

**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY,  
MURTHAL**

**ORDINANCE FOR CREDIT BASED SYSTEM**

*For*

**BACHELOR OF BUSINESS ADMINISTRATION and BACHELOR OF HOTEL  
MANAGEMENT**

**(wef from the academic session 2011-12)**

**1 Preliminaries**

This ordinance shall apply to **BACHELOR OF BUSINESS ADMINISTRATION (BBA) and BACHELOR OF HOTEL MANAGEMENT (BHM) of this university**

**DURATION OF THE COURSE FOR BBA and BHM**

<b>Courses</b>	<b>Normal duration</b>	<b>Extended duration</b>
BBA	Three Years (06 semesters)	Six Years
BHM	Three Years (06 semesters)	Six Years

- (a) However, a student, who having passed the second semester examination discontinues her/ his studies, for some justified reasons may be permitted to join the third semester within one year of her/his passing the second semester examination.
- (b) An academic year shall consist of two semesters (**odd & even**) of approximately **20** weeks duration inclusive of the period of examination and semester break. The eligibility criteria for admission to each programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the prospectus.

**2. ORDINANCE: BACHELOR OF BUSINESS ADMINISTRATION and  
BACHELOR OF HOTEL MANAGEMENT**

Notwithstanding anything contained in any other ordinance with regard to the matter hereunder, the courses of study for the Degrees of Bachelor of Business Administration / Bachelor of Hotel Management and the conditions for admission thereto shall be as under:

**2.1 Eligibility Criteria for Admission and Evaluation**

Admission to the first semester of the Programme shall be open to candidates who have passed

**Senior Secondary Examination i.e. 10+2 with at least 40% marks (pass marks in case of SC/ST candidates) in aggregate from a recognized Board of Education OR an equivalent examination.**

**General Guidelines for Admission in BBA and BHM Programmes:**

- (a) Before accepting the admission, the candidate must also ensure that s/he fulfills the minimum eligibility conditions as laid down herein and by the Univ. for admission to the respective course.
- (b) The admission would be made by the University/Government from time to time.

- (c) The reservation would be according to the Haryana Govt./University norms notified in the admission brochure.
- (d) The reserved seats remaining vacant in the first counselling shall be carried forward to the second counselling and filled from respective categories of candidates. The above categories of reserved seats still remaining vacant shall be converted into general category seats in the third counselling & filled out of the merit list of general category candidates in the third counseling.
- (e) Fresh merit list will be prepared for each counselling.
- (f) Only those candidates who present themselves personally on the specified date and time along with the originals of all the documents will be considered for admission.
- (g) The admitted candidates will be required to deposit semester fees (non-refundable), securities (refundable) etc. of amount as decided by the Government/University in cash/ D.D. on the spot at the time of admission.

**2.2** At the end of the each semester, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as First Semester Examination, Second Semester Examination, and Third Semester Examination and so on.

**2.3** The Examination for all semester will normally be held in **December/January** and also in **May/ June** on such dates as may be fixed by the Controller of Examination as per the Schedule provided by the University. The date(s) of commencement of examination as well as the last date(s) for the receipt of examination forms and fees shall also be notified by the Controller of Examinations.

**2.4** The courses of the study and the subjects of examinations shall be as approved by the **Academic Council from time to time**. The medium of instructions and Examination shall ordinarily be **English** except otherwise decided by the Academic Council. The question paper will be set in English except otherwise decided by the board of studies concerned and approved by the Academic Council. Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Academic Council from time to time. The credits for each subject as also the contact hours per week will be mentioned in the scheme of studies approved by the Academic Council.

### **Evaluation Process:**

#### **a. Major Test (Theory Examination):**

The theory papers shall be set by external/internal paper setters. The evaluation of theory papers will be done by examiner(s) under the supervision of the Controller of Examinations. The panel of paper setters & examiners (evaluators) shall be supplied by the department approved by its Undergraduate Board of Studies of Management. If the examiner is more than one in a course, the grading will be done through mutual consultation among the examiners to maintain uniformity of grades.

