

REGULATIONS FOR BACHELOR DEGREE IN BUSINESS ADMINISTRATION (BBA) AND COMPUTER APPLICATIONS (BCA)

General

The University shall undertake and supervise the instructions and award Bachelor's Degree in Business Administration and Computer Applications.

1. Duration

The duration of the course shall be three years, divided into six semesters. The duration of each semester will be 90 teaching days, according to the following schedule :-

August to December	:	Odd Semester (1, 3, 5)
January to May	:	Even Semester (2, 4, 6)
June to July	:	Summer Workshop / Industrial Training / Tours etc.

2. Eligibility for Admission

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.

- 2.1 A candidate who has passed 12th class examination on 10+2 pattern or equivalent
- 2.2 He/ She should bear a good moral character.
- 2.3 He/ She must be in a good mental and physical health. Each candidate before admission will have to undergo a medical fitness examination and shall have to produce a medical fitness certificate, as prescribed by the University.
- 2.4 A student admitted to BBA/BCA programme must be on the rolls of an affiliated College/ Institute to attend the classes regularly as per rules and shall pay such fees to the College/ Institute as decided by the University / College / Institute from time to time.

3. Examinations

3.1 General

- 3.1.1 The University examination shall be held at the end of each semester as per the prescribed scheme of examination for each discipline and date sheet notified by the University.
- 3.1.2 It will be the responsibility of the candidate to collect all information regarding examination schedule, roll number slip and result etc. from the College/ Institute office. Students will collect the University Roll Number slips at least one day before the commencement of the examination.
- 3.1.3 The College/ Institute office shall display on the Notice Board, the schedule of examination/ date sheet etc. as soon as it is received from the University. The University will supply this information not less than fifteen days before the start of examination.
- 3.1.4 No candidate will be allowed to appear in the University examination without the Roll Number Slip.
- 3.1.5 The medium of instruction and examination shall be English

3.2 Eligibility

3.2.1 In order to be eligible to appear in any semester end examination, a candidate must have had his Examination form submitted to the Registrar through the Principal of his/ her College/ Institute along with the following certificates signed by the Principal :-

- i. of good character.
- ii. of having remained on the rolls of the College, and
- iii. of having attended not less than 75% of the aggregate scheduled periods, in all prescribed courses of Theory (Lectures plus Tutorials) and Practical (including Workshop Training, Seminar, Project, Industrial Training etc.);
- ~~iv.~~ A student shall have to attend 75% of the scheduled lectures together with Theory & Practical, otherwise he/ she shall not be allowed to appear in that subject in the University exam. A student detained in the course (s) would be allowed to appear in the subsequent university exams only on having completed the attendance in the subject, when the course is offered as regular course(s), as per the rules.
- v. The Dean of the University in case of University/constituent college and Principal/Director in case of affiliated institutions may condone attendance shortage upto 10% in the total for reasons to be recorded in writing (owing to serious illness, calamity, participation in any game / sports / competitions with approval of the institution etc.). However, under no circumstances, a student who has an aggregate attendance of less than 65% in a semester shall be allowed to appear in the semester end examination.
- vi. Attendance shall be counted upto seven days prior to the date of commencement of the University theory examinations. Dean of the University/Director/Principal, as the case may be, shall announce the names of all such students who are not found eligible to appear in the semester end examinations at least 7 calendar days prior to start of the semester end examinations and simultaneously intimate the same to the controller of examinations.
- vii. In case any student appears in the examinations by default, who in fact has been detained by the institute, his/her results shall be treated as null and void.

3.3 Examination Fee

3.3.1 The amount of examination fee to be paid by a candidate and the last date by which his / her examination form and fee must reach the Registrar, shall be notified by the University.

- i. Examination forms will be accepted with late fee of Rs 1000/- upto 7 days before the commencement of examinations.

- ii. Under very special circumstances, examination forms shall be accepted by the University upto two days before the commencement of examination on payment of late fee of Rs 2000/-
- iii. Examination form shall be accepted upto the evening previous to the date of examination on payment of late fee of Rs 5000/- with the approval of the Vice - Chancellor.

3.3.2 The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.

3.4 Reappear

3.4.1 In case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result, or the regular date for submission of examination forms, whichever is later.

