



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
(Established by Govt. of A.P., ACT No.30 of 2008)
ANANTHAPURAMU – 515 002 (A.P) INDIA

Academic Regulations (R24) for BBA (Regular-Full time)

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

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(Effective for the students admitted into I year from the Academic Year 2023-24 onwards)

1. Award of the Degree

- (a) Award of the BBA Degree if he/she fulfils the following:
- (i) Pursues a course of study for not less than three academic years and not more than six academic years. However, for the students availing Gap year facility this period shall be extended by two years at the most and these two years would in addition to the maximum period permitted for graduation (Six years).
 - (ii) Registers for 120 credits and secures all 120 credits.
- (b) **Award of BBA degree with Honors (4 years)** if he/she fulfils the following:
- (i) Student secures additional 40 credits (in extra 2 semesters) fulfilling all the requisites of a BBA program i.e., 120 credits.
 - (ii) Registering for Honors is optional.
- (c) **Award of BBA degree with Honors with Research (4 Years)**
A student will be declared eligible for the award of the BBA with Honors with Research if he/she fulfils the following:
- i. Student secures additional 40 credits (in extra 2 semesters) fulfilling all the requisites of a BBA program i.e., 120 credits.
 - ii. Registering for Honors with Research is optional.
 - iii. Minimum eligibility criteria for opting the course in the fourth year will be as follows: **Minimum 75% marks or equivalent CGPA in BBA Degree up to Sixth Semester**

2. Students, who fail to fulfil all the academic requirements for the award of the degree within six academic years from the year of their admission, shall forfeit their seat in BBA course and their admission stands cancelled. This clause shall be read along with clause 1 a) i).

3. Admissions

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

4. Program related terms

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

Credit Definition:

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

- a) **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- b) **Choice Based Credit System (CBCS):** The CBCS provides a choice for students to select from the prescribed courses.

5. Semester/Credits:

- i) A semester comprises 90 working days and an academic year is divided into two semesters.
- ii) The summer term is for eight weeks during summer vacation. Internship/ apprenticeship / work-based vocational education and training can be carried out during the summer term, especially by students who wish to exit after two semesters or four semesters of study.
- iii) Regular courses may also be completed well in advance through MOOCs satisfying prerequisites.

6. Structure of the Undergraduate Programme

All courses offered for the undergraduate program (BBA) are broadly classified as follows:

Semester	Core Courses	Ability Enhancement Courses	Multi-Disciplinary Elective course	Value added Courses	Skill Enhancement courses	Discipline Specific Elective	Total
I	12	4	2	2	-	-	20
II	12	2	2	2	2	-	20
III	12	-	2	2	4	-	20
IV	16	-	-	2	2	-	20
V	8	-	-	-	4	8	20
VI	6	-	-	-	6	8	20
BBA(Honours)							
VII	4		4		4	8	20
VIII					8	12	20
BBA(Honours with Research)							
VII	12					8	20
VIII	20						20

F. Category-wisedistribution*

Description	Core Courses	Ability Enhancement Courses	Multi-Disciplinary Elective course	Value added Courses	Skill Enhancement courses	Discipline Specific Elective	Total
BBA	66	6	6	8	18	16	120
BBA(Honours)	70	6	10	8	30	36	160
BBA(Honours with Research)	98	6	6	8	18	24	160

7. Programme Pattern

- i. Total duration of the of BBA (Regular) Programme is Three academic years.
- ii. Each academic year of study is divided into two semesters.
- iii. Minimum number of instruction days in each semester is 90 days.
- iv. There shall be mandatory student induction program for fresher’s, with a three-week duration before the commencement of first semester. Physical activity, Creative Arts, Universal Human Values, Literary, Proficiency Modules, Lectures by Eminent People, Visits to local Areas, Familiarization to Dept./Branch & Innovations etc., are included as per the guidelines issued by AICTE.
- v. **Mandatory Visits/Workshop/Expert Lectures:**
 - It is mandatory to arrange one industrial visit every semester for the students of each branch.
 - It is mandatory to conduct a One-week workshop during the winter break after fifth semester on professional/industry/entrepreneurial orientation.
 - It is mandatory to organize at least one expert lecture per semester for each branch by inviting resource persons from domain specific industry.
- v. A total of 2 ability enhancement courses are to be offered in the first two semesters as optional courses. Indian or Foreign Language is offered as AEC courses with zero credits.
- vi. Additional DSE as an Audit Course (Non-Credit but compulsory) can be opted by the student in both semester V and VI.