#### **b. Computer Practical Examinations:**

The practical examiner(s) of the courses (relating to IT/Computer or wherever specified) shall be conducted as per scheme of examination by the following Board of Examiners, consisting of two members:

- a) One internal faculty member (to be appointed by the Director of the concerned Institute); and
- b) One external examiner (to be appointed by the Vice-Chancellor on the recommendations of the UG Board of Studies in Management).

If an External Examiner is unable to come, alternate examiner may be appointed by the Chairperson of the concerned department with the approval of the Controller of Examinations, DCRUST, Murthal.

**c. Sessionals:**

Sessional works shall be evaluated by the teachers of the various subjects based on the work done during semester on the basis of the following weightage:

S. no.	Components of Minors	Weightage
<b>A)</b>	<b>THEORY COURSES:</b>	
1.	Minor Test – I	30 %
2.	Minor Test – II	30%
3.	Assignment / Mini Project / Term paper	20 %
4.	Quiz/Tutorial/Class Test	20 %
<b>B)</b>	<b>LAB COURSES:</b>	
1.	Objective test/MCQ	20 %
2.	Lab. Work / Project	60 %
3.	Viva Voce/Test	20 %

For training report / project report the evaluation will be as specified by scheme of examination.

Wherever the evaluation is through presentation, it will be done by a Committee constituted by the Chairman of the concerned Department under his/her chairmanship.

**Every student has to appear in both the minor tests. If a student does not take a minor test, he/she shall be awarded zero marks in that test.** The marks obtained in sessional/practical/theory/seminar/dissertation are to be submitted to the Examination Branch duly signed by the Chairperson of the department before the close of semester examination or a date fixed by the COE. The examination branch/course coordinator shall convert the marks in to equivalent grades as per the grading procedure.

**2.5 Summer Training Report / Training Report**

Every student of BBA / BHM shall be required to undergo a practical **training in an industrial** organization approved by the Institute as per their scheme of examination.

The evaluation of the Training Report will be done as per scheme of examination. A candidate shall submit her/his Project report as prescribed in scheme of examination. In

case a candidate's Project is rejected or s/he is unable to complete it within the prescribed period for her/his category, s/he may be dealt as reappear in that paper and will be dealt accordingly.

The Summer Training Report, wherever specified will be submitted as under:

- a) The typing should be done on both sides of the paper (instead of single side printing)
- b) The font size should be 12 with Times New Roman font.
- c) The Training Report may be typed in 1.5 line spacing. But the References/Bibliography should be typed in single space.
- d) The paper should be A-4 size.
- e) Two copies meant for the purpose of evaluation may be spiral bound and submitted to the Controller of Examination.

## **2.5 Project Report**

- a) A candidate shall prepare her/his dissertation under the supervision of a teacher of the Department. Any joint supervisor (Intra-departmental, Inter-departmental, External Institution or Industry), may also be associated in supervision, if desirable, but the reasons for recommendation of Joint Supervisor will be recorded in the Dissertation Allotment proceedings. The inter-departmental or external supervisor can be appointed only as a joint supervisor and her/his prior written consent shall be submitted by the candidate to the Department.
- b) A candidate shall submit her/his Project report as prescribed in scheme of examination (if any). In case a candidate's Project is rejected or s/he is unable to complete it within the prescribed period for her/his category, s/he may be dealt as reappear in that paper and will be dealt accordingly.
- c) The candidate shall be required to submit three hard bound copies of dissertation/project as and when specified in the Scheme of Studies to the Examination Branch through the department. The Examination Branch will send a copy of dissertation to the outside expert/examiner well in advance before the presentation/Viva-Voce.
- d) The typing shall be done on both sides of the paper (instead of single side printing)
- e) The font size should be 12 with Times Roman Format
- f) The project report/dissertation may be typed in 1.5 (one and a half) space but the reference and bibliography should be typed in single space.
- g) The paper to be used should be A-4 size
- h) Project Report will be evaluated as per scheme of examination.
- i) The student will defend her/his project work through presentation before the committee and the committee will award marks in percentage. A student scoring 'F' grade in the dissertation exam shall have to resubmit her/his project report after making all corrections/improvements & this dissertation shall be evaluated as above.

