when a letter grade "C" or better (in grade points) is obtained in the course.



- 8.3 A student earns zero credit for a course when he gets a letter grade having zero grade points in the course, and hence it will be considered a failure in a course.
- 8.4 A student shall have to repeat all courses in which he/she obtains 'F' Grades until a passing grade is obtained.
- 8.5 The student who has once passed a course will not be allowed to appear for the examination for that course again.
- 8.6 The Grade sheet/Transcript will show only the Course Grade and not the Component Grades.

R-9 PERFORMANCE EVALUATION

- 9.1 The performance of a student shall be evaluated in terms of:
1. Semester Performance Index (SPI) - which is the Grade Point Average for a particular semester
 2. Cumulative Performance Index (CPI) - which is the Grade Point Average for all the completed semesters

9.2 Semester Performance Index (SPI)

The SPI is calculated on the basis of grades obtained in all registered courses for the particular semester, except the courses in which F grade or below.

$$SPI = \frac{\text{Sum of (Credit} \times \text{Grade Point) for all passed courses in a particular Semester}}{\text{Sum of Credits for all courses in a particular Semester}}$$

9.3 Cumulative Performance Index (CPI)

The CPI is calculated on the basis of grades obtained in all registered courses for all the completed semester, except the courses in which F grade or below.

$$CPI = \frac{\text{Sum of (Credit} \times \text{Grade Point) for all passed courses of all completed Semester}}{\text{Sum of Credits for all courses of all completed Semester}}$$

9.4 Cumulative Grade Point Average (CGPA)

The CGPA is calculated on the basis of grades obtained in all registered courses for all the completed semester starting from semester-III, except the courses in which F grade or below.

$$CGPA = \frac{\text{Sum of (Credit} \times \text{Grade Point) for all passed courses of all completed Semester starting from Semester-III}}{\text{Sum of Credits for all courses of all completed Semester starting from Semester-III}}$$

- 9.5 The Earned Credits are defined as the sum of course credits for courses in which candidates have been awarded grades between A+ to C. (Ref. 8.1)



9.6 Percentage (%) Marks and Class

- The conversion formula for the conversion of CGPA into percentage is:

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

- The relation between class and CGPA is described in the table given below:

CGPA	Equivalent Class
5.00 to 5.49	Pass
5.50 to 6.49	Second
6.50 to 7.49	First
7.50 and above	Distinction

9.7 Grade Sheet

A grade sheet will be issued to each student indicating his performance in all courses taken in that semester and also indicating the Grades, SPI, CPI and CGPA.

9.7 Degree Certificate and Class obtain in Degree program:

The degree certificate will be issued to the candidate after he/she has earned the minimum required credit in program. The class in degree certificate would be awarded as per CGPA secured by the student as shown in 9.6.

9.7 Transcript

- After successful completion of the total Program of study, a Transcript containing the performance of all academic years will be issued as a final record after the payment of a requisite fee.
- The transcript shall indicate full information on the grades obtained in all courses including those in first and subsequent attempts.
- Duplicate transcripts will also be issued if required after the payment of a requisite fee.
- The partial transcript will also be issued up to any point of study to any student on request and by paying the stipulated fee.

R-10 DURATION OF THE PROGRAM

Normally a candidate should complete all the requirements for a particular program in definite duration. However, academically weaker candidates who do not fulfil some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to twice the duration of particular program to complete all the requirements of the degree.



R-11 TERMINATION FROM THE PROGRAM

- 11.1 A candidate may also be compelled to leave the Program in the University on disciplinary grounds.
- 11.2 On having been found to have produced false documents or having made the false declarations at the time of seeking admission.
- 11.3 On having been found to be pursuing regular studies and/or correspondence courses (leading to degree or diploma) in any other college, university or educational institution simultaneously without taking permission from Darshan University.
- 11.4 On having been found to be concurrently employed and performing a duty or carrying out business in contravention to academic schedules of the University and without taking approval from the University.

R-12 ADMISSION BY TRANSFER

- 12.1 Transfer of candidates from higher education institutions outside the University shall be considered at the beginning of the Third to Fifth Semesters.
- 12.2 The candidates shall apply for equivalence with the No-objection for admission to Darshan University from the university where they are pursuing their studies.
- 12.3 The candidates must have passed all courses in the earlier semesters prior to transfer.
- 12.4 For a student admitted by transfer to the BBA/B.Com. Program after completing part of his degree requirements elsewhere or under the previous regulations, the Board of Studies (BOS) shall decide the courses which he/ she is deemed to have completed and shall be exempted from those courses. In the grade sheet, the exempted courses shall be specified as "EXEMPTED".
- 12.5 The remaining requirements must be completed by the student in a proportionately smaller number of semesters which shall be prescribed for him at the time of his admission to the Program.

R-13 CHANGE OF PROGRAM

- 13.1 The students are not allowed to change Programs from one major to other but they may opt or opt-out of a minor course under the same major program with the recommendation of the Dean of Faculty of Management and approval of Registrar.
- 13.2 A student will not be awarded a minor degree with any major program if he/she doesn't comply with all the requirements for all courses under that minor which are prescribed while opting for the minor. In such a case, the student will be awarded only a major degree.
- 13.3 A student may opt for any minor course at any semester as prescribed in the curriculum of that Program. But if a student opt-out of the minor course once, he/she will not be allowed to opt for it again.



R-14 ELIGIBILITY FOR THE AWARD OF DEGREE

- 14.1 A student shall be declared to be eligible for the award of BBA/B.Com. degree if he/she has:
- A. Completed all the credit requirements for the degree with CGPA of 5.0 or higher at the end of the Program.
 - B. Satisfactorily completed all the mandatory courses.
 - C. No dues to the University, Department, Library, Hostels, etc.
 - D. No disciplinary action is pending against him/her.
- 14.2 The award of BBA/B.Com. degree must be recommended by the Academic Council and approved by the Board of Governors of the Darshan University.
- 14.3 In order to be eligible for the award of medals/prizes and ranks etc the student should complete all the courses within the prescribed minimum duration. The students who have repeated any course shall not be eligible for the award of medals/prizes.
- 14.4 In order to be eligible for the award of medals/prizes and ranks etc the student should be enrolled from the beginning of the program at Darshan University.

R-15 DISCLAIMER

- Any questions as to the interpretation of these Regulations shall be decided by the University, whose decision shall be final. The University shall have the powers to issue clarifications to remove any doubt, difficulty or anomaly which may arise during the implementation of the provisions of these regulations.
- The Academic Council and Board of Governors of Darshan University may revise, amend or change the regulations from time to time.