- vii. Professional Elective Courses, include the elective courses relevant to the BBA. Proper choice of professional elective courses can lead to students specializing in emerging areas within the chosen field of study.
- viii. A pool of interdisciplinary/job-oriented/domain skill courses which are relevant to the industry are integrated into the curriculum of all disciplines. There shall be 9 skill-oriented courses offered during II to VI semesters. Among the 9 skill courses, six courses shall focus on the basic and advanced skills related to the domain and three interdisciplinary courses
- ix. Students shall undergo mandatory summer internships, for a minimum of eight weeks duration at the end of first and second year of the programme. The internship at the end of first year shall be community oriented and industry internship at the end of second year. This will be evaluated during the third and fifth semester respectively
- x. The students opted for BBA (honours or Honours with research) has to undergo summer internship after end of the sixth semester.
- xi. For BBA students, the Dissertation work -I shall be initiated in the Fifth semester and evaluation shall be done in the sixth semester.
- xii. For BBA (honours) students, the Dissertation work -II shall be initiated in the seventh semester and evaluation shall be done in the eighth semester
- xiii. Each college shall take measures to implement Virtual Labs (<https://www.vlab.co.in>) which provide remote access to labs in various disciplines of management and will help student in learning basic and advanced concept through remote experimentation. Student shall be made to work on virtual lab experiments during the regular labs.
- xiv. Preferably 25% of course work for the theory courses in every semester shall be conducted in the blended mode of learning.

8. Evaluation Process

The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory and 100 marks for practical subject. Summer Internships shall be evaluated for 50 marks, Full Internship & Project work in final semester shall be evaluated for 200 marks, mandatory courses with no credits shall be evaluated for 30 mid semester marks.

A student has to secure not less than 35% of marks in the end examination and a minimum of 40% of marks in the sum total of the mid semester and end examination marks taken together for the theory, practical, etc. In case of a mandatory course, he/she should secure 40% of the total marks.

Theory Courses

Assessment Method	Marks
Continuous Internal Assessment	30
Semester End Examination	70
Total	100

- i) For theory subject, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End-Examination.
- ii) For practical subject, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End- Examination.
- a) **Continuous Internal Evaluation**
 - i) For theory subjects, during the semester, there shall be two midterm examinations. Each midterm examination shall be evaluated for 30 marks of which 10 marks for objective paper (20 minutes duration), 15 marks for subjective paper (90 minutes duration) and 5 marks for assignment.
 - ii) Objective paper shall contain maximum of 20 bits for 10 marks. Subjective paper shall contain 3 either or type questions (totally six questions from 1 to 6) of which student has to answer one from each either-or type of questions. Each question carries 10 marks. The marks obtained in the subjective paper are condensed to 15 marks.

Note:

- The objective paper shall be prepared in line with the quality of competitive examinations questions.
 - The subjective paper shall contain 3 either or type questions of equal weight age of 10 marks. Any fraction shall be rounded off to the next higher mark.
 - The objective paper shall be conducted by the respective institution on the day of subjective paper test.
 - Assignments shall be in the form of problems, mini projects, design problems, slip tests, quizzes etc., depending on the course content. It should be continuous assessment throughout the semester and the average marks shall be considered.
- iii) If the student is absent for the mid semester examination, no re-exam shall be conducted and mid semester marks for that examination shall be considered as zero.

- iv) First midterm examination shall be conducted for I, II units of syllabus with one either or type question from each unit and third either or type question from both the units. The second midterm examination shall be conducted for III, IV and V units with one either or type question from each unit.
- v) Final mid semester marks shall be arrived at by considering the marks secured by the student in both the mid examinations with 80% weight age given to the better mid exam and 20% to the other.

For Example:

Marks obtained in first mid: 25
 Marks obtained in second mid: 20
 Final mid semester Marks: $(25 \times 0.8) + (20 \times 0.2) = 24$

If the student is absent for any one midterm examination, the final mid semester marks shall be arrived at by considering 80% weight age to the marks secured by the student in the appeared examination and zero to the other. For Example:

Marks obtained in first mid: Absent
 Marks obtained in second mid: 25
 Final mid semester Marks: $(25 \times 0.8) + (0 \times 0.2) = 20$

b) End Examination Evaluation:

End examination of theory subjects shall have the following pattern:

- i) There shall be 6 questions and all questions are compulsory.
- ii) Question I shall contain 10 compulsory short answer questions for a total of 20marks such that each question carries 2 marks.
- iii) There shall be 2 short answer questions from each unit.
 - a) In each of the questions from 2 to 6, there shall be either/or type questions of 10 marks each. Student shall answer any one of them.
- iv) The questions from 2 to 6 shall be set by covering one unit of the syllabus for each question.

