



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by State Act No. 30 of 2008)

Kukatpally, Hyderabad, Telangana (India).

ACADEMIC REGULATIONS FOR 3 YEAR BBA (DATA ANALYTICS) & BBA (REGULAR) PROGRAMS **WITH EFFECT FROM ACADEMIC YEAR 2025-26 (R-25)**

1.0 Under-Graduate 3 Year Degree Programme in BBA Course

Jawaharlal Nehru Technological University Hyderabad (JNTUH) offers a 3-Year (6 semesters) **Bachelor of Business Administration (BBA)** degree programme, under Choice Based Credit System (CBCS) at its non-autonomous constituent unit with effect from the academic year **2025-26**.

2.0 Eligibility for admission

2.1 Admission to the under graduate (UG) programme shall be made either on the basis of the merit obtained by the student in the intermediate education through Degree Online Services Telangana (DOST) or on the basis of any other order of merit approved by the University, subject to reservations as prescribed by the government from time to time.

2.2 The medium of instructions for the entire under graduate programme in Management will be **English** only.

3.0 BBA Programme structure

3.1 A student after securing admission shall complete the BBA programme in a minimum period of **Three** academic years (6 semesters), and a maximum period of **Six** academic years (12 semesters) starting from the date of commencement of first year first semester, failing which student shall forfeit seat in BBA (Data Analytics) or BBA (Regular) course. Each student shall secure a minimum of **120** credits out of **123** credits for successful completion of the under graduate programme and award of the BBA degree.

3.2 UGC/ AICTE specified definitions/ descriptions are adopted appropriately for various terms and abbreviations used in these academic regulations/ norms.

3.2.1 Semester scheme

The undergraduate programme is of four academic years and there shall be two semesters in each academic year. There shall be a minimum of 15 weeks of instruction, excluding the mid-term and semester-end exams. Around 15 instruction hours, 30 instruction hours and 45 hours of learning need to be followed per one credit of theory course, practical course and project/field-based learning respectively. In each semester, there shall be 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)' under Choice Based Credit System (CBCS). The curriculum/course structure suggested by AICTE is followed as a reference document.

3.2.2 Credit courses

All courses offered in each semester are to be registered by the student. Against each course in the course structure, the L: T: P: C (lecture periods: tutorial periods: practical periods: credits) pattern has been defined.

- One credit is allocated for one hour per week in a semester for lecture (L) or Tutorial (T) session.
- One credit is allocated for two hours per week in a semester for Laboratory/ Practical (P) session.
- One credit is allocated for three hours per week in a semester for Project/Mini-Project session.

3.2.3 Course Classification

All courses offered for the under graduate programme in Business Administration (BBA degree programmes) are broadly classified as follows.

S.No.	Broad Course Classification	Course Group/ Category	Course Description
1	Core Courses (CoC)	CC - Core Courses	Includes courses related to the management.
		Project Work	Major Project.
		Seminar/ Pre-submission Project Seminar/ Summer Internship	Seminar based on core contents related to management.
2	Elective Courses (EtC)	PE – Professional Electives	Includes elective courses related to the parent department.

4.0 Mandatory Induction Programme

An induction program of one week duration for the UG students entering the institution, right at the start shall be implemented. Normal classes commence only after the induction programme is conducted. Following activities could be part of the induction programme: i) Physical Activity, ii) Creative Arts, iii) Imparting Universal Human Values, iv) Literary Activities, v) Lectures by Eminent People, vi) Visits to Local Areas and vii) Familiarization to department as well as entire institute and viii) Making students understand Innovative practices at the college premises etc.

