

ACADEMIC REGULATIONS

THE FULL TIME BBA/BHM PROGRAM (WITH EFFECT FROM THE ACADEMIC YEAR 2011-12)

1) **General**

- a) KL University operates in the semester pattern.
- b) University awards Bachelor of Business Administration and Bachelor of Hotel Management for under graduate degree program.
- c) Academic regulations are approved by the Academic Council.

2) **Academic Calendar**

- a) Each Academic Year is divided into two semesters viz., Semester I and Semester II.
- b) University may also offer courses during summer referred as Summer Semester.
- c) The Academic Council approves schedule of academic activities for an academic year, inclusive of dates for registration, class tests and comprehensive examinations etc. which shall be mentioned in the Academic Calendar of the year.
- d) Normally a semester consists of 90 instructional days.

3) **Registration**

- a) A student (newly admitted or on rolls) has to register for a course on the day of registration for each semester. Students failing to register for the course will not be permitted to attend classes. It is the responsibility of the individual student to register for the semester.
- b) Normally, no late registration shall be permitted. However, considering any compelling reason, a student may be permitted for late registration (within one week of commencement of semester) with prior approval. In such cases late registration may be done up to seven days with payment of requisite fine of Rs.500.
- c) Students will be permitted to register only if they have:
 - (i) Cleared all the fees, outstanding dues of, University and / or Hostel of previous semesters,
 - (ii) Paid all prescribed fees for the current semester, and
 - (iii) Not been debarred from registering for a specified period on disciplinary or any other ground.
- d) The University has the right to refuse registration if a student does not turn up on the day of registration.
- e) Normally, a student is not allowed to withdraw from compulsory courses prescribed

by the University.

- f) The University reserves the right to cancel the registration of a student from a course or semester or debar from the degree on disciplinary grounds.

4) **Teaching and evaluation**

- a) The teacher for single section course or associated with multi-section courses is referred to as Instructor.
- b) A team of instructors, under the leadership of Course Coordinator, work together to meet all requirements of teaching, evaluation and administrative aspects of the course. The Course Coordinator has the responsibility of conducting the course with the cooperation of all instructors as a team.
- c) The Course Coordinator, by definition, has to be an instructor of any one section.
- d) Course handout should be given to the students on the first day of the commencement of class work.
- e) The process of evaluation will be continuous throughout the semester and involves components such as tests, quizzes, surprise quizzes, case analysis, assignments, practical examination, attendance, class participation, etc. constituting a total weightage of 40% of aggregate marks.
- f) Two internal evaluation tests will be conducted, each for 30 marks. For computing aggregate marks, 75% of the better of the two tests will be considered and 25% from the other test. Marks computed with these weightages would then be scaled to 15 marks.
- g) Comprehensive Examination will carry a weightage of 60% of aggregate marks.
- h) In order to maintain transparency in evaluation, the internal test answer sheets will be shown to the students within one week of conducting the examination. If a student is not convinced with the marks awarded he/she can request the examiner to recheck on request. No correction is permitted once the examiner submits the marks to the Head of the Department (HoD).
- i) To personally check and/or re-evaluation of the answer sheets of a comprehensive examination a student has to apply on payment of requisite fee within a stipulated time.
- j) It is the responsibility of the Course Coordinator to display solution key on the notice board immediately after the evaluation component with evaluation scheme. The Instructor should stick to the marking scheme announced while checking the answer sheets.
- k) Submission of final Grades to the Examination Committee duly signed by the respective HoD is the sole responsibility of the Course Coordinator.

5) **Attendance**

- a) It is mandatory for a student to attend all the theory classes, tutorials, practice sessions, laboratories and other evaluation components conducted by the

University in both credited and audited courses. It is mandatory to attain 75% attendance and 40% of internal marks to be eligible to appear for the comprehensive examination in a course. Else the student will be detained from appearing for the comprehensive examination on grounds of shortage of attendance and/or internal marks. The student has to re-register in that course whenever it is offered next.