Practical Courses

Assessment Method	Marks
Continuous Internal Assessment	30
Semester End Examination	70
Total	100

- a. For practical courses, there shall be a continuous evaluation during the semester for 30 sessional marks and end examination shall be for 70 marks.
- b. Day-to-day work in the laboratory shall be evaluated for 15 marks by the concerned laboratory teacher based on the record/viva and 15 marks for the internal test.
- c. The end examination shall be evaluated for 70 marks, conducted by the concerned laboratory teacher and a senior expert in the subject from the same department.

- Procedure: 20 marks
 - Experimental work & Results: 30 marks
 - Viva voce: 20 marks.
- d. There shall be no external examination for mandatory courses with zero credits. However, attendance shall be considered while calculating aggregate attendance and student shall be declared to have passed the mandatory course only when he/she secures 40% or more in the internal examinations. In case, the student fails, a re-examination shall be conducted for failed candidates for 30 marks satisfying the conditions mentioned in item 1 & 2 of the regulations.
- e. The laboratory records and mid semester test papers shall be preserved for a minimum of 3 years in the respective institutions as per the University norms and shall be produced to the Committees of the University as and when the same are asked for.

9. Skill oriented Courses

- i) There shall be Nine skill-oriented courses offered during II to VI semesters.
- ii) Out of the Nine skill courses six shall be skill-oriented courses from the same domain. Of the remaining three skill courses are Interdisciplinary/Job oriented.
- iii) The course shall carry 100 marks and shall be evaluated through continuous assessments during the semester for 30 sessional marks and end examination shall be for 70 marks. Day-to-day work in the class / laboratory shall be evaluated for 30 marks by the concerned teacher based on the regularity/assignments/viva/mid semester test. The end examination similar to practical examination pattern shall be conducted by the concerned teacher and an expert in the subject nominated by the principal.
- iv) The Head of the Department shall identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The marks/grades shall be assigned to the students by the above committee based on their performance.
- v) The student shall be given an option to choose either the skill courses being offered by the college or to choose a certificate course being offered by industries/Professional bodies or any other accredited bodies. If a student chooses to take a Certificate Course offered by external agencies, the credits shall be awarded to the student upon producing the Course Completion Certificate from the agency. A committee shall be formed at the level of the college to evaluate the grades/marks given for a course by external agencies and convert to the equivalent marks/grades.
- vi) The recommended courses offered by external agencies, conversions and appropriate grades/marks are to be approved by the University at the beginning of the semester. The principal of the respective college shall forward such proposals to the University for approval.

vii) If a student prefers to take a certificate course offered by external agency, the department shall mark attendance of the student for the remaining courses in that semester excluding the skill course in all the calculations of mandatory attendance requirements upon producing a valid certificate as approved by the University.

10. Massive Open Online Courses (MOOCs):

As per the University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM Regulations, 2021), the University shall allow upto 40% of the total courses being offered in a particular programme in a semester through the online learning courses offered through SWAYAM Platform(www.swayam.gov.in) for credit transfer.

A student can pursue courses other than core through MOOCs and it is mandatory to complete one course successfully through MOOCs for awarding the degree. A student is not permitted to register and pursue core courses through MOOCs.

The University shall notify at the beginning of the semester, the list of the SWAYAM online learning courses eligible for credit transfer. A student shall register for the course (Minimum of either 8 weeks or 12 weeks) offered through MOOCs with the approval of the Head of the Department. The credits will be awarded based on the number of weeks course is pursued i.e., 2 credits for 8 weeks and 3 credits for 12 weeks. The Head of the Department shall appoint one mentor to monitor the students' progression. The student who has completed courses on SWAYAM is having option to write the end semester examination either conducted by National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) or University examination. The University shall conduct the examinations for SWAYAM courses during the current semester along with the end-term examinations.

The student needs to earn a certificate by passing the exam. The student shall be awarded the credits assigned in the curriculum only after submission of successful completion certificate. Examination fee, if there is any, shall be borne by the student. A student has to get pass marks in SWAYAM courses as per the pass marks specified by the JNTUA academic regulations. No relaxation regarding pass marks is permitted for any case. The class/grade, if any, is also awarded as per the University academic regulations only.