5.0 Course registration

- 5.1 A faculty advisor/mentor shall be assigned to a group of 20 students, who will advise the students about the under graduate programme, its course structure and curriculum, choices/options for courses, based on their competence, progress, pre-requisites and interest.
- 5.2 The academic section of the college invites 'registration forms' from students before the beginning of the semester through 'on-line registration', ensuring 'date and time stamping'. The on-line registration requests for any 'current semester' shall be completed two weeks before the commencement of SEEs (Semester End Examinations) of the 'preceding semester'.
- 5.3 A student can apply for **on-line** registration, **only after** obtaining the '**written approval**' from faculty advisor/ mentor, which should be submitted to the college academic section through the Head of the Department. A copy of it shall be retained with Head of the Department, faculty advisor/ mentor and the student.
- 5.4 A student shall register for all the courses offered in a semester as specified in the course structure.
- 5.5 Course options exercised through **on-line** registration are final and **cannot** be changed; However, if the course that has already been listed for registration by the Head of the Department in a semester could not be offered due to any unforeseen or unexpected reasons, then the student shall be allowed to have alternate choice either for a new course (subject to offering of such a course), or for another existing course (subject to availability of seats). Such alternate arrangements will be made by the head of the department, with due notification and time-framed schedule, within the **first week** after the commencement of class-work for that semester.

- 5.6** Dropping of courses may be permitted, only after obtaining prior approval from the faculty advisor/mentor 'within a period of 15 days' from the beginning of the current semester.
- 5.7** The Head of the Department / Course Coordinator should review vacant slots in the timetable of each section once in every week or fortnight. The vacant slots in the time-table may be allocated to the course teachers who could not take classes in proportion to the number of weeks completed from the commencement of the semester.

6.0 Rules to offer Elective courses

- 6.1** An elective course may be offered to the students, only if a minimum of 25% of class strength opts for it.
- 6.2** Same elective course for different sections may be offered by different faculty members. The selection of elective course by students will be based on first come first serve and / or CGPA criterion.
- 6.3** If the number of students registrations are more than the strength of one section, then it is choice of the concerned Department to offer the same course for more than one section based on the resources available in the department.

7.0 Attendance requirements

- 7.1** A student shall be eligible to appear for the semester-end examinations, if the student acquires a minimum of 75% of aggregate attendance of all the courses for that semester. **Two hours** of attendance for each theory course shall be considered, if the student appears for the mid-term examination of that course.
- 7.2** Shortage of attendance in aggregate up to 10% (65% and above, and below 75%) in each semester may be condoned by the college academic committee on genuine and valid grounds, based on the student's representation with supporting evidence.
- 7.3** A stipulated fee shall be payable for condoning of shortage of attendance as notified in the respective college websites.
- 7.4** Shortage of attendance below 65% in aggregate shall in **NO** case be condoned.
- 7.5** Students whose shortage of attendance is not condoned in any semester, are not eligible to take their semester-end examinations of that semester. They get detained and their registration for that semester shall stand cancelled, including internal marks. They will not be promoted to the next semester. They may seek re-registration for that semester in the next academic year.
- 7.6** A student fulfilling the attendance requirement in the present semester shall not be eligible for readmission into the same semester.

8.0 Academic requirements

The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in clause No.7.

- 8.1** A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each course, if the student secures not less than 35% (21 marks out of 60 marks) in the semester end examinations (SEE), and a minimum of 40% (40 marks out of 100 marks) in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of letter grades, this implies securing '**C**' grade or above in that course.
- 8.2** A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to Field Based Project, if the student secures not less than 40% marks (i.e. 40 out of 100 allotted marks) in it. The student is deemed to have failed, if he/she (i) does not submit a report on Field-Based Project, or (ii) not make a presentation of the same before the evaluation committee as per schedule, or (iii) secures less than 40% marks in Field-Based Project evaluation.

- 8.3** A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to **Summer Internship - I (Social Responsibility Project)**, if the student secures not less than 40% marks (i.e. 40 out of 100 allotted marks). The student is deemed to have failed, if he (i) does not submit a report on **Summer Internship - I**, or does not make a presentation of the same before the evaluation committee as per schedule, or (iii) secures less than 40% marks in **Summer Internship - I** evaluation.

