

Academic Regulations

UNDERGRADUATE DEGREE PROGRAMMES

BACHELOR OF BUSINESS ADMINISTRATION

(BBA – 3 Years)

(Choice Based Credit System)



UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR

(Approved by AICTE and recognized by UGC, Ministry of HRD, Govt. of INDIA)

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1. Regulations for Bachelor of Business Administration

These regulations are applicable to the students admitted in the University of Engineering & Management (UEM), Jaipur.

As per the recommendation of National Knowledge Commission, University Grants Commission (UGC) and All India Council for Technical Education (AICTE), institutions of higher education need to carry out academic reforms in all areas including admission policy, uniform academic calendar, introduction of Choice Based Flexible Credit System, continuous assessment and grading system. In keeping with these recommendations, University of Engineering & Management (UEM) Jaipur has adopted the Choice Based Credit System (CBCS) in the faculty of Engineering and Technology in the year 2014 which was improved upon in 2015.

2. Preliminary Definitions and Nomenclature

In these regulations, unless the context otherwise requires:

- i. ‘Degree’ means that academic award conferred upon a student on successful completion of a four-year programme designed to achieve the defined attributes. It is referred to as Under-Graduate (UG) Degree, that is “Bachelor of Business Administration” also known as “BBA degree”
- ii. ‘Programme’ means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree.
- iii. ‘Course’ means a combination of theory, tutorials and practice sessions of a subject studied in a semester, like Mathematics, Physics, etc.,
- iv. ‘Minor’ is an optional secondary concentration of courses that often complements the Degree Programme.

3. Different Courses: -

Eligibility –

1. 50% marks in class X and XII for direct admission, if any.

Procedures for Admission – Direct admission.

4. Discipline and Attendance of Students -

- Students unless attend 75% of the classes (i.e. 75% of the academic contact hours) will be treated as non-collegiate private candidates. They will not be able to represent the University in any form or kind. However, the students will be allowed to sit for University examination and it will be mentioned in their mark sheet that the students appeared in the examination as non-collegiate private students for that particular semester. Students shall attend 65 % of the classes if he or she shall participate in National Game.
- If the students represent the University in academic/sports & games/cultural activities etc. with prior written permission from the concerned HODs or fall sick with serious illness like jaundice, pox, certain accidental injuries, etc., the students will be allowed to sit for the University examination with minimum 65% of the contact hours. If the contact hour is less than 65%, for whatsoever may be the reason, the students will be required to repeat the semester and 50% of the semester tuition fees will be refunded. The students will have the option to repeat the semester as regular candidate or can appear in the examination as non- collegiate private candidate. In the remarks column of the University marks sheet, it will be written clearly that whether the students appeared in the semester examination as regular candidate/non-collegiate private candidate.

5. Conduct of examinations: -

5.1 Appointment of Paper–Setters/Examiners/Moderators: The Board of Studies shall draw a panel of paper-setters/examiners/moderators one month before every semester and forward the same to the Controller of Examination, who shall appoint the paper-setters / examiners / moderators. While drawing the panel, the Controller of Examinations shall take into consideration the confidential aspect of the assignment so as to make it fool proof. Criteria for recommending the names shall be as under:

5.1.1. Paper-Setter (s):

- (i) The teachers from the University/Academic Institutions/
Academic Departments/ Research Institutes may be appointed.
- (ii) Shall be a teacher in the subject concerned or
- (iii) from Industry with at least five-year's experience in relevant field.

5.1.2. Examiner(s):

- (i) Shall have teaching experience in the subject University/Academic Institutions/ Departments/ Research Institutes /Industries (at least 7 years' experience).

- (ii) A panel of external as well as internal examiners will be made by the Board of Studies concerned (comprising internal & external members).

N.B. Ordinarily not more than 30 scripts shall be allotted to one examiner per paper.

5.1.3. Moderation Board: (I) A Moderation Board shall be formed for each subject by the Board of Studies concerned (having internal as well as external members) comprising internal as well as external members. The moderation board shall have a tenure of 3 years. Dean of Faculty will recommend the moderation Board to Vice-Chancellor for approval. Functions of the Moderation Board:

- (i) To ensure that a question paper has been set strictly in accordance with the syllabus and instructions given by the University covering all broad areas adequately.
- (ii) To delete questions set from outside the syllabus and to make necessary substitution, if required.
- (iii) To remove ambiguity in the language of a question, if any.
- (iv) To moderate all the questions properly giving ample opportunity to candidates of average and exceptional capabilities.
- (v) To ensure proper distribution and indication of weightage of marks for each question or parts thereof, time prescribed for the paper and to correct error/s, if any, in this regard.
- (vi) To bring to the notice of the Controller of examination, lapse or omission on the part of the paper-setter, if any.