4. Evaluation System

4.1 In a theory paper, the question paper will be set by an examiner appointed by the Vice Chancellor from a panel of examiners, proposed by the Board of Studies of that discipline. A sample question paper of the concerned discipline will be supplied to the paper setter for guidance. The paper setter shall be a teacher from some other University or of the affiliated College/ Institute of the University preferably not teaching that course in that semester.

4.2 The answer books will be evaluated by table marking in the University or evaluation centres set up in affiliated colleges / institutes. For each subject, a panel of evaluators will be appointed. The panel of examiners will be constituted by the Board of Studies of the concerned discipline from amongst the teachers of affiliated Colleges of the University preferably teaching that course in that semester.

4.3 Practical examination in each practical subject will be conducted jointly by an internal and an external examiner. The internal examiner will be from the College, where examination is being conducted, while the external examiner may be from any of the affiliated Colleges of the University or from outside. The lists of the examiners will be prepared by the Board of Studies of the concerned discipline. The external examiner will be appointed by the Vice Chancellor from the panel of examiners proposed by the board of studies.

4.4 In case an examiner for practical examination does not report at the scheduled date, the Principal of the College will make the alternative arrangement from within the College or from outside and intimation of the same will be sent to the University immediately.

5. Certification

5.1 Conditions for Certification

5.1.1 Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.

- 5.1.2 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.
- 5.1.3 To pass in a subject a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree, a student must obtain a minimum of 40 % of the total marks of all the courses prescribed for the 6 semesters.
- 5.1.4 Reappear exams for Odd & Even semesters will be conducted along with all semester examinations. The enrolment / registration number of the candidate for the course will be valid for the maximum period for the completion of the course mentioned in clause 7.1
- 5.1.5 The internal assessment/ sessional will be based on the continuous evaluation of the students, through class tests / mid semester tests, quizzes, seminars, home assignments and class work. A minimum of three class tests / mid semester tests will be held during the semester. Out of which the best two shall be considered for awarding internal assessment marks.
- 5.1.6 The sessional marks will be submitted to the University within fifteen days after the close of classes for the semester.
- 5.1.7 The sessional marks submitted by different Institutions will be moderated by a Moderation Committee appointed by the Vice – Chancellor, if required.
- 5.1.8 There shall be no reappear in the sessional / internal assesment of Theory and Practical subjects. The student will be required to pass separately in internal/ sessional and external securing 40% marks. Students who have left the institutes and have one/more reappear in their course and they have not completed the maximum time required to complete the degrees are also allowed to give a option for regulations.
- 5.1.9 The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.
- 5.1.10 At the end of each semester the University will conduct semester examination. A student will be supplied detailed marks card (DMC) indicating the marks obtained in each course passed.
- 5.1.11 The University will publish the final result and the division obtained by each candidate when the candidate has cleared all the papers / subjects of all the six semester examinations, as applicable.

5.2 Award of Degree

A student will be awarded degree subject to the following conditions:

- i) must have obtained a total of 40 percent marks at the end of six semesters of study, as applicable.
- ii) has paid all the fees and other charges including fines, if any, due from him to the University and the College.
- iii) has no case of indiscipline pending against him/ her.

5.3 Divisions

The University shall publish the final result indicating the marks obtained in aggregate marks for six semesters and the division obtained by each student on the following basis:-

	Division	Percent Marks
(i)	First with Distinction provided all examinations are passed in first chance with regular classes in the normal duration of 4 3 years as applicable without any reappear at any stage.	More than 70%
(ii)	First	60% or more
(iii)	Second	50% or more but less than 60%
(iv)	Third	40% or more but less than 50%

5.4 Award of Prize or Medal

Candidate shall be eligible for the award of a prize or a medal, if

- i. he / she passes the BBA/BCA examinations in 3 years, and
- ii. has passed all the subjects in the first attempt available to him /her.

