

R.V.R. & J.C. COLLEGE OF ENGINEERING :: GUNTUR

(Autonomous)

Academic Regulations (R24) FOR Four Year BACHELOR OF BUSINESS ADMINISTRATION (Honors) Degree Programme

(Effective for the students admitted into I year from the Academic Year 2024-25 onwards).

1 ADMISSIONS

Admission to the BBA (Honors) Program shall be made subject to the eligibility, qualifications and specialization prescribed by the A.P. State Government / Acharya Nagarjuna University from time to time. Admissions shall be made either based on the merit rank obtained by the student in the common entrance examination conducted by the A.P. Government / APSCHE or any other order of merit approved by the A.P. Government / APSCHE, subject to reservations as prescribed by the Government/APSCHE from time to time.

2 MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instruction of the entire B.B.A. undergraduate programme (including examinations and project reports) and the examination will be in English only.

3 MINIMUM INSTRUCTION DAYS

A semester comprises 90 working days and an academic year is divided into two semesters.

4 AWARD OF THE DEGREE

Award of the BBA (Honors) Degree if he / she fulfills the following:

- (i) Pursues a course of study for not less than four academic years and not more than eight academic years.
- (ii) Registers for 160 credits and secures all 160 credits.

5 Students, who fail to fulfill all the academic requirements for the award of the degree within specified period from the year of their admission, shall forfeit their seat in BBA (Honors) course and their admission stands cancelled. This clause shall be read along with clause 4.

6 PROGRAM RELATED TERMS

6.1 **Credit:** A unit by which the course work is measured. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (Lecture/Tutorial) or two hours of practical work/field work per week.

1 Hr. Lecture (L) per week	1 credit
1 Hr. Tutorial (T) per week	1 credit
1 Hr. Practical (P) per week	0.5 credit
2 Hr. Practical (P) per week	1 credit

6.2 **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

6.3 **Choice Based Credit System (CBCS):** The CBCS provides a choice for students to select from the prescribed courses.

7 ATTENDANCE REGULATIONS

- 7.1 A student shall be eligible to appear for the Semester End Examinations if he / she acquires 75% of attendance in aggregate of all the subjects.
- 7.2 A weightage in sessional marks up to a maximum of 5 marks out of 30 marks in each theory course shall be given for those candidates who put in a minimum of 75% attendance in the respective theory in a graded manner as indicated below:
- Attendance of 75% and above but less than 80% - 2 mark
Attendance of 80% and above but less than 85% - 3 marks
Attendance of 85% and above but less than 90% - 4 marks
Attendance of 90% and above - 5 marks
- 7.3 Condonation of shortage in aggregate attendance may be recommended on genuine medical grounds, up to a maximum of 10% provided the candidate puts in at least 65% attendance as calculated in **clause 7.1**, provided the Principal is satisfied with the genuineness of the reasons and the conduct of the candidate.
- 7.4 A student will not be promoted to the next semester unless he/she satisfies the attendance requirements of the present semester. They may seek re admission for that semester from the date of commencement of class work.
- 7.5 If any candidate fulfills the attendance requirement in the present semester, he/she shall not be eligible for readmission into the same class.
- 7.6 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.

8 EVALUATION

The performance of the candidates in each semester shall be evaluated Course wise. The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks. Mandatory courses with no credits shall be evaluated for a maximum of 100 marks.

The distribution of marks between Continuous Internal Assessment and Semester End Examination is as follows:

Nature of the Courses	Continuous Internal Assessment Marks	Semester End Examination Marks
Theory Courses / Laboratory Courses / Dissertation work / Internship / Skill Enhancement Courses	30	70
Audit Course	100	---
Comprehensive Viva	---	100

a) Continuous Internal Evaluation:

- (i) In each of the Semesters, there shall be two Midterm examinations in every theory course. The Sessional marks to the midterm examinations shall be awarded giving a weightage of 16 marks out of 20 marks (80% approx.) to the midterm examination in which the candidate scores more marks and the remaining 4 marks (20% approx.) to the other midterm examination in which the candidate scores less marks.
- (ii) A maximum of five marks are allotted for attendance in the respective theory courses in a graded manner as indicated in **clause 7.2**. The remaining 5 marks out of the 30 marks earmarked for the Seminar Presentation by the student, are awarded by the concerned teacher in the respective theory courses.

- (iii) The evaluation for Laboratory class work consists of a weightage of 15 marks for day to day laboratory work including record work and 15 marks for internal laboratory examination including Viva-voce examination.

In case of Internship sessional marks shall be awarded based on the report and oral presentation with 50% weightage each.