A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to **Summer Internship – II (Field Based Project in a Company (or) Public Sector (or) NGO)**, if the student secures not less than 40% marks (i.e. 40 out of 100 allotted marks). The student is deemed to have failed, if he (i) does not submit a report on **Summer Internship - II**, or does not make a presentation of the same before the evaluation committee as per schedule, or (iii) secures less than 40% marks in **Summer Internship - II** evaluation.

A student may reappear once for each of the above evaluations, when they are scheduled again; if the student fails in such 'one reappearance' evaluation also, the student has to reappear for the same in the next subsequent semester, as and when it is scheduled.

- 8.4** A student (i) shall register for all courses covering **123** credits as specified and listed in the course structure, (ii) fulfills the attendance requirements for **123** credits, (iii) earn 120 credits by securing $SGPA \geq 5.0$ (in each semester), and $CGPA \geq 5.0$ (at the end of 6 semesters) to successfully complete the under graduate programme. The performance of the student in these **120** credits shall be considered for the calculation of the final CGPA (at the end of under graduate programme).
- 8.5** A student eligible to appear in the semester end examination for any course, but absent from it or failed (thereby failing to secure '**C**' grade or above) may reappear for that course in the supplementary examination as and when conducted. In such cases, internal marks (CIE) assessed earlier for that course will be carried over, and added to the marks to be obtained in the SEE supplementary examination for evaluating performance in that course.
- 8.6** If a student gets detained in a semester due to shortage of attendance, his/her performance in the CIE shall not be considered and no grade allotments will be done for the entire semester in which the student has been detained. He may be re-admitted in the same semester in the next academic year for fulfillment of academic requirements. The academic regulations under which a student has been readmitted shall be applicable.

9.0 Distribution of marks and Evaluation

- 9.1** The performance of a student in every theory/ Practical course will be evaluated for 100 marks, with 40 marks allotted for CIE (Continuous Internal Evaluation) and 60 marks for SEE (Semester End-Examination). Project Work will be evaluated for 100 external marks.
- 9.2** In CIE, For theory courses, during a semester, there shall be two mid-term examinations. Each Mid-Term examination consists of two parts i) **Part – A** for 10 marks, ii) **Part – B** for 25 marks, totaling to 35 marks. Total duration of mid-term examination is two hours.

The objective/quiz paper is set with multiple choice, *fill-in the blanks* and *match the following* type of questions for a total of 10 marks. The descriptive paper shall contain 7 questions out of which, the student has to answer 5 questions, each carrying 5 marks. The **average of the two Mid-Term Examinations** shall be taken as the final marks for Mid-Term Examination for 35 marks.

The remaining five marks of Continuous Internal Evaluation (CIE) are allotted for Assignments. The student shall submit two assignments for each course. The student shall submit the first assignment before the conduct of the first mid-term examination, and the second assignment before the conduct of the second mid-term examination. Each assignment shall be evaluated for five marks; and the average of these two assignments shall be taken as the assignment component of five marks.

While the first mid-term examination shall be conducted on 50% of the syllabus, the second mid-term examination shall be conducted on the remaining 50% of the syllabus. Questions will be drawn from the mid-term exam syllabus, ensuring uniform coverage of all topics.

9.3 A Computer-Based Test (CBT) is available for students who either:

1. missed one of the two mid-term examinations due to unavoidable circumstances, or
2. attended both mid-term examinations but wish to improve their internal marks.

The CBT will be conducted at the end of the semester and will carry a total of 35 marks. The marks obtained in the CBT will be considered equivalent to those obtained in one mid-term examination. The average of the best two scores from the three exams (the two mid-term exams and the CBT), combined with the assignment marks, will constitute the Continuous Internal Improvement (CII) marks for that specific course. CBT exams shall be conducted by the University.

9.4 Semester End Examination for theory courses

9.4.1 Theory Courses:

The semester end examinations (SEE), for theory courses, will be conducted for 60 marks consisting of two parts viz. i) **Part- A** for 10 marks and ii) **Part - B** for 50 marks.