6. Moderation of Examination Results:

- a. There shall be a Moderation Board, if need be, to moderate results of each examination and it shall consist of:
 - i. Dean/s of Schools to be nominated by the Vice-Chancellor – Chairman.
 - ii. Head of the Department – (Ex-officio).
 - iii. Controller of Examinations – Convener.
- b. Term of the office of the members of the Board shall be three years which may be shortened on any ground likely to affect/prejudice the confidentiality of examination results.
- c. The duties of the Moderation Board shall be as under:
 - (i) The Board shall scrutinize the statistics of results prepared by the tabulators and moderate the same, if need be, before the declaration/publication of results.

- (ii) As a matter of policy, the candidates having shortage of upto 2% marks to pass a subject shall be given grace upto 2% marks in the subject concerned. This will be independent of the grace marks, if any, recommended by the Moderation Board.
- (iii) No grace mark shall be awarded after the declaration/publication of result.

7. Evaluation:

- (i) There shall be a 2-tier system of evaluation of answer-scripts for which purpose there shall be an Examiner as appointed by the Dean in consultation with the Head of the department. Paper setter & evaluator of a paper should not be same person. Effort should be there to involve external paper setters and external evaluators. Ten percent of the evaluated paper may be re-evaluated by second evaluator. However, this is not mandatory.
- (ii) It shall be the duty of the Examination department to send all the evaluated answer scripts, paper-wise, along with the mark books received from the Examiners to the Chief Examiners, selected by the Controller of Examinations, alongwith a copy of the instruction for scrutiny.

It shall be the duty of the Chief Examiner to scrutinize the evaluated answer scripts according to the instruction given by the Controller of Examination. If any wide variation in evaluation is detected, she/he shall refer the matter to the Examination department for doing the needful. She/he shall conduct a check-evaluation of at least 15% of the total number of answer-books allotted to her/him. She/he will have the powers to re-evaluate any or every script allotted to her/his Examiners. But she/he shall not erase or obliterate the marks awarded by the original Examiner when she/he reassesses any script and if there is variation between her/his marks and the marks awarded by the original examiner, she/he shall clearly score off the marks awarded by the original Examiner, and award her/his own marks beside that. While scoring off the original marks the Chief Examiner shall take special care to see that the former marks are still clearly visible. If she/he finds very wide variation between her/his marks and those of original examiner, she/he shall make special mention of such cases in the final report which she/he submits to the Controller of Examination regarding the performance of each and every Examiner placed under her/him.

Besides check- evaluation of 15% of the scripts of each and every Examiner, it shall also be her/his duty to scrutinize each and every paper of all examiners under her/him.

- (iii) **Scrutiny does not mean re-evaluation.** It means only checking up as to whether all questions have been marked, both inside and on the facing sheet of the Answer script, check-up the correctness of the totalling of marks and posting of the same in the mark book. Correction of marks affected by her/him at the time of scrutiny shall be initialled in the answer-scripts as well as in the mark-book with red ink.

- (iv) **Examiners:** It shall be the duty of each and every Examiner to carry on evaluation of answer scripts sent to her/him according to the instructions she/he receives. Immediately on receipt of answer scripts from the University, she/he shall check-up whether all the scripts as mentioned on the cover of the packet are there. Discrepancies if any, shall be reported immediately to the Controller of Examinations. She/he shall complete the evaluation within the prescribed time and return the evaluated answer scripts with the Mark book to the Examination department on or before due date.

8. General:

- a. Special care shall be taken by the Controller of Examination, the Chief Examiner and Examiners to maintain confidentiality relating to matters of evaluation.

On completion of the scrutiny work, the Chief Examiner shall send the packets of answer scripts along with the mark books directly to the Controller of Examination. Malpractice, if any, detected during the course of evaluation and scrutiny, has to be referred by them directly to the Controller of Examinations.