In case of Dissertation Work, the sessional marks shall be awarded 30 marks for Internal Evaluation consisting of a weightage of 15 marks for day to day work and 15 marks for presentation and report.

NOTE : A candidate who is absent for any Midterm Exam, for any reason whatsoever, shall be deemed to have scored zero marks in that Test / Exam and no Re-Exam shall be conducted.

- (iv) A candidate who could not secure a minimum of 50% aggregate sessional marks is not eligible to appear for the Semester End Examination and shall have to repeat that Semester.

b) End Examination Evaluation:

- (i) End examination of theory subjects shall have the following pattern: There shall be 9 questions. All questions carry equal marks. Question 1 is compulsory and shall contain Case Study for 14 marks covering any Unit of the Syllabus. The remaining questions shall be either/or type questions from each unit with 14 marks.
- (ii) For practical courses, the examination shall be evaluated for 70 marks by the concerned laboratory teacher and a subject expert in the subject appointed by the principal. Procedure: 20 marks, Experimental work & Results: 30 marks and Viva voce: 20 marks.
- (iii) In case of Internship / Dissertation work, the examination shall be evaluated for 70 marks by One Internal and External Examiner appointed by the Principal.
- (iv) There shall be no external examination for Discipline Specific Elective (Audit Course) with zero credits. However, attendance shall be considered while calculating aggregate attendance and students shall be declared to have passed the Audit 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.
- (v) In case of comprehensive viva, the examination shall be evaluated for 100 marks by One Internal and External Examiner appointed by the Principal.

9 MASSIVE OPEN ONLINE COURSES (MOOCs)

A student can register and complete MOOCs course(s) of his/her interest and must submit the completion certificate(s) from approved digital platforms, on or before the last instruction day of Final Semester, which will be reflected in the consolidated grade sheet.

10 ACADEMIC BANK OF CREDITS (ABC)

The college has implemented Academic Bank of Credits (ABC) to promote flexibility in curriculum as per NEP 2020 to

- 10.1 provide option of mobility for learners across the universities of their choice.
- 10.2 provide option to gain MOOCs from approved digital platforms.
- 10.3 facilitate award of certificate/diploma/degree in line with the accumulated credits in ABC.
- 10.4 execute Multiple Entry and Exit system with credit count, credit transfer and credit acceptance from students' account.

11 MANDATORY INTERNSHIPS & DISSERTATION

- 11.1 Students shall undergo mandatory internship for a period of 4-6 weeks after the completion of Second Year. The student shall register for the internship as per course structure after commencement of academic year.
- 11.2 Internship is the Industry Internship and shall be completed in collaboration with any industries in the areas of concerned specialization of the Undergraduate program.
- 11.3 Evaluation of the internship shall be through the departmental committee. A student will be required to submit an internship report to the concerned department and appear for an oral presentation before the departmental committee composed of the Head of the Department, supervisor of the internship and a senior faculty member of the department. A certificate of successful completion from industry shall be included in the report.
- 11.4 Students shall undergo the Internship work during IV BBA II Semester along with Discipline Specific Electives. The Dissertation report should be submitted at the end of the semester.

12 PROMOTION RULES

The following academic requirements must be satisfied in addition to the attendance and sessional marks

- 12.1 A student shall be promoted from first year to second year if he/she fulfils the minimum attendance requirement and minimum aggregate sessional marks as mentioned in **Clause-7, Clause-8.**
- 12.2 When a student is detained due to shortage of attendance / marks he/she may be re-admitted when the semester is offered after fulfillment of academic regulations.

13 CONDITIONS FOR PASS

A candidate shall be declared to have passed in individual course if he / she secures a minimum of 35% marks in theory and 50% marks in Practical courses / Project Viva-voce in Semester End Examination and minimum of 40% marks in both Sessional & Semester End Examination put together.

14 GRADING

- 14.1 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:
- 14.2 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.

S.No.	Range of Marks	Grade	Grade Points
1	≥ 90	A+	10.0
2	≥ 80 - < 90	A	9.0
3	≥ 70 - < 80	B	8.0
4	≥ 60 - < 70	C	7.0
5	≥ 50 - < 60	D	6.0
6	≥ 40 - < 50	E	5.0
7	< 40	F	0.0
8	Withdrawal / Absent	W	0.0

- 14.3 A student obtaining Grade 'F' or Grade 'W' in a subject shall be considered failed and will be

required to reappear for that subject when it is offered the next supplementary examination.

14.4 Non-credit audit courses Grades will not be counted for the computation of SGPA/CGPA/Percentage.

14.5 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.,

$$\frac{\sum [\text{No. of Credits X Grade Points}]}{\sum \text{No. of Credits}}$$

CGPA will be calculated in a similar manner, considering all the courses up to that semester.