- Part-A is compulsory, consists of five short answer questions covering all units of syllabus; each question carries two marks.
- Part-B consists of five questions carrying 10 marks each. There shall be two questions asked in the question paper from each unit with either-or choice and the student should answer either of the two questions. The student shall answer one question from each of five units.

9.4.2 Duration of SEE:

The duration of Semester End Examination of theory and drawing courses is 3 hours.

9.5 Semester End Examination for Practical Courses

For practical courses there shall be a continuous internal evaluation during the semester for 40% (40 marks) and Semester End Examination for 60% (60 marks). Out of the 40 marks for internal evaluation:

1. The experiments/programs in the laboratory shall be evaluated for 20 marks
2. 10 marks for viva voce (or) tutorial (or) case study (or) application of the concerned course.
3. Internal practical examination shall be evaluated for 10 marks conducted by the laboratory teacher concerned.

The practical Semester End Examination shall be conducted with an external examiner and the laboratory teacher. The external examiner shall be appointed from the cluster (or) other colleges which are decided by the examination branch of the University.

Out of the 60 marks for practical Semester End Examination for 3 hours:

1. 10 marks for write-up
2. 20 for experiment/program
3. 10 for evaluation of results
4. 10 marks for presentation
5. 10 marks for viva-voce

9.6 There shall be a *Social responsibility Project Report and Internship Field based Project in a company/Public sector/NGO during summer vacation* at reputed organization or in collaboration with an industry of their specialization. Students shall register for this immediately after I Year II Semester examinations and pursue it during summer vacation/during II Year without affecting regular course work. Internship at reputed organization shall be submitted in a report form and presented before the committee in II Year II Semester before end semester examination. It shall be evaluated for 40 internal

marks during the project and 60 for external marks. The committee consists of Head of the department, supervisor and a senior faculty member of the department.

- 9.7** There shall be an Summer Internship - I (Social Responsibility Project), at reputed organization/industry. Students shall register for this immediately after I - Year II Semester examinations and pursue it during summer vacation/ semester break and during II Year I Semester without affecting regular course work. Summer Internship - I at reputed organization/ industry shall be submitted in a report form and presented before the committee in II year I semester before end semester examinations. It shall be evaluated for 100 internal marks. The committee consists of Head of the department, supervisor of the Internship, internal supervisor and a senior faculty member of the department.

There shall be NO external marks for Summer Internship - I and the student has to secure not less than 40% marks (i.e. 40 out of 100 allotted internal marks).

- 9.8** There shall be an Summer Internship - II (Field Based Project in a Company (or) Public Sector (or) NGO) at reputed organization/ industry. Students shall register for this immediately after I Year II Semester examinations and pursue it during summer vacation/ semester break and during II Year II Semester without affecting regular course work. Summer Internship - II shall be submitted in a report form and presented before the committee in II Year II Semester before end semester examinations. The external examiner shall evaluate the Summer Internship - II for 60 marks and the internal project committee shall evaluate it for 40 marks. Out of 40 internal marks, the departmental committee consisting of Head of the Department, project supervisor and a senior faculty member shall evaluate the project work for 20 marks and project supervisor shall evaluate for 20 marks.

- 9.9** The UG project shall be initiated at the end of the III Year I Semester II Mid examinations and the duration of the project work is one semester. The student must present in Project Work Stage - I, in consultation with his Supervisor, the title, objective and plan of action of his Project work to the departmental committee for approval before commencement of III-year II Semester. Only after obtaining the approval of the departmental committee the student can start his project work.

- 9.10** UG project work shall be carried out in two stages: Project Stage – I for approval of project before Mid-II examinations in III Year I Semester and Project Stage – II during III Year II Semester. Student has to submit project work report at the end of III Year II semester. The project work shall be evaluated for 100 external marks before commencement of SEE Theory examinations.

- 9.10.1** For Project Work Stage – I, the departmental committee consisting of Head of the Department, project supervisor and a senior faculty member shall approve the project work to begin at the end of III Year I Semester. The student is deemed to be not eligible to register for the Project work, if he does not submit a report on Project Work Stage - I or does not make a presentation of the same before the evaluation committee as per schedule. The Pre-submission seminar of the Project Work is evaluated for 100 internal marks by the departmental committee.