. The University will conduct examinations in the subsequent two semesters for the students who could not pass/appear in the end-term SWAYAM Course exams conducted by National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL).

A Student shall only be allowed to appear for the end term examination conducted by the University/Institution if he/she completed the entire SWAYAM course and submitted a minimum of 75% of the assignments and quizzes on SWAYAM. The University shall give 70% weightage to end-term examinations and for the assignments and quizzes component conducted by the SWAYAM Course Coordinator, the weightage will be 30%.

In case of delay in results of SWAYAM Course exams conducted by National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) the

University will re-issue the marks sheet for such students

The student who earn a certificate by passing the SWAYAM course examination and failed to register during regular examination for credit transfer, such SWAYAM course examination pass certificate can be considered for subsequent supplementary notifications issued by University

Students who have qualified in the proctored examinations conducted through MOOCs platform can apply for credit transfer as specified and are exempted from appearing internal as well as external examination (for the specified equivalent credit course only) conducted by the university.

Necessary amendments in rules and regulations regarding adoption of MOOC courses would be proposed from time to time

11. Credit Transfer Policy

Adoption of MOOCs is mandatory, to enable Blended model of teaching-learning as also envisaged in the NEP 2020. As per University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2021, the University shall allow up to a maximum of 20% of the total courses being offered in a particular programme i.e., maximum of 24 credits through MOOCs platform.

- i) The University shall offer credit mobility for MOOCs and give the equivalent credit weight age to the students for the credits earned through online learning courses.
- ii) Student registration for the MOOCs shall be only through the respective department of the institution, it is mandatory for the student to share necessary information with the department.
- iii) Credit transfer policy will be applicable to the Professional & Open Elective courses only.
- iv) The concerned department shall identify the courses permitted for credit transfer.
- v) The University/institution shall notify at the beginning of semester the list of the online learning courses eligible for credit transfer.
- vi) The institution shall designate a faculty member as a Mentor for each course to guide the students from registration till completion of the credit course.
- vii) The university shall ensure no overlap of MOOC exams with that of the university examination schedule. In case of delay in results, the university will re-issue the marks sheet for such students.
- viii) Student pursuing courses under MOOCs shall acquire the required credits only after successful completion of the course and submitting a certificate issued by the competent authority along with the percentage of marks and grades.
- ix) The institution shall submit the following to the examination section of the university:
 - a) List of students who have passed MOOC courses in the current semester along with the certificate of completion.
 - b) Undertaking form filled by the students for credit transfer.

- x) The universities shall resolve any issues that may arise in the implementation of this policy from time to time and shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL and state government.

Note: Students shall be permitted to register for MOOCs offered through online platforms approved by the University from time to time.

12. Academic Bank of Credits (ABC)

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

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

13. Mandatory Internships

Summer Internships : Two summer internships either onsite or virtual each with a minimum of 08 weeks duration, done at the end of first and second years, respectively are mandatory. It shall be completed in collaboration with local industries, Govt. Organizations, construction agencies, Power projects, software MNCs or any industries in the areas of concerned specialization of the Undergraduate program. One of the two summer internships at the end of first year (Community Service Project) shall be society oriented and shall be completed in collaboration with government organizations/NGOs & others. The other internship at the end of second year is Industry Internship and shall be completed in collaboration with Industries. The student shall register for the internship as per course structure after commencement of academic year. The guidelines issued by the APSCHE / University shall be followed for carrying out and evaluation of Community Service Project and Industry Internship.

Evaluation of the summer internships shall be through the departmental committee. A student will be required to submit a summer internship report to the concerned department and appear for an oral presentation before the departmental committee comprising of Head of the Department, supervisor of the internship and a senior faculty member of the department. A certificate of successful completion from industry shall be included in the report. The report and the oral presentation shall carry 50% weightage each. It shall be evaluated for 50 external marks. There shall be no internal marks for Summer Internship. A student shall secure minimum 40% of marks for successful completion. In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the University.

Project work: In the final semester, the student should mandatorily register and

should work on a project with well-defined objectives. At the end of the semester the candidate shall submit a project report..

The project report shall be evaluated with an external examiner. The total marks for project work 100 marks and distribution shall be 30 marks for internal and 70 marks for external evaluation. The supervisor assesses the student for 15 marks At the end of the semester, all projects shall be showcased at the department for the benefit of all students and staff and the same is to be evaluated by the departmental Project Review Committee consisting of supervisor, a senior faculty and HOD for 15 marks. The external evaluation of Project Work is a Viva-Voce Examination conducted in the presence of internal examiner and external examiner appointed by the University and is evaluated for 70 marks. The project work will be initiated in V semester with zero credits.