- b. Correspondence relating to Examinations shall be carried on most confidentially and all envelopes containing correspondence relating to Examination shall bear the superscription "Confidential". All correspondence to the Controller of Examinations shall be carried on in her/his personal address. No post card shall be made use of, for any correspondence relating to matters of Examination. The assignment of evaluation or anything relating to that shall not be divulged or let known in any manner to anybody. Correspondence at every stage shall be reduced to the absolute minimum. Unnecessary correspondence with the Chief Examiner or the Controller of Examination or the University shall be avoided. Special care must be taken to ensure absolute punctuality in matters relating to the schedule of evaluation, dispatch of answer-books and submission of mark-books.
- c. The External Examiners appointed for the Practical Examinations shall reach the allotted stations before the commencement of the concerned Practical examinations. Failure on the part of any external examiner to reach the allotted station on the due date & time will be reported by the concerned internal Examiner to the Controller of Examinations.

9. Remuneration:

Chief Examiner, Paper-Setters, Moderators, Examiners, Practical examiners, Internal examiners, staff and others engaged for an examination shall be paid remuneration for examination work, which may be fixed by the Board of Management from time to time.

Chief Examiner, Members of the Moderation Board, Controller of Examinations, Paper-Setters, Moderators, Examiners, Practical examiners, Internal examiners, staff and others engaged for an examination shall endeavour to ensure utmost confidentiality and integrity at various stages of work of any examination, including paper-setting, moderation and printing of question papers, evaluation of answer scripts, any other work connected to any examination of the University, and thus uphold the sanctity and fairness of the University examinations.

10. Examination Code of Conduct for All Academic Programmes: -

10.1. Code of conduct of Students:

The students are advised to comply to the below mentioned Code of Conduct during the period of Examination of the University:

1. Admit card / ID Card is compulsory to enter into examination hall.
2. Mobile phones / books / bags etc. are not allowed in the examination hall. Possession of mobile phones will be treated as unfair means.
3. Only concerned design data book / tables regarding examination is allowed.
4. Strictly follow the seating plan / arrangement. Take the respective seat before 10 min of the examination schedule.
5. Gossiping / talking will not be allowed in the examination hall. In case of repeated act, student will be expelled from the examination hall.
6. Students found cheating in the examination hall, will be reported to unfair means committee.
7. Students misbehavior with Faculty members will be reported to unfair means committee. Exchange of pens / pencils / drawing instruments / calculators, data books, tables, etc. are not allowed.
8. Any type of piece of paper near to student seat must be removed by the student immediately before start of the examination.
9. Should not write anything on design data books / tables and question paper except enrollment number on question paper.
10. Temporary absence from examination hall will not be allowed. In case of emergency conditions, students can leave examination hall after submission of answer book.
11. In case of any grievances regarding question paper, students can discuss with concerned Faculty member after examination.
12. Students must not disclose the form, content, degree of difficulty or any other information about an examination to a person who the student knows or should have known has not taken the examination.

13. Students are bound by the Code of Conduct during examination and be familiar with the Code. Failure to report a violation of the Code of Conduct during examination is itself a violation of the Code.

(a) Time and Place:

At the time of University Examination all examinee must be present in the notified examination room at least 15 minutes before the designated start time published by the Controller of Examination office.

(b) Starting of Examinations:

When invigilator instructs, students must place all materials that are not specifically designated “permissible materials” in the front of the classroom, including but not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, ipods, headphones, purses, and bags. Nothing except an article of clothing (sweater, handkerchief, etc.) or water bottle may be kept at the student’s seat. Once all materials are in the front of the room, and students have returned to their seats, the Exam office representative will distribute the exam.

(c) Leaving the Examination Room:

- i) Students may leave the room during the examination but may go only to the washrooms and, in appropriate circumstances to the Controller of Examination office or the Academic Dean’s Office.
- ii) Students are not allowed to take any materials (including bluebooks, answer sheets, the examination, laptops, scrap paper, and printed materials) from the examination room during examination.
- iii) Students are further not allowed to submit the answer paper not before one hour after the commencement of examination.

(d) Use of unfair means

(1) A student found using unfair means or copying during an examination shall be liable to be expelled from the examination in the first instance by the Dean/Controller of examination/Registrar and shall not be permitted to appear in the remaining examinations. The invigilator shall report such cases to the examination department and examination department will report to the Dean/Controller of examination/Registrar.

(2) The Dean/Controller of examination/Registrar shall have the power to impose any other punishment for misbehaviour or misconduct of examinees.

