

ORDINANCES FOR BBA AND BCA

1. The University shall undertake the instructions for Bachelor's Degree in Business Administration and Computer Applications. The duration of the Course shall be three academic years. Each year shall be divided into two semesters. The duration of each semester will be 18 - 20 weeks (90 teaching days).
2. The admission to these courses will be based on merit in the qualifying examination or in an entrance test to be conducted by Punjab Technical University, provided the candidate is otherwise eligible for admission. 5% weightage is to be given to those candidates who have studied for at least three years and have passed their matriculation, +1 and +2 examinations from the Rural Schools.
3. The eligibility for admission to BBA and BCA classes shall be as follows :

A candidate who has passed 10+2 examination or its equivalent examination conducted by a recognised Board / University / Council, securing atleast 45% marks shall be eligible for admission to these courses subject to the reservation policy.
4. There shall be University examination at the end of each semester. The examination for the first, third and fifth semesters shall ordinarily be held in the month of December and for the second, fourth and sixth semesters in the month of May, or on such dates as may be fixed by the University.
5. Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.
6. Each paper shall be of 100 marks, out of which the candidate shall be examined for 60 marks on the basis of external paper setting & evaluation. Remaining 40 marks in each paper, excluding project report seminars and practicals, shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc.

7. The first semester examination shall be open to a regular student who :-
 - (i) has been on the rolls of the Institution during the first semester; and
 - (ii) has attended not less than 75% of the lecturers, seminars and case discussions etc.
 - (iii) bears a good moral character.
8. The second, third, fourth, fifth and sixth semester examinations shall be open to a regular student who :-
 - (i) has been on the rolls of the Institution during these semesters as the case may be.
 - (ii) has attended not less than 75% of lectures; seminars and case discussions etc.
 - (iii) has passed the previous semester examination respectively, or is covered under Re-appear regulations.
9. Attendance shall be counted seven days prior to the commencement of the University theory examinations.
10. The Head of the Institution may condone shortage in attendance in each subject to the extent of 10% of the total lectures delivered with proper recorded reasons.
7. Each student shall submit the Project Report to the Head of the Department/ Institution within 15 days of the last examination of the sixth semester.
8. The Project Report of the candidates shall be examined by an external examiner to be appointed by the University; whereas the training report shall be examined internally by a faculty member to be appointed by the Head of the Institution.
9. The medium of instruction shall be English.
10. The minimum marks to pass the examination in each semester shall be 40% in each paper including viva-voce and seminar.
11. A candidate shall be eligible for the award of a prize or a medal, if
 - (a) he / she passes the BBA / BCA examination in three years, and
 - (b) has passed all the subjects in the first attempt available to him / her.
12. The internal assessment awards of a candidate who fails in the external examination shall be carried forward to the next examination.
13. There shall be no reappear in the sessional / internal assesment of Theory and Practical subjects. The marks obtained by the students in sessionals / internal assesment both in Theory and Practicals shall be added as such to the marks obtained in written Theory and External Practical examinations respectively.
14. The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.

15. The external examiners for the Practical examinations shall be appointed by the University and the presence of an external examiner to conduct the Practical examination shall be required.
16. In the detailed marks card the marks secured by the candidate in internal assessment and external examination will be shown separately.
17. The successful candidates shall be classified on the basis of aggregate marks in first, second, third, fourth, fifth and sixth semesters into following divisions :
 - (i) Those who obtain 70% or more of the total aggregate marks - First Division with Honours.
 - (ii) Those who obtain 60% or more but less than 70 % of the total aggregate marks - First Division
 - (iii) Those who obtain 50% or more but less than 60% of the total aggregate marks - Second Division.
 - (iv) Those who obtain less than 50% of the total aggregate marks shall be awarded "**Pass**" degree.
18. As soon possible after the completion of the examination, the University shall publish a list of successful candidates.
19. A candidate is required to pass in all the courses prescribed in a semester by securing minimum prescribed marks in a course & in the aggregate as prescribed in the regulations. However, if a candidate fails to secure required marks in a course or in the aggregate, he/she shall be allowed to reappear according to the following regulations :
 - (i) A candidate detained from appearing in any semester examination of a subject(s) due to shortage of attendance will retake the course of study when the subject(s) are offered as a regular course in the subsequent semesters.
 - (ii) Those candidates who obtain less than 40% marks in University examination in any of the courses shall be placed under reappear. They may appear in the University examination in the reappear course in the subsequent semester when the examination of this course is held.
 - (iii) A candidate who has been placed in reappear because of University examination shall be allowed to study for next semester examination & shall be permitted to appear in the failed papers of the previous examinations in the subsequent examinations which shall be held along with the papers of the higher examination, subject to the conditions that for promotion in the third semester atleast 50% courses of first & second semester should be clear & similarly for promotion to the fifth semester, atleast 50% of the first, second, third and fourth semester courses together should be cleared.
 - (iv) A total of nine semesters (four and a half years) from the date of admission shall be given to a candidate to pass all the courses, after which the candidature of the candidate shall be cancelled. A maximum of three chances, (including the regular chance) shall be given for clearing a course of any semester.