## **2.7 Comprehensive viva voce / Viva Voce**

- (a) The comprehensive viva-voce will be conducted as per scheme of examination.
- (b) The marks obtained by the candidate for the viva-voce shall be taken into account when s/he appears in any future examiner under re-appear clause.

## **3.0 ATTENDANCE AND EXAMINATION SYSTEM**

### **3.1 The examination shall be opened to a candidate:**

- has attended regularly the prescribed courses of studies for the relevant semester examination in the department recognized by the University for the degree of Bachelor of Business Administration / Bachelor of Hotel Management.
- has his/her name submitted to the Controller of Examinations by the Chairperson of the department.
- has a good moral character (certificate be issued by the chairperson of the department concern if required ).
- has attended **not less than 75% of the total classes held in each theory/lab/seminar/ dissertation etc.** This requirement shall be fulfilled separately for each subject of study. A deficiency up to **10% may be condoned by the Chairman** of the department. A further condonation of **5% in attendance** may be allowed in severe/ Compassionate circumstances by the Vice-Chancellor. **However it may not be treated as a matter of right by the students.** (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s) in any semester, he/ she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)

3.2 The examinations for reappear in any subject(s) in the **odd semester** and that of in the **even semester** shall be held in the respective semesters along with the regular students. In addition to above, examination for reappear in the subjects in odd semesters will also be held during the even semesters examinations and vice-versa.

If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more paper(s) for that examination, s/he can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, prosecute her/his studies for the next semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s).

A Candidate shall be eligible for Promotion to next semester even if if has failed in all previous semesters.

The amount of Exam/Reappear/ Re-evaluation fee to be paid by the candidates shall be as prescribed by the University from time to time. .

Re-evaluation is permitted only for major tests (Theory course) as per University rules for re-evaluation.

A candidate who is unable to pass the Bachelor of Business Administration / Bachelor of Hotel Management Course within a maximum of **six consecutive academic years** from the date of his admission shall **lose the right to pursue the degree programme. In exceptional cases, mercy chance can be given by the Vice-Chancellor to a candidate if he/she applies.**

3.3 The minimum passing marks/grade for passing any semester Examination shall be:

- i. 40% in each major test (theory paper)

- ii. 40% in each Practical Examination/Viva-Voice Examination/ Dissertation/project Report
- iii. 40% marks in aggregate of sessionals (Minors) and end semester examinations for each theory and practical subject / project report provided that a candidate, who fails to obtain the requisite marks in aggregate of sessionals (Minors) and end semester examination, shall be required to reappear in the concerned subject in the subsequent theory/practical examination(s). Such candidates will not be required to repeat the sessional (Minors) works.
- iv. Minimum pass grade in each course is D grade. Grade will be awarded after adding the marks of Sessional (Minors) and major test / practical examination / Dissertation/project report
- v. SGPA of 4.0

A candidate who fails to obtain the requisite grade in 3.3 (i), 3.3 (i)i mentioned above shall be required to appear in the concerned component in the subsequent examination(s) subject to clause 3.2. However if a candidate fails to obtain requisite grade in 3.3(iii) and has obtained a grade of C+ or above in the associated theory exam, shall be awarded grade D in the minor but if s/he obtains a grade less than C+ in the theory exam, s/he shall have to reappear in the subsequent theory exams as per the ordinance till s/he gets a grade of C+ or above. After this s/he will be awarded grade D in the minor.

