

ST. XAVIER'S COLLEGE, RANCHI

(An Autonomous College, Affiliated to Ranchi University, Ranchi)



AICTE Approved

NEP- FYUGP

Bachelor of Business Administration

Academic, Examination and Promotion Regulations

Session

2024-28 onwards

Academic, Examination and Promotion Regulations
Applicable for NEP AICTE-UG (BBA) Programme
Approved by the Academic Council in the Meeting held on 5 April, 2025

1. Academic Structure, Assessment and Examination Framework

- All UG programmes- Bachelor in Business Administration (BBA), Bachelor in Business Administration (Honours) & Bachelor in Business Administration (Honours with Research)- shall be based on Model Curriculum for UG Degree provided by All India Council for Technical Education (AICTE) as per NEP-2020.
- The End-Semester Examinations for the Odd Semesters (I/III/V/VII) shall be held in December and that of the Even Semesters (II/IV/VI/VIII) in May.
- The internal assessment is based on the student's performance in quizzes (two best out of three), assignments, class performance, attendance, viva-voce in practical, lab record etc.
- In papers comprising theory and practical components, a student must secure passing marks in theory and Practical examinations, separately, to be declared pass in that paper/course.
- The final result shall be declared on successful completion of all the Semester Examinations.
- Though the duration of the UG-AICTE NEP is 4 years, the registration for the same is valid for a maximum period of 7 years.
- The provisional grade sheet shall be issued at the end of every Semester, indicating the courses completed successfully.
- On completion of the programme, a student will get a comprehensive/composite result with a mark sheet on the hybrid system, i.e., in the Grade system and percentage system.

2. Attendance

- A student must attend every lecture, tutorial and practical classes given in all the courses of the UG programmes.
- However, to account for any unforeseen circumstances and emergent conditions, including the leave availed a student shall be eligible to appear in the End-Sem Examination of a program, provided she/he has secured a minimum of 75% attendance in aggregate.
- A student not fulfilling the above criterion of a minimum of 75% attendance in aggregate, will be allowed to appear in End-Sem Examinations only in those courses in which she/he has maintained a minimum of 75% attendance, subject to aggregate attendance being 60% or more. If a paper includes both theory and practical components, the student must secure a minimum of 75% attendance separately in each component to be eligible to appear in the End-Semester Examination in both the components.
- Courses in which students have maintained an attendance less than 75% but not less than 60% shall be allowed to attend make up classes to compensate for shortage of attendance with the subsequent batch in the forthcoming semester. However, the marks for the attendance component in the examination will be brought from the respective semester of regular session.

- If the aggregate attendance of a student in any programme falls below 60%, make up classes shall not be available to her/him. Such students shall have to repeat all course/paper afresh with subsequent batch. Such students shall have to appear in the mid-semester examinations also for that course.
- Condoning Absence: The absence of a student on account of participation in National Cadet Corps, National Service Schemes or in any event representing the college, may be condoned, provided that prior permission in writing from the Principal/Vice-Principal concerned has been taken and a certificate to this effect signed by the competent authority in the organization where he attended the event is furnished within a week of his re-joining the college.

3. Leave

- A student may avail leave only by submitting a written application, duly recommended by the Head of the concerned Department and approved by the Principal/Vice-Principal.
- Exemption from attendance on medical grounds shall be allowed only in cases of personal, life-threatening illness requiring hospitalization, with prior intimation to the college or with information submitted within one week of re-joining classes after recovery. Minor ailments such as cold, cough, mild fever, sprains, or general aches will not qualify for exemption.
- Exemption from attendance due to bereavement shall be granted only in the event of the death of a parent or an immediate family member, upon submitting a leave application supported by a copy of the death certificate.
- Exemption from attendance on account of marriage shall be granted only in the case of the student's own marriage or the marriage of his/her own brother or sister, subject to prior submission of an application along with a copy of the marriage invitation card.

4. Grace Marks:

- Grace marks will be awarded in theory papers only.
- A maximum of 5 marks; only in one paper, only once in the complete academic programme, will be awarded as grace marks.
- Grace marks will be awarded in the condition of requirement for the change of status of result, viz, Not-promoted to Promoted & for Promoted to Pass.