- b) In each course attendance will be treated as evaluation component and marks are awarded as shown below:

% of Attendance in Theory & Practical classes	Marks awarded (%)
≥ 95	5
≥ 90 and < 95	4
≥ 85 and < 90	3
≥ 80 and < 85	2
≥ 75 and < 80	1

- c) 75% attendance is mandatory to attain eligibility to appear for the comprehensive examination in a course. If a student fails to maintain 75% attendance in a course he/she will be awarded with *Not Attended (NA)* Report in that course. In such cases, student will not be permitted to attend the comprehensive examination of that course(s) where he/she has obtained *NA* Report.

- d) However, some relaxation to this rule is possible in the case of students participating in extra-curricular activities as identified below:

- One week for state level competitions,
- Two weeks for National level competitions, and
- Three weeks for International events.

This relaxation is applicable irrespective of the number of events and the number of participations in a semester.

- e) If the period of absence in a semester is for a short duration (of not more than one week) prior application for leave should be submitted to the HoD clearly stating the reasons for absence along with supporting documents. The HoD will grant such leave at his/her discretion. In appropriate cases, the Dean Academics is authorized to permit make-up test.
- f) Absence for a period not exceeding one week in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Dean Academics provided he is satisfied with the explanation.
- g) If the period of absence is likely to exceed one week, a prior application for grant of

leave should be submitted to the HoD.

- h) In special cases and for sufficient cause shown, the Dean Academics on the recommendation of the HoD may condone the deficiency not exceeding 10% in attendance due to ill-health, when the application submitted at the time of the actual illness is supported by a certificate from an authorized medical officer.
- i) A student must intimate his/her absence to the Superintendent/Warden of the Hostel in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline.

6) **Change of Program**

A student admitted to a particular under-graduate Program will normally continue studying Program till the completion of the program. However, in special cases the University may permit a student to change from one under-graduate program to another under-graduate program mid-way subject to the following:

- a) Change of program shall be entertained only at the beginning of a Semester.
- b) Only those who have cleared all the courses till the time of applying for change of program will be eligible.
- c) A Committee appointed by the Vice Chancellor shall prepare course equivalencies and study the feasibility of Program transfer. The Committee shall recommend the deficiency courses to be completed.
- d) Deficient courses, if any, as identified by the Committee as above in the new program have to be completed by the student as stipulated by the Academic Counseling Board.
- e) Change of program shall be made strictly on the basis of merit of the applicants and availability of seats.
- f) Students opting for change of program have to apply in prescribed format along with applicable fee.

7) **Course Structure**

- a) All courses have a Lecture-Tutorial- Practice/Laboratory (L-T-P) component to indicate the contact hours. 'T' and 'P' components of a course may be void. Separate pure Practice course (0-0-P) may also be provided. All courses have a credit count. Teaching of courses would be reckoned in terms of credits. Every course has a list of courses (may be void) as it's pre-requisite. A student who has qualified in all the courses in the pre-requisite would be allowed to register in the course. The Dean Academics after consulting with HoD has the prerogative to waive the prerequisite (if it is satisfied through a test) if the student has gained sufficient proficiency to take up the course.
- b) For calculating Credits, each lecture and tutorial hour will be considered as one credit and two practical hours as one credit. However, in situations where calculated

value of credit is a fraction, it is rounded to the next number.

8) **Backlog Courses**

A course is considered to be a backlog if the student has obtained 'F' grade or 'NA' Report or 'NR' Report in the course. The following regulations apply to a student who has backlog(s):

- a) A student having backlogs has to clear backlog courses first.
- b) If the backlog course(s) become(s) pre-requisite for any other course, he/she cannot register for those prescribed courses.
- c) A student, who has backlog courses, when he/she appears in Academic Counseling Board, shall come under all regulations mentioned in ACB.
- d) A student shall be promoted from one year to the next year only if he or she fulfills the academic requirement of **two thirds** of credits from regular and supplementary examinations up to the last completed semester.
- e) A student can avail any number of chances to clear backlog course(s). However, the student may be asked to register for a regular course or to do a substitute course if the same course becomes obsolete and is not being offered any more.
- f) A student must clear all backlog courses before he/she opts for Internship Program in the penultimate semester of the program.