(3) The Dean/Controller of examination/Registrar shall examine the cases of unfair means and shall recommend to a committee (appointed by Dean/Controller of examination/Registrar) for suitable action.

(e) Concluding the Examination:

i) Students will be notified when there are five minutes and 1 minute remaining in the examination and when time has expired.

ii) Immediately upon the announcement that time has expired, all writing or typing must stop, all pens/pencils must be put down.

iii) A student should not leave the exam room, or immediate proximity of the exam room until they have received confirmation that their exam was successfully submitted. iv) Students may not remain in the room after completion of the examination.

(f) Emergency or Illness:

In case of emergency or serious illness which arise and preventing a student from getting to University examination, he or she must immediately contact the Office-Incharge /Controller of examinations or the Academic Dean.

(g) In case of late arrival in Examination Hall:

i) Students must report on time for examinations.

ii) In the event that a student is late for an examination, he or she must report immediately to the Office-In-charge /Controller of examinations or to the Academic Dean and specify the cause for late arrival.

iii) A request for full time to complete the examination will be granted only upon showing of truly extraordinary circumstances which is beyond student's control.

(h) Discussion during Examination:

1. Any type of discussion or talking during University examination is strictly prohibited.

2. Upon completion of examination, students must quietly leave the examination room in silence. Students must not congregate outside the examination room.

(i) In case of persons with benchmark disabilities or medical issues, the provision of scribe/writer can be allowed on production of specific authorize certificate as per proforma at APPENDIX-I from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf,

- a) The candidate should have the discretion of opting for his own scribe/writer or request the Examination Body for the same. The examining body may also identify the scribe/writer to make panels per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
- b) In case the Examination Body provides the scribe/writer, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/writer should always be matriculate or H.S level.
- c) In case the candidate is allowed to bring his own scribe/writer, the qualification of the scribe/writer should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/writer should submit details of the own scribe/writer as per proforma at APPENDIX-II.
- d) There should also be flexibility in accommodating any change in scribe/writer in case of emergency. The candidates should also be allowed to take more than one scribe/writer for writing different papers especially for languages. However, there can be only one scribe per subject.

(j) Code of Conduct of Invigilators during Examination- The invigilators are advised to implement the code of conduct for students during examination:

- a. Examination duty is compulsory. In case of any emergency, alternate arrangement should be made and informed to the Exam office.
- b. All invigilators must report within time to Exam office and must reach to respective examination hall before 15 minutes of the examination schedule time.
- c. Question papers will be made available by the member of Exam office in each examination hall before 10 minutes of the examination time schedule.
- d. All invigilators must maintain silence in the examination hall.
- e. Invigilators mobile phone will be in silent mode but they should not use in the examination hall.
- f. Invigilators must check that the students have occupied their respective seats according to seating plan.
- g. Invigilators should distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
- h. Invigilators should distribute the question paper to the students before 5 minutes of the examination.
- i. Invigilators must verify the admit card of the students in the examination hall.
- j. Invigilators should take the signature of the students on the attendance sheet and maintain attendance record of the examination hall.
- k. Invigilators must watch the students continuously and should be vigilant.

- l. Invigilators are requested to move in the examination hall to prevent indiscipline / copying.
- m. Invigilators should not leave examination hall during examination period. In case of urgency, may be allowed for maximum 15 minutes with permission from Exam office.
- n. Other invigilators / Faculty are not allowed to enter into other examination halls without consent of concerned Hall/room-in-charge/OIC/COE.
- o. Invigilators should distribute the supplement answer books / graph sheets to the students when requested by students.
- p. Once examination is completed, Answer books will be collected by concerned invigilator in the examination hall.
- q. Evaluated answer books should be done within 4 days from the date of examination schedule, and further, it should be handed over to the Exam office.
- r. Invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination.