- 3.4 The result of a student at the end of each semester Examination and after completion of course shall be declared on the basis of the **SGPA & CGPA (cumulative grade point average)** obtained by the student..
- 3.5 At the end of each semester examination, the COE shall publish the result, provided that in a case where candidate who was permitted to take examination for higher semester but has not cleared the lower semester examination his result for the higher semester examination will be declared provisionally. Each successful candidate shall be issued a copy of the result card on having passed the semester examination.
- 3.6 Notwithstanding the integrated nature of the course wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the semester and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

#### 4. **SCHOLARSHIPS**

Scholarship may be awarded to students as per the terms and conditions stipulated by the funding agencies. However, it should be mentioned in the prospectus

#### 5. **THE CREDIT SYSTEM:**

Each Academic Program has a certain number of **credits** which describe its weightage. A student's performance is measured by the number of credits that he/she has completed satisfactorily. A minimum grade point average is required to be maintained for satisfactory progress.

Each subject (component) has a certain number of credits which reflect its weightage and is normally decided on the basis of effective contacts hours. It is mentioned in the scheme of studies and examinations.

- 5.1 The semester examination for the odd semesters shall ordinarily be held in the month of **December/January** and for the even semesters in the month of **May/June**, on such dates as may be fixed by University authority. The concerned teacher/ course coordinator should ensure that 100% syllabus is covered in each subject before the Semester Examination.
- 5.2 A faculty member shall be appointed as a **course-coordinator** by the **Chairperson** of the department who shall have the full responsibility for conducting the minor tests, evaluation work and awarding of grades.
- 5.3 The marks/grade awarded to a student in any particular subject will be based on the performance of the student evaluated throughout the semester. **The syllabus of the minor tests will be what is covered in that particular term.** The Semester Examination will be based on the entire syllabus.
- 5.4 The marks/grades will be displayed on the notice board of the department by the Chairperson before forwarding it to the Examination Branch.
- 5.5 The Chairperson of the department shall forward the awards/grades to the Examination Branch within a week after the semester ends and examination process starts. The evaluated answer sheets of minor tests are to be kept by the course coordinator for at least one year. The Examination Branch will keep the evaluated answer sheets of the semester examination for **at least one year**.

## 6. GRADING SYSTEM:

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades as per the guidelines given below:

### 6.1 Award of Grades Based on Absolute Marks:

The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (**after applying moderation if any**) as given below:

<u>Range of Marks (%)</u>	<u>Grade</u>
90 to 100	A+
80 to 89	A
70 to 79	B+
62 to 69	B
55 to 61	C+
46 to 54	C
40 to 45	D
Less than 40	F

#### Note:

- (i) The awards/grades shall be submitted by the teacher concerned through course coordinator to the Chairperson of the department. **The awards/grades should be finalized within 7 days** of the semester examination.

- (ii) In case of any difficulty/issue related to **courses/conduct/moderation of awards/grades/recon-duct of paper**, the matter will be referred to a **departmental monitoring** committee comprising of **Chairperson, senior most teachers by rotation, course coordinator and faculty nominee of the Dean**. The committee will be headed by the chairperson. The committee, on receipt of complaint either from the student or from the teacher, shall meet at the earliest or will give its decision within one week. The decision of the committee shall be final.

## 6.2 Grade Points

The grading point of academic performance will be as under:

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Very Poor	F	0
Absent	G	-
Audit Pass	AP	-
Audit Fail	AF	-
Incomplete Dissertation	X	-

### Note:

1. Pass Grade is Grade D and higher grades
2. Grades E and F are Fail grades

### ‘F’ Grade

The **F** grades denote poor performance, i.e. failing a subject (or subject component). A student has to repeat all those components of a subject(s), in which s/he obtains ‘F’ grades, **until a passing grade is obtained, within the stipulated time of completion of that programme as mentioned in clause 1(a)**

### ‘G’ Grade

If a student, who is otherwise eligible for appearing in the semester examination as per the ordinance, but can not appear in the semester examination then s/he will be awarded ‘G’ grade. The candidate will be allowed to take up the examination next time along with regular students and s/he will be awarded the grade as per grade system explained above.