9) **Credit Transfer**

- a) Credit transfer from KL University to other University or vice versa is permitted only for under-graduate programs.
- b) Credit transfer from KL University to other University: Student studying in KL University can take transfer to another University under the following conditions:
 - (i) KL University has signed MoU with the University.
 - (ii) A student has to pay the fees for all the remaining years when he/she seeks transfer.
 - (iii) However, a student, after seeking transfer from KL University can return to KL University after a semester or year. Based on courses done in the other university, equivalent credits shall be awarded to such students.
- c) Credit transfer from another University to KL University: A student studying in another University can take transfer to KL University under the following conditions:
 - (i) When a student seeks transfer, equivalent credits will be assigned to the student based on the courses studied by the student.
 - (ii) The student, when transferred from other universities, has to stick to the rules and regulations of KL University.

(iii) To graduate from KL University, a student must study at least two years.

10) Grades and Reports

- a) At the end of all evaluation components based on the performance of the student, each student is awarded with **letter grade**. The list of letter grades and their connotation are given below:

Grade	Qualitative Meaning	Grade Point attached
<i>X</i>	Excellent	10
<i>A</i>	Very Good	8
<i>B</i>	Good	7
<i>C</i>	Fair	6
<i>D</i>	Satisfactory	5
<i>E</i>	Pass	4
<i>F</i>	Fail	0

The grades '*X*' and '*F*' will be earned and remaining grades will be awarded.

- a) To earn an *X* grade, the student should have scored aggregate marks of $\geq 80\%$.
- b) A student securing less than less than 35% in the comprehensive examination will be considered to have earned *F* grade.
- c) In combined theory and laboratory courses along with overall 35% score the student get independently 35% in theory and lab components else treated as failed and has to take the examination again in both practical and theory
- d) A student who obtains '*F*' grade has to reappear for the comprehensive examination. However, such a student need not attend the classes and marks obtained in internal evaluation components and attendance will be carried forward to the subsequent attempts of the student.
- e) In case of a student who has earned *F* grade, after the student has fulfilled all the requirements for passing it will be converted into a valid grade by considering grade cutoffs of the batch in which he/she had appeared for the course for 1st time.
- f) The overall performance of the student is described by Cumulative Grade Point Average (*CGPA*) and is calculated taking into consideration grade obtained by the student in all credited courses and credits attached to it. It is the weighted average of the grade points of all the letter grades obtained in credited courses by the student from his entry into the University. *CGPA* is computed as follows:

$$CGPA = \frac{c_1g_1 + c_2g_2 + \dots + c_n g_n}{c_1 + c_2 + \dots + c_n}$$

where c_1, c_2, \dots, c_n denotes credits associated with the course applied and $g_1,$

g_2 ...denotes grades obtained by the student.

- g) At the end of each semester the University issues grade sheet indicating the *CGPA* of the student. However, grade sheet will not be issued to the student if he/she has any outstanding dues.
- h) The Instructor/Course Coordinator can award the following reports depending on the cases:
 - (i) **NA (Not Attended)** is awarded to the student if the student has shortage of attendance. When student is given *NA* he/she has to repeat the course. It should be noted here that *NA* is different from *F* grade. For a student with *F* grade his/her internal marks, attendance and attendance marks will be carried forward. While for a student awarded with *NA* Report has to attend the classes.
 - (ii) **NR (Not Registered)** is awarded when a student has not registered for a course. When a student is given *NR* grade he/she has to register for the course when offered next. If a course in which a student is given *NR* grade is pre-requisite grade for another course, the student shall not be registered for such a course.
 - (iii) **(Grade Pending)** is awarded in situations where Course Coordinator cannot communicate the grade in time because of operational difficulties. The *GP* report has to be converted into valid grade by the Course Coordinator at a later stage.
 - (iv) **RC (Registration Cancelled)** is awarded to a student for various reasons when the registration for the course is cancelled by the University. Such a student will have a register for the course in subsequent semester / summer semester whenever the course is offered next.
 - (v) **DIP (Discontinued from Program)** is awarded in situations where a student wants to discontinue with the prior approval of the University.

11) **Academic Counseling Board (ACB)**

- a) A student will be put under Academic Counseling Board under the following circumstances:
 - (i) Has *CGPA* of less than 4.50.
 - (ii) Has '*F*' grade in any one or more courses.
- b) The students under Academic Counseling Board may not be allowed to register for all regular courses in the semester based on the recommendation of Academic Council Board. That is, University reserves all rights to decelerate the degree program of the student.