11. Qualifying Criteria for Passing and Grades

- a. A student will be declared to have passed in an examination without any supplementary if he/she scores 40% or more marks in each of the theory examination papers of the semester and 50% or more marks in each laboratory examination of the semester.
- b. There is no minimum pass marks in the continuous assessment component of the examination papers.
- c. A student can clear a supplementary paper of an examination along with next year's regular examination/s of the paper/s concerned.
- d. A student cannot obtain degree until all his/her supplementary papers (including theory and practical) in his/her entire course are cleared.
- e. Promotion/failure to be promoted to the next year will be decided at the end of an even semester. A student will be eligible for promotion to the next year of study, in an even semester, if he/she carries supplementary in not more than 4 theory papers and have passed all practical papers, during his/her entire course of study till that even semester. After declaration of results of an odd semester, if the student has more than 4 supplementary theory papers in his/her course curriculum, he/she still remains eligible for promotion to next year till then, since he/she has chance to clear a few supplementary papers in the upcoming even semester examination and reduce the number of supplementary papers to four or lesser, and become eligible to be promoted. However, if after declaration of result of an odd semester, a student has more than 4 supplementary papers only in his/her odd semester examinations till that time, then he/she has no chance

of clearing those supplementary papers in his/her upcoming even semester examination, and he/she will be notified about his/her upcoming obvious year lag in that odd semester result itself. But the student may continue and appear for upcoming even semester examination (other conditions remaining applied) getting the chance to clear as many supplementary papers as possible. However, after the even semester examination, that student will not be eligible for promotion to next year, and will have to continue in the same year.

For example,

- (i) If a student gets two supplementary papers in first year first semester; he/she remains eligible to continue. But if he/she gets three or more supplementary papers in first year second semester, his/her total number of supplementary papers becomes five (more than four) and he/she becomes ineligible to be promoted to second year.
- ii) if a student gets two supplementary papers in first year first semester, and two more supplementary papers in first year second semester, his/her total number of supplementary papers remains four and he/she remains eligible to be promoted to second year.
- iii) considering case (ii), if the student now cannot clear these supplementary papers in subsequent years, but does not get any more supplementary papers, he/she remains eligible to be promoted to higher years and “pass out” of the university, but he/she does not remain eligible to get the degree until all these supplementary papers are cleared.
- iv) also considering case (ii) if the student in his/her second year first semester, fails to clear the two supplementary papers he/she was carrying in first year first semester, and gets one more supplementary paper in his/her second year first semester, his/her total number of supplementary papers becomes five, but the student still remains eligible to be promoted till now, since in his/her upcoming second year second semester examination, he/she might clear the two supplementary papers of his/her first year second semester and might not get any new supplementary paper and become eligible for promotion, since his/her number of supplementary papers gets reduced to three (four or lesser) at the time of promotion after even semester examination results. However if this student fails to clear any of these two supplementary papers of his/her first year second semester, then even if the student does not get any new supplementary paper in his/her second year second semester, he/she becomes ineligible for promotion to third year (since his/her number of supplementary papers remains five) and has to continue from second year first semester.
- v) again considering case (ii) if the student gets three new supplementary papers in second year first semester and fails to clear any supplementary paper of his/her first year first semester, the student immediately become ineligible for promotion to third year since he/she accumulates five supplementary papers in his/her odd semester examinations and

cannot clear those in his/her upcoming even semester examination. Hence, he/she will be notified about that in his/her second year first semester results. However the student may continue with his/her second year second semester studies and appear for exam and try to pass in the exam papers of second year second semester and clear as many supplementary papers as possible of his/her first year second semester exams. But after his/her second year second semester, the student will have to continue in his/her second year and also clear the supplementary papers in due time.

The students of B.Tech will have to appear for one examination of SWAYAM (NPTEL) per semester from 2nd semester to 6th semester, and the results of the examination will be considered similar to any other theory papers for the final grades of the student, and pass/failure in this examination will also be considered similar to any other theory examination to determine the promotion of the student to higher years of study. However, supplementary in this examination can be cleared in any semester (supplementary in odd semesters can be cleared in even semesters and viceversa) unlike other theory papers.

- f. The maximum duration for completing a programme is two times of the specified duration of a full time programme of study. For example, the 4 years B.Tech programme has to be completed within eight years.
- g. A student will not be eligible to sit for a particular examination paper (theory/practical) in a semester examination, if his/her attendance in the classes/laboratories held for that particular paper, is less than 75% in a semester, and it will be considered a backlog against the student and will be counted as a supplementary paper for application of rules 14c, 14d and 14e.
- h. Eligibility of a student to appear in a semester examination paper in regard to class attendance as well as sessional will be finalized and published within 7 days from the date of dissolution of theoretical classes in each semester.