1. GUIDELINES FOR OFFERING HONOURS / HONOURS WITH RESEARCH

Enrolment in to Honours

- i) Students of a Department /Discipline are eligible to opt for Honors program offered by the same Department / Discipline, if he/she has completed 3-year BBA program successfully.
- ii) If a student is detained due to lack of attendance in Honors, registration shall be cancelled.
- iii) Transfer of credits from Honors to regular BBA and vice-versa shall not be permitted.

Enrolment in to Honours with Research:

- i) Students of a Department/ Discipline are eligible to opt for Honors with Research program offered by the same Department / Discipline.
- ii) Minimum 75% marks or equivalent CGPA in BBA Degree up to Sixth Semester is mandatory.
- iii) If a student is detained due to lack of attendance in Honors with Research, registration shall be cancelled.
- iv) Transfer of credits from Honors with Research to regular BBA and vice-versa shall not be permitted.

Registration for Honours / Honours with Research:

- i) The eligible and interested students shall apply through the HOD of his/her parent department. The whole process should be completed within one week before the start of every semester. Selected students shall be permitted to register the courses under Honors.
- ii) The selected students shall submit their willingness to the principal through his/her parent department off erring Honors. The parent department shall maintain the record of student pursuing the Honors.
- iii) The students enrolled in the Honors courses will be monitored continuously. An advisor /mentor from parent department shall be assigned to a group of students to monitor the progress.

14. Attendance Requirements:

- i) A student shall be eligible to appear for the University external examinations if he/she acquires a minimum of 40% attendance in each subject and 75% of attendance in aggregate of all the subjects. b) Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee.
- ii) Shortage of Attendance below 65% in aggregate shall in NO CASE be condoned.
- iii) A stipulated fee shall be payable towards condonation of shortage of attendance to the University.
- iv) Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.
- v) A student will not be promoted to the next semester unless he satisfies the attendance requirements of the present semester. They may seek readmission for that semester from the date of commencement of class work.
- vi) If any candidate fulfils the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.
- vii) If the learning is carried out in blended mode (both offline & online), then the total attendance of the student shall be calculated considering the offline and online attendance of the student.
- viii) For induction programme attendance shall be maintained as per AICTE norms.

15. Promotion Rules:

The following academic requirements must be satisfied in addition to the attendance requirements mentioned in section 15.

- i) A student shall be promoted from first year to second year if he/she fulfils the minimum attendance requirement as per university norms.
- ii) A student will be promoted from II to III year if he/she fulfils the academic requirement of securing 40% of the credits (any *decimal* fraction should be **rounded off to lower** digit) up to in the subjects that have been studied up to III semester.
- iii) When a student is detained due to lack of credits/shortage of attendance he/she may be re-admitted when the semester is offered after fulfilment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted.

16. Grading:

As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:

After each course is evaluated for 100 marks, the marks obtained in each course will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Structure of Grading of Academic Performance

Range in which the marks in the subject fall	Grade	Grade points
		Assigned
90 & above	Superior	10
80 - 89	A(Excellent)	9
70 - 79	B(Very Good)	8
60 - 69	C (Good)	7
50 - 59	D (Average)	6
40 - 49	E (Pass)	5
< 40	F (Fail)	0
Absent	Ab (Absent)	0

- i) A student obtaining Grade ‘F’ or Grade ‘Ab’ in a subject shall be considered failed and will be required to reappear for that subject when it is offered the next supplementary examination.
- ii) For non-credit audit courses, “Satisfactory” or “Unsatisfactory” shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA/Percentage.

Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade point scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

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

Where, C_i is the number of credits of the i^{th} subject and G_i is the grade point scored by the student in the i^{th} course.

The Cumulative Grade Point Average (CGPA) will be computed in the same manner considering all the courses undergone by a student over all the semesters of a program, i.e.,

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

Where “ S_i ” is the SGPA of the i^{th} semester and C_i is the total number of credits up to that semester.

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.
 Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by the letters S, A, B, C, D and F.

Award of Class:

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he/she shall be placed in one

of the following four classes:

Class Awarded	CGPA Secured
First Class with Distinction	≥ 7.5
First Class	$\geq 6.5 < 7.5$
Second Class	$\geq 5.5 < 6.5$
Pass Class	$\geq 5.0 < 5.5$

CGPA to Percentage conversion Formula – $(CGPA - 0.5) \times 10$

17. With-holding of Results

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

18. Multiple Entry / Exit Option

(a) Exit Policy:

The students can choose to exit the three-year programme at the end of first/second year.