A student who has failed may reappear once for the above evaluation, when it is scheduled again; if he fails in such 'one reappearance' evaluation also, he has to reappear for the same in the next subsequent semester, as and when it is scheduled.

- 9.10.2** For Project Work Stage – II, the committee shall evaluate the project work for 100 marks. The committee consists of External examiner, Head of the department, and internal supervisor of the department. The topics for Summer Internship – I, Summer Internship - II and Project work shall be different from the topic already taken. The student is deemed to have failed, if he (i) does not submit a report on Project Work, or does not make a presentation of the same before the external examiner as per schedule, or (ii) secures less than 40% marks in the sum total of 100 marks.

For conducting viva-voce of project, University selects an external examiner from the list of experts in the relevant branch submitted by the Principal of the College.

A student who has failed may reappear once for the above evaluation, when it is scheduled again; if student fails in such 'one reappearance' evaluation also, he has to reappear for the same in the next subsequent semester, as and when it is scheduled.

10.0 Grading procedure

- 10.1** Grades will be awarded to indicate the performance of students in each theory course, laboratory / practicals/ Internship/SDC and project Stage. Based on the percentage of marks obtained (Continuous Internal Evaluation and Semester End Examination, both taken together) as specified in the previous clause above, a corresponding letter grade shall be given.
- 10.2** As a measure of the performance of a student, a 10-point absolute grading system using the following letter grades (as per UGC/AICTE guidelines) and corresponding percentage of marks shall be followed:

Range of % of Marks Secured in a Course	Letter Grade	Grade Points (GP)
Greater than or equal to 90	O (Outstanding)	10
80 and less than 90	A ⁺ (Excellent)	9
70 and less than 80	A (Very Good)	8
60 and less than 70	B ⁺ (Good)	7
50 and less than 60	B (Average)	6
40 and less than 50	C (Pass)	5
Below 40	F (FAIL)	0
Absent	Ab	0

- 10.3** A student shall be declared successful or 'passed' in a semester, if he/she secures 'C' grade or above in every course (ie GP ≥ 5)
- 10.4** A student who has obtained an 'F' grade in any course shall be deemed to have 'failed' and is required to reappear as a 'supplementary student' in the semester end examination, as and when offered. In such cases, internal marks in those courses will remain the same as those obtained earlier.
- 10.5** To a student who has not appeared for an examination in any course, 'Ab' grade will be allocated in that course, and he is deemed to have 'Failed'. A student will be required to reappear as a 'supplementary student' in the semester end examination, as and when offered next. In this case also, the internal marks in those courses will remain the same as those obtained earlier.
- 10.6** A student earns Grade Point (GP) in each course, on the basis of the letter grade secured in that course. The corresponding 'Credit Points' (CP) are computed by multiplying the grade point with credits for that particular course.

$$\text{Credit Points (CP)} = \text{Grade Point (GP)} \times \text{Credits} \dots \text{For a course}$$

- 10.7** A student passes the course only when GP ≥ 5 ('C' grade or above)
- 10.8** The Semester Grade Point Average (SGPA) is calculated by dividing the sum of credit points (ΣCP) secured from all courses registered in a semester, by the total number of credits registered during that semester. SGPA is rounded off to **two** decimal places. SGPA is thus computed as

$$\text{SGPA} = \{ \sum_{i=1}^N C_i G_i \} / \{ \sum_{i=1}^N C_i \} \dots \text{For each semester,}$$

where 'i' is the course indicator (considering all courses in a semester), 'N' is the no. of courses 'registered' for the semester (as specifically required and listed under the course structure of the parent department), C_i is the no. of credits allotted to the i^{th} course, and G_i represents the grade points (GP) corresponding to the letter grade awarded for that i^{th} course.