Amendment 1 (Approved in 9th Academic Council Meeting)

9.4b	Amendment of Rule 13 (f,g) of 8 th Academic Council	<p>The following amendment in rule 8.13 (f-g) suggested by Principals in their meeting held on 24th April, 2002 and approved by the Vice-Chancellor was ratified by the Academic Council</p> <ul style="list-style-type: none"> (i) A student will be required to pass separately in internal / sessional and external papers. (ii) This will be implemented from 1st semester students admitted in session July, 2001 (iii) The result of 1st semester conducted in Dec – 2001 may be revised accordingly.
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Amendment 2 (Approved in 9th Academic Council Meeting)

9.14	To consider awarding grace marks to students	<p>The following rule for the award of grace marks to the students was approved by the Council :</p> <p>“One percent of the total marks of theory examination of all the semesters may be given for improving the division of a candidate. Grace marks given to a candidate in semester examination may be deducted from total grace marks to be given for improvement of the division.”</p>
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Amendment 3 (Approved in 11th Academic Council Meeting)

11.4	Minutes of the emergent meeting of the Standing Committee	<p>At the time of taking up the minutes of emergent meeting, the Vice-Chancellor observed that these were not been approved by him as in the note from Director (Colleges) and had sought a number of clarifications.</p> <p>The Academic Council considered the minutes of the emergent meeting of the Standing Committee held on 14.03.03 and decided as under :</p> <p>Item No. 1 To confirm the minutes of the 1st meeting of the standing committee held on 13.02.03</p> <ul style="list-style-type: none"> (i) The Academic Council noted that minutes of the 1st meeting of the standing committee were confirmed. (ii) The academic Council also noted the marks for attendance for management courses. However, so far as MSTs for various disciplines are concerned, it was decided as under: <p>There will be three MSTs for B.Tech courses, two MSTs for management and Computer Application courses and minimum one MSTs for Pharmacy and B.Sc (MIT) course in each semester. The Academic Council after noting various views further decided as under:</p> <p>Internal assessment be left to the colleges.</p> <p>Pharmacy Courses:</p> <p>A lot of discussions were held regarding the running of pharmacy course, keeping in view the problem being faced by</p>
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		<p><i>the students, the Academic Council decided as under:</i></p> <p><i>The pass percentage for each course in Pharmacy may be 40%. Distribution of Internal and External marks may be 40:60 on the pattern of Engineering Courses. However, this is subject to the approval to the concerned bodies i.e. AICTE and Pharmacy Council of India.</i></p>
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Amendment 4 (Approved in 14th Academic Council Meeting)