### AP/AF Grade



These grades are awarded to qualifying/Non-Credit subject(s) (as per scheme supplied by the concerned departments). The candidate **will not be eligible for award of degree** without qualifying these courses.

### **Continuous Absence**

If a student is continuously absent from the Department for **more than four weeks** without intimation to the Chairperson of Department, her/his name will be struck off from the roll of the department. The re-admission shall not be allowed to the candidate during the same academic session.

### **‘X’ Grade**

This grade is awarded for incomplete Dissertation work as per guidelines given below and will be converted to a regular grade on the completion of the Dissertation work and its evaluation.

A student who is unable to complete her/his Dissertation may be awarded an ‘X’ grade by the Chairman/Chairperson/chairperson on the recommendation of his/her supervisor.

A student who has been awarded ‘X’ grade shall be required to formally register for the next semester and pay the requisite fee.

‘X’ grade will be awarded in exceptional circumstances beyond student’s/supervisor’s control. Normally, the following grounds may be considered for the award of ‘X’ grade:

- (i) Technical reasons/grounds such as Supervisor/equipment not being available.
- (ii) Any other reason to the satisfaction of supervisor.

### 6.3 Evaluation of Performance

The performance of a student will be evaluated in terms of Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point of time.

The CGPA is calculated on the basis of all pass grades, except audit courses, obtained in all completed semesters.

$$\text{CGPA} = \frac{\sum (\text{Course credits} \times \text{Grade point}) \text{ for courses with pass grade except audit courses}}{\sum (\text{Course credits}) \text{ of courses with pass grade except audit courses}}$$

An example of these calculations is given below:

#### I Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	C+	5	6	30
CSLXXX	4	C	4	5	20
PHLXXX	4	A+	4	10	40
PHPXXX	1.5	B+	1.5	8	12
MELXXX	4	F	0	0	00
AMLXXX	4	B	4	7	28

Credits registered in the semester (total of column 2) = 22.5

Earned Credits in the semester

Total of column 4 (total of column 2 excluding F grade) = 18.5

Point secured in this semester in passed courses = 130

$$\text{SGPA/CGPA} = \frac{\text{Points secured in passed courses}}{\text{Credits earned}} = \frac{130}{18.5} = 7.027$$

#### II Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	D	5	4	20
EELXXX	5	F	0	0	00
CYLXXX	4	B	4	7	28
CYPXXX	1.5	C+	1.5	6	09

MELXXX	4	A	4	9	36
HULXXX	2	AP	2	N.A.	00

Credits registered in the semester (total of column 2 ) = 21.5  
 Earned Credits in the semester  
 Total of column 4 (total of column 2 excluding F&AP grades ) =14.5  
 Cumulative Earned Credits (earned credits in previous semesters and current semester)  
 = 18.5+14.5=33.0  
 Points Secured in this semester in passed courses = 93  
 Cumulative points secured (total of point secured in previous semesters and current semester)  
 = 130 + 93 = 223

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit courses}} = \frac{130 + 93}{18.5 + 14.5} = 6.757$$

Each successful candidate shall be issued a copy of the result card on having passed the semester examination.

**Conversion of CGPA into Marks**

**The CGPA if multiplied by 9.5 will give the equivalent marks in %age.**

Candidates who pass all the prescribed subjects for all the semesters, but obtained:-

- |       |                        |  |
|-------|------------------------|--|
| (i)   | Less than CGPA of 5.26 | Pass class   |
| (ii)  | 5.26 ≤ CGPA < 6.32     | 2 <sup>nd</sup> Division   |
| (iii) | 6.32 ≤ CGPA < 7.9      | 1 <sup>st</sup> Division   |
| (iv)  | CGPA of 7.9 or more    | 1 <sup>st</sup> Division with Distinction provided that they have passed all the semester exams. within the normal period of course. |

will be awarded aforesaid division.

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