12) **Overloading and Underloading**

- a) When a student is permitted to register for more courses during regular semester than normally prescribed by the University, it is known as Overloading. However, registering in a summer semester or vocational courses is not considered as overloading. Synonymous to overloading, the University also permits a student to register for fewer courses than normally prescribed. Such cases known as underloading.
- b) For both overloading and underloading a student has seek permission from Dean Academics who gives the permission on a case to case basis based on the CGPA of the student.

13) **Acceleration & Deceleration of degree**

- a) University offers flexibility for under-graduate students to accelerate or decelerate in doing a program. In addition to the prescribed courses a student can register for more electives, summer semester courses, evening courses provided his/ her time table and University facility permits. Any extra courses done by acceleration would be reflected in the transcript but not in CGPA. Similarly a student can withdraw from the courses for which he/ she has registered or can register for less number of courses to improve his CGPA.
- b) Whenever a student seeks registration for additional courses he/she should seek the permission of the Registration Office.
- c) The number of additional courses for which a student can register depends on his / her *CGPA* and is subjected to the approval of Registration Office.
- d) Student opting for acceleration of courses should:
 - (a) not have backlog courses.
 - (b) have *CGPA* more than 8.0.
- e) Synonymous to acceleration of degree program, the University permits a student to decelerate his degree program as well. Any student owing to his personal problems or any other valid reasons is permitted to withdraw from the courses for which he/she has registered with the prior approval of Registration Office. The Registration Office, if necessary, may interact with parents before the permission for deceleration is given.
- f) Withdrawal from the compulsory course or not registering for an elective course for which he/she is eligible is considered as deceleration from degree program. A student can decelerate the degree program only with prior approval of Registration Office.
- g) If the *CGPA* of the student is less than 5.0 or if the student has got *D* grade in more than two subjects, the Registration Office can counsel the student to register for less number of courses to improve his *CGPA* by showing better performance in the registered courses.

- h) The students who have decelerated their degree program can register for summer semester courses and evening courses if University facilities permit and are eligible. However, when the student is permitted to decelerate his degree program on his request or has been asked to do so by the Registration Office, he / she has to complete his / her degree program within maximum period of one and a half times the duration of the program. Permission or directions for deceleration of degree program does not imply that the maximum period is extended.
- i) The student opting for deceleration of the degree program will not be allowed to repeat the course in the same semester.

14) **Elective course**

- a) If a student chooses any course outside the compulsory discipline courses prescribed by the department is known as an elective course.
- b) The student is permitted to choose the elective courses of his/her choice within his/her own discipline or any other course across the disciplines.
- c) The University also offers flexibility for undergraduate students to register for higher degree courses as elective courses subjected to eligibility conditions.
- d) The University offers different types of electives:
 - (i) Elective: An elective course offered by the Department for the fulfillment of degree with specialization is known as an elective course.
 - (ii) Sectoral Elective: An elective course offered by the Department in a particular industry vertical and for the fulfillment of degree with specialization is known as sectoral elective course.
 - (iii) Open Elective: An elective course offered by the Department which does not fit into any of the specialization streams is known as Open Elective.
 - (iv) Interdisciplinary elective: All courses outside the parent department of the student are referred to as interdisciplinary elective courses.
- e) The following conditions apply for a student registering for elective courses:
 - (i) The student can register for an elective course within or across the disciplines only if he/she has completed pre-requisite courses, if any, with eligible grade. However, an interdisciplinary elective does not have any pre-requisites.
 - (ii) The registration for the elective courses has to be done on the day of registration only. If a student fails to register for the course on the day of registration, he/she has to forfeit his eligibility from registering for elective subsequently. However, he/she can opt for a change within seven days with consent of HoD.
 - (iii) The student pursuing undergraduate degree program is permitted to register for courses in post-graduate degree program provided he/she has a minimum *CGPA* of 7.0 and has fulfilled the pre-requisites for registration.

- f) The University reserves the right to withdraw any elective course offered within one week of the commencement of the semester if sufficient number of students is not registered or for any other reasons. In such cases, the students are permitted to register for any other elective course of their choice provided they have fulfilled the eligibility conditions.
- g) The Student is permitted to choose elective courses in the undergraduate program as specified in approved Program Structure.