6. Conditions for Promotion

1.1 Examination

Student shall not be promoted to the III semester and shall not be eligible to attend classes, if he/she is not able to pass a minimum of 50% of all the theory papers offered in the Ist and IInd semester taken together. In case of odd number of total theory papers, the lower whole number shall be considered as 50%. Any student failing to fulfil the above requirement shall have to repeat the entire course and register as a regular candidate with the fresh batch with full payment of fees, the enrolment number remaining same. Such students shall be required to complete the degree within the maximum permissible duration as mentioned in Clause 7 from the year of first enrolment. Students failing to become eligible a second consecutive time to get promoted to IIIrd semester shall be declared "Not fit to pursue technical education (NFT)" and shall not be allowed to pursue the degree and their candidature shall be cancelled.

1.2 Attendance

A student shall have to attend 75% of the scheduled lectures together with Theory & Practical, otherwise he/ she shall not be allowed to appear in that subject in the University exam. A student detained in the course (s) would be allowed to appear in the subsequent university exams only on having completed the attendance in the subject, when the course is offered as regular course(s), as per the rules.

7. Maximum Duration for completion of the Degree requirements

7.1 A total of 4 ½ years for BBA/BCA from the date of admission, shall be given to a student to pass all the courses and to fulfil all other requirements for the completion of degree including attaining the required aggregate, failing which the candidature of the student shall stand cancelled, and no degree shall be awarded.

8. Powers of the Vice Chancellor

Notwithstanding any thing contained in these regulations, the Vice - Chancellor shall be competent to allow any relaxation subject to ratification by the Board of Governors.

Amendment 1(Approved in 24th Academic Council meeting)

24.3	To brief on decision taken in 21st meeting of BOG	<p>The council was briefed on the minutes of BOG</p> <p>1) Regulations for B. Tech. & other courses.</p> <p>The Registrar informed the council that maximum duration for completing any of the course had been enhanced to twice the duration of the normal courses and that this provision had also been extended to the students who had already passed out from the PTU system but had not fulfilled the requirement for award of degree. Such students could take additional chances in respect of such students could be avail only during the period January 01-2006 to December 31-2007 and also only wherever the University is conducting the examination in the subject.</p> <p>2) Approval of the BOG on Academic Council recommendations (Maximum nos of courses that can be taken in any particular semester)</p> <p>The Chairman clarified that such restrictions for taking examinations is only 10 subjects was restricted to students who had been detained because of shortage in attendance.</p>
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Amendment 2 (Approved in 26th Academic Council meeting)

26.3	To brief on the decisions taken on the 23rd meeting of the BOG	<p>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 :</p> <p>(A) Amendment to Academic Regulations 2001 / 2004</p> <p>The Board approved the recommendations of the Academic Council on medications 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.</p> <p>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 :</p>
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6.1 Examination : any bonafide student, subject to 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 bank.

		<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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Amendment 3 (Approved in 27th Academic Council meeting)

27.11	To deliberated on the Academic Regulations – 2004	<p><i>It was briefed by the Registrar that there was a provision of re-appear in sessional / internal marks in Academic Regulations – 2001. The said provision was deleted from Academic Regulations – 2004. However, an amendment was issued and implemented in April, 2004. With this background, the Council approved the following amendment</i></p> <table border="1" data-bbox="548 961 1360 1394"> <thead> <tr> <th data-bbox="548 961 954 1024">Academic Regulations – 2004</th> <th data-bbox="954 961 1360 1024">Amended Academic Regulations – 2004</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 1024 954 1394">5.1.10 “There shall be no reappear in the sesional / internal assessment of Theory and Practical subjects. The marks obtained by the students in sessionals/ internal assessment of both Theory and Practical shall be added as such to the marks obtained in written theory and External practical examinations respectively.”</td> <td data-bbox="954 1024 1360 1394">“There will be reappear in sessional / internal assessment of Theory and Practical subjects. The students will be required to pass separately in internal / sessional and external securing 40% marks”</td> </tr> </tbody> </table> <p><i>It was also clarified that re-appear fees has also to be paid for re-appear in sessional / internal.</i></p>	Academic Regulations – 2004	Amended Academic Regulations – 2004	5.1.10 “There shall be no reappear in the sesional / internal assessment of Theory and Practical subjects. The marks obtained by the students in sessionals/ internal assessment of both Theory and Practical shall be added as such to the marks obtained in written theory and External practical examinations respectively.”	“There will be reappear in sessional / internal assessment of Theory and Practical subjects. The students will be required to pass separately in internal / sessional and external securing 40% marks”
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