- i) **UG Certificate in (Field of study/discipline)** - Programme duration: First year (first two semesters) of the undergraduate programme, 40 credits followed by an additional exit 4-credit bridge course(s) lasting two months, either in a skill based subject or work based on vocational course would help the candidates acquire job-ready competencies required to enter the workforce.
- ii) **UG Diploma (in Field of study/discipline)** - Programme duration: First two years (first four semesters) of the undergraduate programme, 80 credits followed by an additional exit 04-credit bridge course(s) lasting two months, either in a skill based subject or work based on vocational course/ job-specific internship/ apprenticeship that would help the candidates acquire job-ready competencies required to enter the workforce.

(b) Entry Policy:

Re-entry Criteria into Fourth Year (Seventh Semester)

The student who takes an exit after third year with an award of BBA may be allowed to re-enter in to Seventh Semester for completion of the BBA (Honours) or BBA (Honours with Research) Program as per the respective University / Admitting Body schedule after earning requisite credits in the Third year

Note: The Universities shall resolve any issues that may arise in the implementation

of Multiple Entry and Exit policies from time to time and shall review the policies in the light of periodic changes brought by UGC, AICTE and State government.

19. Gap Year Concept:

Gap year concept for Student Entrepreneur in Residence is introduced and outstanding students who wish to pursue entrepreneurship / become entrepreneur are allowed to take a break of one year at any time after I year to pursue full-time entrepreneurship programme/to establish start-ups. This period may be extended to two years at the most and these two years would not be counted for the time for the maximum time for graduation. The principal of the respective college shall forward such proposals submitted by the students to the University. An evaluation committee constituted by the University shall evaluate the proposal submitted by the student and the committee shall decide whether to permit the student(s) to avail the Gap Year or not

20. Transitory Regulations

Discontinued, detained, or failed candidates are eligible for readmission as and when the semester is offered after fulfilment of academic regulations. Candidates who have been detained for want of attendance or not fulfilled academic requirements or who have failed after having undergone the course in earlier regulations or have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered, subject to Section 2 and they will follow the academic regulations into which they are readmitted.

Candidates who are permitted to avail Gap Year shall be eligible for re-joining into the succeeding year of their BBA from the date of commencement of class work, subject to Section 2 and they will follow the academic regulations into which they are readmitted.

21. Minimum Instruction Days for a Semester:

The minimum instruction days including exams for each semester shall be 90 days.

22. Medium of Instruction:

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

23. Student Transfers:

Student transfers shall be as per the guidelines issued by the Government of Andhra Pradesh and the Universities from time to time.

24. General Instructions:

- i. The academic regulations should be read as a whole for purpose of any interpretation.
- ii. Malpractices rules-nature and punishments are appended.
- iii. Where the words “he”, “him”, “his”, occur in the regulations, they also include “she”, “her”, “hers”, respectively.

- iv. In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- v. The Universities may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the Universities.
- vi. In the case of any doubt or ambiguity in the interpretation of the guidelines given, the decision of the Vice-Chancellor / Head of the institution is final.

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JNTUA

RULES FOR

**DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT
IN EXAMINATIONS**

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1.(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for four consecutive semesters from class work and all University examinations, if his involvement is established. Otherwise, the candidate is debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations

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		of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject only.
6.	Refuses to obey the orders of the Chief Superintendent /Assistant - Superintendent /any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. If the candidate physically assaults the invigilator/ officer-in-charge of the Examinations, then the candidate is also debarred and forfeits his/her seat. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person (s) who do not belong to the College will be handed over to police and, a police case will be registered against them.

10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject only or in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester / year examinations, depending on the recommendation of the committee.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment.	

Malpractices identified by squad or special invigilators

1. Punishments to the candidates as per the above guidelines.
2. Punishment for institutions : (if the squad reports that the college is also involved in encouraging malpractices)
3. A show cause notice shall be issued to the college.
4. Impose a suitable fine on the college.
5. Shifting the examination centre from the college to another college for a specific period of not less than one year.

Note:-

Whenever the performance of a student is cancelled in any subject/subjects due to Malpractice, he has to register for End Examinations in that subject/subjects consequently and has to fulfil all the norms required for the award of Degree.