- 10.9** The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is the ratio of the total credit points secured by a student for the courses correspond to best 120 credits out of **all** registered courses in **all** semesters, and the total number of credits correspond to those selected courses. CGPA is rounded

off to **two** decimal places. CGPA is thus computed from the I year II semester onwards at the end of each semester as per the formula

$$\text{CGPA} = \{ \sum_{j=1}^M C_j G_j \} / \{ \sum_{j=1}^M C_j \}$$

where 'M' is the total no. of courses corresponding to the best 120 credits from the courses registered in all eight semesters, 'j' is the course indicator index (takes into account all courses from 1 to 6 semesters), C_j is the no. of credits allotted to the j^{th} course, and G_j represents the grade points (GP) corresponding to the letter grade awarded for that j^{th} course. After registration and completion of I year I semester, the SGPA of that semester itself may be taken as the CGPA, as there are no cumulative effects.

Illustration of the Calculation of SGPA:

Course	Credits	Letter Grade	Grade Points	Credit Points
Course 1	4	A	8	$4 \times 8 = 32$
Course 2	3	O	10	$3 \times 10 = 30$
Course 3	3	C	5	$3 \times 5 = 15$
Course 4	3	B	6	$3 \times 6 = 18$
Course 5	3	A	8	$3 \times 8 = 24$
Course 6	2	A+	9	$2 \times 9 = 18$
Course 7	1	C	5	$1 \times 5 = 5$
Course 8	1	O	10	$1 \times 10 = 10$
	20			152

$$\text{SGPA} = 152/20 = 7.6$$

- 10.10** If a student earns more than 120 credits, only the courses corresponding to the best 120 credits shall be considered for the computation of CGPA of BBA degree.
- 10.11** For merit ranking or comparison purposes or any other listing, **only the 'rounded off'** values of the CGPAs will be used.
- 10.12** SGPA of a semester will be mentioned in the semester Memorandum of Grades if all courses of that semester are passed in first attempt. Otherwise the SGPA shall be mentioned only on the Memorandum of Grades in which sitting he passed his last exam in that semester.

11.0 Declaration of Results and issue of Grade Memo

- 11.1** While declaring the results, the web-version should display the marks earned by the students with the internal and external marks break-up. However, in the memorandum of grades, the marks need not be shown.
- 11.2** After the completion of each semester, a certificate of memorandum of grades shall be issued to all the registered students, indicating the letter grades and credits earned. It will show the details of the courses registered (course code, course title, no. of credits), letter grade and credits earned.

12.0 Withholding of Results

- 12.1** If the student has not paid the fees to the University at any stage, or has dues pending due to any reason whatsoever, or any case of indiscipline is pending, the result of the student may be withheld, and the student will not be allowed to go into the next higher semester. The award or issue of the degree may also be withheld in such cases.

13.0 Supplementary Examinations:

13.1 At the end of each semester, along with regular semester examinations, supplementary examinations shall be conducted for the students who have back-log courses.

13.2 Advanced supplementary examinations in IV Year II Semester courses may be conducted for those who failed in any course offered in IV Year II Semester. It may enable the students to receive their B.Tech. provisional certificate at an early date. Advanced supply examinations may be scheduled within one month period after the declaration of the final semester results.

The students who could not secure any pass grade in advance supplementary examinations have to wait for regular series examination of next batch to write their back-log examination. There shall be no supplementary examination in the successive semester.

14.0 Promotion Rules

S.No.	Promotion	Conditions to be Fulfilled
1	First year first semester to first year second semester	Regular course of study of first year first semester and fulfilment of attendance requirement.
2	First year second semester to Second year first semester	(i) Regular course of study of first year second semester and fulfilment of attendance requirement (ii) Must have secured at least 25% of the total credits up to first year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
3.	Second year first semester to Second year second semester	Regular course of study of second year first semester and fulfilment of attendance requirement.
4	Second year second semester to Third year first semester	Regular course of study of second year second semester and fulfilment of attendance requirement
5	Third year first semester to Third year second semester	Regular course of study of third year first semester and fulfilment of attendance requirement.