14.6 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.

14.7 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.

14.8 Conversion of CGPA into equivalent Percentage : Percentage of Marks =(CGPA-0.50)x10

15 AWARD OF CLASS

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

S.No.	Class	CGPA
1	First Class With Distinction	7.5 or more
2	First Class	6.5 or more but less than 7.5
3	Second Class	5.5 or more but less than 6.5
4	Pass Class	5.0 or more but less than 5.5

16 IMPROVEMENT OF CLASS

A candidate, after becoming eligible for the award of the Degree, may improve the CGPA by appearing for the Semester End Examination in any of the theory course as and when conducted. But this provision shall be within a period of two academic years after becoming eligible for the award of the Degree. However, this facility cannot be availed by a candidate who has taken the Original Degree Certificate.

17 AWARD OF RANK

The rank shall be awarded based on the following:

17.1 Ranks shall be awarded in each branch of study for the top five percent of the candidates appearing for the Regular Semester End Examinations or the top ten candidates whichever is minimum.

17.2 Only such candidates who pass the Final year examination at the end of the fourth/third academic year after admission as regular final year candidate along with others in their batch and become eligible for the award of the degree shall be eligible for the award of rank. The Rank will be awarded only to those candidates who complete their degree within four/three

academic years.

17.3 For the purpose of awarding rank in each branch, only such candidates who passed all courses in the first attempt only shall be considered.

18 WITH-HOLDING OF RESULTS

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

19 EXIT OPTION

19.1 The students can choose to exit the four-year programme at the end of First / Second / Third year.

19.2 **Under Graduate Certificate in Business Administration** - Programme duration: First year (first two semesters) of the undergraduate programme, 40 credits.

19.3 **Under Graduate Diploma in Business Administration** - Programme duration: First two years (first four semesters) of the undergraduate programme, 80 credits.

19.4 **Bachelor in Business Administration (BBA)** - Programme duration: First three years (first six semesters) of the undergraduate programme, 120 credits.

20 GAP YEAR

20.1 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 II 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.

20.2 An evaluation committee constituted by the college 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.

21 CONDUCT AND DISCIPLINE

21.1 Candidates shall conduct themselves within and outside the premises of the institute in a manner befitting the candidates of our institution.

21.2 As per the order of Honourable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with. The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.

- a Lack of courtesy and decorum, indecent behaviour anywhere within or outside the campus.
- b Willful damage of college / individual property
- c Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- d Mutilation or unauthorized possession of library books.
- e Noisy and unseemly behaviour, disturbing studies of fellow candidates.
- f Hacking of computer systems (such as entering into other person's areas without prior permission, manipulation and / or damage of computer hardware and software or any other cyber-crime etc.)
- g Usage of camera / cell phone in the campus
- h Plagiarism of any nature

- i Any other acts of gross indiscipline as decided by the academic council from time to time.
- 21.3 Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debar from examination, disallowing the use of certain facilities of the institute, rustication for a specified period or even outright expulsion from the institute or even handing over the case to appropriate law enforcement or the judiciary, as required by the circumstances.
- 21.4 For an offence committed in (i) a hostel (ii) a department or in a classroom and (iii) elsewhere, the chief warden, the head of the department and the principal respectively, shall have the authority to reprimand or impose fine.
- 21.5 Cases of adoption of unfair means and / or any malpractice in an examination shall be reported to the principal for taking appropriate action.
- 21.6 All cases of serious offence, possibly requiring punishment other than reprimand, shall be reported to the academic council.
- 21.7 The institute level standing disciplinary action committee constituted by the academic council shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- 21.8 The principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the programmes committee in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the appropriate authority, shall be reported to the academic council for ratification.
- 20.10 "Grievance and Redressal Committee" (General) constituted by the Principal shall deal with all grievances pertaining to the academic / administrative / disciplinary matters.

22 MALPRACTICES

- 22.1 The Principal shall refer the cases of malpractices in internal assessment tests and semester-end examinations to a malpractice enquiry committee constituted by him / her for the purpose. Such a committee shall follow the approved scales of punishment. The principal shall take necessary action, against the erring candidates based on the recommendations of the committee.
- 22.2 Any action on the part of a candidate during an examination trying to get undue advantage or trying to help another, or drive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the staff, who are in-charge of conducting examinations, valuing examination papers and preparing / keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned in the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

23 AMENDMENTS TO REGULATIONS

The College may, from time to time, revise, amend, or change the Regulations, Schemes of Examinations, and / or Syllabus.

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