12. A. Calculation of Grade Point

(i). Percentage of Marks and Grade Table:

Percentage of Marks	Letter Grade	Grade Point
90 to 100	O (Outstanding)	10
80 to <90	A+ (Excellent)	9
70 to <80	A (Very Good)	8
60 to <70	B+ (Good)	7
50 to <60	B (Fair)	6

40 to <50 (Theory)	C (Below Average)	5
Below 40 (Theory)	F (Fail)	2
Below 50 (Practical)	F (Fail)	2
Incomplete	AB (Absent)	0

(ii). The Method of calculation of Semester Grade Point Average (SGPA) is as follows:

$$SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the students in the i^{th} course

(iii). For Cumulative Grade Point Average (CGPA) the calculation is as under:

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} Semester and C_i is the total number of credits in that semester.

(iv) The SGPA and CGPA shall be rounded off to 2 decimal points (i.e., somebody has got 7.2345, we will write 7.23 and if it is 7.2365, we will write 7.24) reported in the transcripts.

(v) CGPA will be converted into equivalent Percentage marks as given in the following formula.

The formula is: $(CGPA - 0.75) \times 10$

Example: 8 CGPA = $(8 - 0.75) \times 10 = 72.5\%$

B. Degree certificate distinctions will be made on the basis of CGPA in the following manner

Those who will get Grade 'A', 'A+' or 'O' will be put in the category of **First Class with Distinction**. Those who will get grade 'B+' will be put in the category with **First class with Honors**. Those who will get 'B' will be put in the category of **First Class**. Those who will get 'C' will be put in the category of **Second class**. These distinctions of merit will be mentioned in the degree certificate of the University of Engineering and Management, Jaipur students.

C. Medal

Top three students obtaining First class with distinction marks will only be eligible to receive Medals - Gold, Silver and Bronze.

D. Lost Mark sheet

Incase students lost their degree certificate or mark sheet; they can apply for reissuance of mark sheet or degree certificate by the following procedure:

- i) Students need to send a scanned/Xerox copy of the police diary of lost marksheet or degree mark-sheet to Controller of Examination along with application for re-issuance of the said documents.
- ii) Students need to pay a nominal charge for re-issuance of each mark-sheet or degree certificate. The fee for re-issuance will be decided by the Controller of Examination from time to time, with approval from the Board of Management.

E. Coding System of Enrollment Numbering

Enrollment no of a student will be given in the mark-sheet as explained hereunder:

Say a student's enrollment no is 12015002001001. i.e. 1(A)-2015(B)-002(C)001(D)-001(E).

A= For general entry it is 1, For lateral entry it is 2.

B= Year of admission

C=Degree Code, i.e. for MBA it is 001, for B.Tech it is 002, for BBA it is 003, for BCA it is 004, for M.Tech it is 005 etc.

D=Department code of the students, i.e. for CSE it is 001, for ECE it is 002, for IT, it is 003, for CE it is 004, for EE it is 005, for ME it is 006, for EEE it is 007, for BBA 008 etc.

E=Serial no of a student, 001 means serial no 1 of a particular department.

- F.** A pool of elective subjects will be given to a B.Tech student from 2nd Semester to 6th Semester apart from his/her regular curriculum subjects. A student shall choose one of those elective subjects mandatorily from SWAYAM/NPTEL per semester. The marks obtained in that SWAYAM/NPTEL will be converted to a grade point in the University results with the same mapping as per rules of section 15A.

Promotion/Failure in that SWAYAM/NPTEL subject will be considered similarly to other subjects for application of rules given in section 14c, 14d and 14e.

13. Marks Distribution and Eligibility Criteria

- A.** The University is following credit based system as given in point number 15A. If a theory paper is taught for 'X' contact hours per week, it shall be a 'X' credit course, and if a laboratory subject is taken for 'X' contact hours per week it shall be a 'Y' credit course,

where 'Y' is equal to 'X/2'. For example, if a theory paper is taught for 3 contact hours per week it shall be a 3 credit course, and if a laboratory subject is taken for 3 contact hours per week, it shall be a 1.5 credit course.

Total marks for a paper will be 100. Out of 100, end semester examination weightage will be 70 and Continuous Assessment/evaluation weightage will be 30 i.e. $70+30=100$.

B. There will be 30 marks for Continuous Assessment (CA). It will be done in the following manner i.e. weighted average of 30 out of 100 marks.