5. Unfair Means (UFM)

- Any examinee who is caught copying, intimidating, helping others or misbehaving in the examination hall or is in possession of anything related to the exam written on piece of paper, cloth, desk and body parts will be expelled from the examination and his admit card will be seized by the invigilator who will report the matter to the Principal in writing. The examinee would not be allowed to appear in the remaining papers, and all the papers of the appearing exam would also be cancelled.
- Mobile phone, calculator, smart watch or any electronic gadget is not allowed in the examination hall.
- If a student is found indulging in any kind of malpractice or unfair means during the examination, the student will be expelled from the appearing Semester. The student will have to reappear in all
- courses/papers (both Mid Sem and End Sem Examinations) of that Semester along with the students of the subsequent academic session. However, the student will be promoted to the next Semester if the promotion criterion is satisfied.

- Use of Unfair Means, once reported, during examination, will not be condoned at all.

6. MAKE-UP CLASSES

- Make-up classes, due to shortage of attendance in courses/papers, will be mandatory.
- Students will write an application to the Registrar of the college and submit the same to the online attendance office to get their Roll No. entered on the attendance roll of the course concerned.
- His /Her last attendance in the course/courses shall be the criterion for calculating the required number of make-up classes.

7. Promotion and Detention

For Students Pursuing NEP UG AICTE BBA

- The minimum pass mark for each course (paper) is 40% (Mid-Sem + End-Sem combined).
- No student will be detained in the odd semesters (I, III, V & VII) on academic grounds (papers cleared/credits earned); however, if a student's aggregate attendance in any semester falls below 60% in accordance with the attendance rules, he/she will not be promoted to the next semester and will therefore be detained, irrespective of the semester being odd or even.
- To get promotion from Semester-II to Semester-III, a student will be required to pass at least 50% of the courses in an academic year, a student has to pass in minimum of 7 papers out of the total 14 papers.
- To get promotion from Semester-IV to Semester-V (taking together Semester I, II, III & IV), a student has to pass a minimum of 75% of the total courses, a student has to pass in minimum of 21 papers out of the total 27 papers.
- To get promotion from Semester-VI to Semester-VII (taking together Semester I, II, III, IV, V & VI), a student has to pass a minimum of 75% of the total courses, a student has to pass in minimum of 31 papers out of the total 41 papers.
- However, it will be necessary to secure pass marks in each of the courses (paper) before completion of the Programme [40% in UG- NEP AICTE approved course taking Mid-Sem and End-Sem together].
- A promoted student with carry papers shall be required to clear all such papers in the subsequent semesters and pass the requisite number of papers prescribed for the programme.
- A student, who is not eligible for promotion to the next higher (odd) semester for not having cleared the minimum required number of papers, shall be deemed to have incurred a year back and will have to reappear with the regular students in the mid-semester as well as end-semester examinations of the carry papers only, in the next academic year. There shall be no Supplementary or Re-examination for any subject.

Note: Any paper in which a student has failed, remained absent, or was not permitted to appear due to a shortage of attendance or medical reasons shall be treated as a carry paper. Non-appearance in any paper, irrespective of the reason, shall be considered as not cleared.

Semester Wise Credit Distribution:

Semester Wise Credit Distribution of Bachelor in Computer Applications [Bachelor in Computer Applications (Honours) and Bachelor in Computer Applications (Honours with Research)] Program:

Semester	Core Course	Ability Enhancement Course	Multidisciplinary Elective Course	Value Added Course	Skill Enhancement Course	Discipline Specific Elective	Total
First	8	2	2	2	5	-	19
Second	12	-	-	2	7	-	21
Third	11	0	0	2	4	3	20
Fourth	15	0	0	0	2	3	20
Fifth	0	0	0	0	6	15	21
Sixth	4	1	0	0	4	10	19
BCA Honours							
Seventh	5	0	3	0	4	8	20
Eighth					8	12	20
BCA Honours with Research							
Seventh	12					8	20
Eighth	20						20

Category Wise Credit Distribution

Category Wise Credit Distribution of Bachelor in Computer Applications, Bachelor in Computer Applications (Honours) and Bachelor in Computer Applications (Honours with Research) Program:

Description	Core Course	Ability Enhancement Course	Multidisciplinary Elective Course	Value Added Course	Skill Enhancement Course	Discipline Specific Elective	Total
BCA	50	3	2	6	28	31	120
BCA Honours	55	3	5	6	40	51	160
BCA Honours with Research	82	3	2	6	28	39	160

Programme	Credit
BCA	120
BCA Honours	160
BCA Honours with Research	160