15) **Re-registering a course/re-appearing for comprehensive examination**

- a) A student can repeat a course for two reasons:
 - i) Repeating a course to improve the grade; and
 - ii) Repeating a course when awarded with *NA* Report.
- b) Students can register/reappear for comprehensive examination for improving the grades. However, grades obtained in such way will not be considered for award of distinction or gold/silver medals.
- c) A Student having *D*, *E* or *F* grade can re-register/reappear in a course at any time before the completion of his graduation provided the university faculty permits. However, a student who secured *CGPA* less than 5 should obtain prior permission of Dean Academics before he/she reregisters a course.
- d) The grade obtained by the student by reregistering the course will be final and in no case the grade obtained in previous attempt will be considered. However, in the course of reappearing in comprehensive examination only the better one will be considered.
- e) Repeating a course implies that the student will reregister for the course. Keeping in mind that the student has already attended the course, he/she is exempted from attending the regular classes. Marks obtained by the student in attendance in his first attempt will be carried forward. However, the student must attend all the evaluation components. However, a student repeating a course after obtaining *NA* Report has to attend all the classes.
- f) Student reregistering and/or reappearing for comprehensive examination for improving the grade must ensure that that the dates of evaluation components do not clash with any of his courses in the regular semester. In such cases student is not permitted to re-register / re-appear for comprehensive examination.
- g) Dean Academics can counsel the student in *ACB* to re-register for a course/re-appear for evaluation components to improve his grade so that he can come out of *ACB* purview. However, decision taken by the student in this regard shall be the final. Student who is advised to re-register a course/semester does not mean the graduation period is extended.
- h) However, a student who has completed the formalities of graduation cannot re-register a course / re-appear for evaluation components.

- i) A Student cannot re-register / re-appear for comprehensive examination for courses like Internship Program or courses having course structure 0-0-P or any other courses which are conducted as vocational courses.
- j) For reregistering a course/re-appearing for a comprehensive examination, the student has to pay the requisite fee as prescribed by the University.

16) Withdrawal and Substitution of course

- a) A student is permitted to withdraw from an elective course within one week after the commencement of the semester with prior approval. In such a case, if need be, a student is permitted to substitute with another elective course (substitution) with prior approval.
- b) A Student is normally not permitted to withdraw from compulsory course(s) of the discipline. However, a student can seek withdrawal from compulsory courses of the discipline with prior approval.
- c) A student who is permitted to withdraw from compulsory course will not be permitted to substitute the same with an elective course. In such a situation a student must complete the course before graduation.
- d) Whenever a student withdraws from compulsory course(s), the student has to register for the course(s) from which he/she is permitted to withdraw whenever the course(s) are offered next. This implies a student has to complete all the compulsory courses prescribed by the Department for graduation.

17) Summer Semester and evening courses

The University may offer summer semester and evening courses. Following conditions apply for students registering for summer semester and evening courses:

- a) Students can register for summer semester and evening courses, provided they have completed pre-requisites for the courses offered.
- b) A student can register for a maximum of three courses in each summer semester.
- c) For students who would like to register for evening courses can do so only if their course load permits and the registration of such students is subjected to the approval of Registration Office.
- d) Any student who is registering for summer semester or evening courses has to pay requisite fee prescribed by the University.

18) Graduation Requirement

A student must fulfill the following requirements for graduating in a Program:

- a) Must have cleared stipulate credits for the Program.

- b) Obtained a minimum *CGPA* of 4.50 for undergraduate program.
- c) A student having cleared all the courses and met all the requirements for the award of degree with $CGPA < 6.5$ will be awarded second class; $CGPA \geq 6.5$ will be awarded first class and with $CGPA \geq 7.5$ will be awarded first class with distinction (provided the student has cleared all the courses in first attempt within the stipulated time).
- a) Must have finished all the above mentioned requirements in less than twice the period mentioned in the Academic structure for each program which includes deceleration period chosen by the student, deceleration imposed by University or debarred from the University. Student in either case of (deceleration or getting detained due to poor academic performance or debarred from the University), has to study the current syllabus prescribed by the University.

19) **Rustication**

A Student may be rusticated from the University on disciplinary grounds based on the recommendations of a committee constituted by the Vice Chancellor.