- a. 40 marks (20 marks each) for two written mid-term examinations on descriptive type of questions and mathematics;
- b. 40 marks for online test, mostly objective type questions; there has to be at least one such online test per paper in a semester. However, four such online tests per paper per semester are preferred. But that discretion will remain in the hands of respective teacher.
- c. 20 marks for one viva-voce test taken by the subject teachers at the end of each semester. The Viva Voce test should be taken before the semester examination so that almost full course taught in the semester, is covered.

Total Continuous Assessment marks for a paper in a semester will be total of (a)+(b)+(c). Thirty percent of the total marks thus obtained i.e. (a)+(b)+(c) will be taken paper-wise in final University semester examination marking. That means 30 marks weightage will be there for Continuous Assessment in a semester.

C. Theoretical paper at the end semester (each subject) will be of 70 Marks. Question paper will be set for 100 marks basis.

Marks obtained will, however, be proportioned to 70 marks. Thus if in one theory paper, a student gets, say 50 marks, it will be shown 35 marks in mark sheet.

Thus marks for theory paper of 100 marks will have total of marks obtained is A+B

D. Practical Paper will be 100 marks. Distribution of Marks will be as follows:

Total Marks for Practical Course (Lab) = 100 Marks

- a. Continuous assessment:- 40 Marks
- b. End-semester practical examination: 60 Marks

Break –up of Continuous Assessment of Practical Course (Lab)

Minimum Number of Experiments to be conducted is 10. Each experiment will carry 4 marks as per the distribution given below:-

- (i) One and a half marks for conduct of experiment.
- (ii) One and a half marks for report writing and explaining details about the utility of doing the experiment and the practical use of the experiment.
- (iii) One mark for viva-voice test with stress to find if the student can use the experiment for solving practical problems.

This means, there will be a total of $(1.5 \times 10) = 15$ marks for conduct of lab experiments, $(1.5 \times 10) = 15$ marks for laboratory report writing, $(1 \times 10) = 10$ marks for viva-voce.

In case, number of experiments prescribed for the course is less than 10 or the number of experiments actually conducted by the department is less than 10 due to some practical constraints, then the 40 marks will be distributed accordingly (i.e. Pro-rata basis). Also, if the number of experiments prescribed for a course is more than 10, then the said 40 marks will be distributed accordingly (i.e. Pro-rata basis).

E. Attendance and Eligibility criteria

A student will not be eligible to sit for a particular examination paper (theory/practical) in a semester examination, if his/her attendance in the classes/laboratories held for that particular paper, is less than 75% in a semester, and it will be considered a backlog against the a student, and will be counted as a supplementary paper for application of rules 14c, 14d and 14e.

14. Promotion with Back Paper Examination & Debarment of Readmission in The University.

- a) Back paper examination/s will be held every year along with next year's regular examination/s of the paper/s concerned. For students going out of final year, carrying supplementary paper/s if any, separate back paper examinations will be held within six months from the date of declaration of the result of the final year second semester examination in the paper/s concerned, and will be held every six months from then onwards till the supplementary paper/s are all cleared or the stipulated time as in section 14f is over, leading to cancellation of degrees of the concerned student in the latter case.
- b) The process of publication of results of a semester examination followed by review will generally be completed within 60 days from the date of completion of a semester examination.

- c) In case a student cannot pass all the examination papers as per rules and procedure within the stipulated time as in section 14f, he/she shall not be eligible for readmission in the University in any course of study.

15. Failure to Get Promotion

- a) A student who fails to get promoted to the next year of study, may continue his/her studies from the first semester of that year of study in the same course during the next academic year and has to clear all his/her supplementary examination/s as well as sessional papers of the concerned semester accumulated till now and will have to attend classes like a regular student for the paper/s in that year in which he/she had to repeat. Eligibility criterion based on class attendance shall also be applicable to him/her for the concerned paper of that year in which he/she had to repeat.

16. General Rules

- a) From the second semester onwards, all students will have to enroll within seven working days of the beginning of a semester. A student is eligible for enrolment if he/she has paid all the dues for the semester in advance. His/her name will be put on attendance register after all dues are cleared in advance for the semester.

17. Semester Duration

- a) An Academic year shall be of two semesters, each semester of around 15 to 16 weeks' or minimum of ninety calendar days. The academic calendar will be notified by the University each year prior to at the start of the Academic Session. Academic programmes will be as per UGC norms.

18. Change of Regulations

Any Regulation can be modified by the Academic Council of UEM Jaipur.