14.12	Academic audit – percentage of attendance in scheduled lectures of 60 minutes each and not based on lectures held.	<p><i>Registrar informed the members that data of students attendance asked from the colleges was not complete in respect of some institutes. Analysis of the data showed that attendance eligibility criteria used was based on the number of lectures held and a few colleges had not forwarded the required information. As per the regulations attendance in each subject must be minimum 75% of the lectures scheduled. Further these lectures are supposed to be of 60 minutes duration. Hence students who do not attain the prescribed attendance level in terms of 75% of the scheduled lectures are required to be detained. He further informed the council of its own decision wherein minimum number of lectures conducted in a subject is 10 N (where N is number of lecture hours scheduled per week) (the same applies to tutorials and practical labs. also). The Chairman reiterated importance of regulations being formulated and their implementation. It was decided to constitute committees of principals in each stream to consolidate all the existing academic regulations and procedures with reference of source and applicable data etc. The committees would also suggest changes to be considered for the future. The Vice Chancellor was authorized to form the committee.</i></p>
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Amendment 5 (Approved in 26th Academic Council Meeting)

26.3	To brief on the decisions taken on the 23 rd meeting of the BOG	<p><i>The Board of Governors, PTU in its 23rd meeting deliberated the proceedings and recommendations of the Academic Council. The following were taken by the BOG :</i></p> <p>(A) <i>Amendment to Academic Regulations 2001 / 2004</i></p> <p><i>The Board approved the recommendations of the Academic Council on modifications to the Academic Regulations – 2004 pertaining to examination and attendance. The recommendations of the Council were also made applicable to the students governed by Academic Council Regulations – 2001.</i></p> <p><i>Further the BOG implemented the changes prospectively and not with retrospective effect. Consequently Academic Regulations – 2004 Para 6.1 and 6.2 stand repealed and replaced by the following :</i></p> <p>6.1 Examination : <i>any bonafide student, subject to</i></p>
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provisions of regulation 3.2 and 6.2, who appears for the examination conducted by the University, shall be promoted to the next higher semester and shall carry forward, all course(s) in which he / she is declared fail. The student shall have to pass all papers within the stipulated maximum duration to qualify for the award of University degree.

The same shall be applicable, mutatis mutandis to students governed by Academic Regulations 2001 in super session of relevant provisions therein.

6.2 Attendance

(a) Student detained, due to shortage of attendance, in any subject, shall have to repeat the course and then only appear in the concerned subject, wherever it is offered as a regular course. However, if a student is short in attendance in all the course offered during a semester, he / she shall be required to repeat the semester, alongwith the next batch of students.

(b) A student absent consecutively, without any notice or intimation, in writing to the concerned Principal / Director, for more than 45 days consecutively in a semester shall be deemed to have withdrawn from the course and his / her enrolment shall stand cancelled. Save the amendments proposed therein above, all other provisions of Academic Regulations 2004 / 2001 shall remain unchanged.

The above shall be applicable, mutatis mutandis, to students governed by Academic Regulations 2001 in super session of relevant provisions therein.

The above shall be applicable, mutatis mutandis, to students governed by Academic Regulations 2001 in super session of relevant provisions therein. The modified Academic Regulations – 2004 as applicable to Engineering are placed at Appendix –C. These shall be mutatis mutandis, applied to all undergraduate and MBA / M.Sc./ MBA course.

The members of the Academic Council are informed accordingly. Any clarifications of ambiguity must be brought to the notice of the University in writing within 90 days of implementation of these provisions. The University alone shall be the competent authority to issue any clarifications to remove any doubts or hardship to any individuals or group of students enrolled in the University.

(B) Examination in the latest syllabus

The Board did not approve conduct of examination as per the latest revised curriculum in respect of students who had failed to clear the subject. The Board referred the case to the Academic Council with the following recommendations :

(a) To study the pattern being followed by the other Universities particularly technical universities for similar courses.

(b) To set multiple copies of papers for each set of syllabus and to use these question papers as question paper

		<p>bank.</p> <p>(C) Amendment to Chapter XVI of the regulations relating to use of unfair means in or in relation to examination.</p> <p><i>The Board approved the amendment as proposed. It was decided that the amendment must be given a wide publicity and cautionary notice must be displayed at appropriate places in the institute / exam hall. The amendment approved is as appended below :</i></p> <p><i>10 (z) (i) Carriage of mobile or other means of electronics communication inside the examination hall (even in off condition) :</i></p> <p><i>(ii) Communicating or typing to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that it indicative of help being sought / given in an examination”.</i></p>
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