15.0 Re-admission after Detention

i) A student detained due to lack of credits, shall be promoted to the next academic year only after acquiring the required number of credits.

ii) A student detained due to shortage of attendance shall be admitted in the same semester in the successive academic years.

iii) When a student is readmitted in the successive academic years, the academic regulations under which the student seeks re-admission shall only be applicable to this student, but not the academic regulations in which he got admitted in his/her first year of study.

16.0 Credit Exemption

A student (i) shall register for all courses covering **123** credits as specified and listed in the course structure and (ii) earn **120** or more credits to successfully complete the undergraduate programme.

- Best 120 credits shall be considered for CGPA computation. The student can avail exemption of courses **totaling up to 3 credits** other than Professional core courses, Laboratory Courses, Seminars, Project Work and Summer Internship, for optional drop out from these **123** credits registered;
- The semester grade point average (SGPA) of each semester shall be mentioned at the bottom of the grade card, when all the subjects in that semester have been passed by the student.

17.0 Award of Degree

17.1 A student who registers for all the specified courses as listed in the course structure and secures the required number of 120 credits within 6 academic years from the date of commencement of the first academic year, shall be declared to have qualified for the award of BBA degree.

17.2 A student who qualifies for the award of the degree shall be placed in the following classes.

17.3 A student with final CGPA (at the end of the undergraduate programme) ≥ 7.50 , and fulfilling the following conditions - shall be placed in '**First Class with Distinction**':

- (i) Should have passed all the courses in '**First Appearance**'.
- (ii) Should not have been detained or prevented from writing the semester end examinations in any semester due to shortage of attendance or any other reason.

A student not fulfilling any of the above conditions with final CGPA ≥ 7.50 shall be placed in '**First Class**'.

17.4 Students with final CGPA (at the end of the undergraduate programme) ≥ 6.5 but < 7.50 shall be placed in '**First Class**'.

17.5 Students with final CGPA (at the end of the undergraduate programme) ≥ 5.5 but < 6.5 , shall be placed in '**Second Class**'.

17.6 All other students who qualify for the award of the degree (as per clause 17.1), with final CGPA (at the end of the undergraduate programme) ≥ 5.00 but < 5.5 , shall be placed in '**pass class**'.

17.7 Grace Marks

Grace marks shall be given to those students who complete the course work of three year BBA degree, not secured pass grade in not more than three courses and adding a specified grace marks enables the student to pass the course(s) as well as gets eligibility to receive the provisional degree certificate.

Grace marks for students admitted under the R-25 Academic Regulations should not exceed **0.15%** of the total maximum marks in all six semesters. The grace marks shall only be added if a student fails in a maximum of three courses and adding the above grace marks makes the student eligible to receive the provisional degree certificate.

18.0 Award of Gold Medals

18.1 Students fulfilling the conditions listed under clause 17.3 alone will be eligible for award of '**Gold Medal**'.

18.2 If more than one student secures the same highest CGPA, then the following tie resolution criteria, in the same order of preference shall be followed for selecting the Gold Medal winner, until the tie is resolved: 1) more number of times secured highest SGPAs, ii) more number of O and A+ grades in that order and iii) highest SGPA in the order of first semester to eight semester.

19.0 Conversion of CGPA into equivalent Percentage of Marks

19.1 The following formula shall be used for the conversion of CGPA into equivalent marks, whenever it is necessary

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

20.0 Mapping with the Sustainable Development Goals

All the courses specified in the course structure of every programme are mapped with the one or more sustainable development goals.

21.0 Student transfers

21.1 There shall be no transfers after the completion of admission process.

22.0 Scope

22.1 The academic regulations should be read as a whole, for the purpose of any interpretation.

22.2 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-ancellor is final.

22.3 The University may change or amend the academic regulations, course structure or syllabi at any time, and the changes or amendments made shall be applicable to all students with effect from the dates notified by the University authorities.

22.4 Where the words "he", "him", "his", occur in the regulations, they include "she", "her", "hers".
