



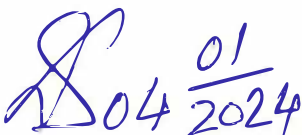
# UNIVERSITY OF CALCUTTA

## Notification No.CSR/01/2024

It is notified for information of all concerned that the Syndicate in its meeting held on 23.11.2023 approved & confirmed by the Syndicate dated 19.12.2023, the Examination Regulations for Semester wise Four-year BBA (Honours & Honours with Research) Courses of studies (under Curriculum & Credit Framework, 2022), Under this University, as laid down in the accompanying pamphlet.

The above shall be effective from the academic session 2023-2024 and onwards.

SENATE HOUSE  
KOLKATA-700 073  
04.01.2024

  
Prof.(Dr.) Debasis Das

Registrar

## **Regulations relating to Examinations for the semester wise Four-Year B.B.A. (Honours & Honours with Research under CCF, 2022) Courses of Studies conducted by the University of Calcutta**

**1)** The 4-year BBA. (Honours and Honours with Research) Course of Studies under CCF, 2022 shall consist of Eight (8) Semesters (Semester-I, Semester-II, Semester-III, Semester-IV, Semester-V and Semester-VI, Semester-VII, Semester-VIII) with exit options after 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semesters.

**2)** Semester End Examinations are to be held ordinarily at the end of the concerned Semester, i.e., Semester-I, Semester-III, Semester-V, Semester-VII in **December-January** and Semester-II, Semester-IV, Semester-VI, Semester-VIII in **June-July**.

### **3) Requisite Attendance:**

**(i)** A Student attending at least 75% of the total number of classes\* held shall be allowed to appear at the concerned Semester End Examination subject to fulfilment of other conditions laid down in the regulations.

**(ii)** A Student attending at least 60% but less than 75% of the total number of classes\* held shall be allowed to appear at the concerned Semester End Examinations subject to the payment of prescribed condonation fees and fulfilment of other conditions laid down in the regulations.

**(iii)** A Student attending less than 60% of the total number of classes\* held shall not be allowed to appear at the concerned Semester End Examinations.

\*Such attendance will be calculated from the date of commencement of classes or the date of admission, whichever is later.

Calculation of attendance percentage shall include all the courses offered in the concerned semester.

#### 4) Duration of Theoretical Examinations

Full Marks		Duration
Non MCQ	MCQ	
≤ 25	≤ 50	1 hour
>25 but ≤ 50	>50 but ≤100	2 hours
>50 but ≤75	-----	3 hours
>75 but ≤100	-----	4 hours

**Note :-** Duration of the Practical examinations shall be determined by the concerned U.G. Board of Studies duly approved by the appropriate authorities.

**5) (a)** The Semester End examinations shall comprise of the examinations in Core papers, Minor papers & SEC papers and the said examinations shall be held at away centers for the Theoretical examinations. Practical examinations for Core and SEC papers will be held at away centers and Practical examinations for Minor papers will be held at Home centers. Tutorial part, if any will be held at the home centers. These examinations will be called Semester End examinations.

**(b) (i)** The examinations in **IDC, AEC, CVAC** shall be held at home centers before the commencement of Semester End examination.

**(ii)** In respect of AEC & CVAC, the examinations shall be held at the home centers and the setting of question papers & scheduling of examination shall be done by the University and the answer scripts shall be evaluated by the teachers of the respective colleges.

**(iii)** In respect of IDC, the examination shall be held at the home centers & the colleges will arrange for setting of question papers, scheduling of examinations and the answer scripts shall be evaluated by the teachers of the concerned colleges.

**(iv)** The Controller of examinations shall fix the dates of submission of marks for IDC, AEC & CVAC/VAC. Ordinarily, the process of marks submission by the Colleges to the University shall be completed before the commencement of Semester End examination.

**(v)** In case, a student who does not enroll or is not eligible for the Semester End examination marks obtained by the candidate in IDC, AEC, CVAC/VAC of the said Semester shall not be retained in the credit of the student.

**6) Question papers shall be set in English version only for all papers of BBA(Hons) under CCF 2022 except for the AEC i.e., BBAA306 AEC3 , and BBA406AEC4. respectively or as the case arises in case of any change later.**

**7) Medium of Answer**

For examinations in subjects other than those are language-based candidates shall have to write their answers in English only except for examinations in AECs (i.e., Bengali, Hindi, Urdu, Compulsory English & Alt. English) candidates shall have to write their answers in the respective language only.

**8) An Examination shall be held always under the current syllabus in case of candidates admitted under the 'Admission Regulations for Semester Wise Four-Year B.B.A. (HONS) Courses of studies under CCF,2022.'**

**9)** First semester classes for B.B.A. (Hons) courses of studies shall commence ordinarily within thirty days from the date of publication of results of the H.S. Examination of the year conducted by the West Bengal Council of Higher Secondary Education. Classes for second semester to eighth semester shall commence ordinarily within seven days from the date of completion of lower Semester End examination of the year respectively (e.g. class of 2<sup>nd</sup> semester shall commence within seven days from the completion of 1<sup>st</sup> semester examination).

**10)** An affiliated College/Institution shall submit application forms in prescribed format duly filled in by the candidates intending to appear at the said Semester End examination(s) to the Controller of Examinations within the last date fixed by the University.

Admit Card for an examination shall not be issued to the college concerned in favour of a candidate unless his/her application is duly filled-up in all respects and particularly in regard to:

i) Date of admission to the first semester class with subject combination, ii) year of first appearance in the examination of the semester concerned and iii) year(s) of appearance (s) in the semester-I/semester-II/ and semester -III / semester-IV/ semester - V/ semester-VI/semester-VII/ semester-VIII Examinations as the case may be together with the results thereof and such other information as may be required by the University from time to time and duly endorsed by the Principal testifying his/her a) good conduct, b) requisite attendance record in theoretical and practical/tutorial classes in each of the subjects in which he/she intends to appear

and c) eligibility under this regulations for appearance at the concerned examination and in the said subject(s).

### **11) Qualifying Marks, SGPA & CGPA**

**(i)** In order to earn the corresponding credit of any paper, a candidate has to secure 30% marks separately in Theory & Practical/Tutorial component of the said paper, whichever is applicable.

**(ii) SGPA :** Semester Grade point Average (SGPA) shall be calculated provided a candidate secures qualifying marks in all the papers of the concerned Semester. For a candidate failing to obtain qualifying marks in one or more paper the SGPA shall be shown as “NA (Not Applicable)”.

**(iii) CGPA :** The Cumulative Grade Point Average (CGPA) shall be calculated on the basis of the SGPAs of all the Semesters. Ordinarily the CGPA will be calculated after the 6<sup>th</sup> Semester & after the 8<sup>th</sup> Semester. For candidates seeking exit after the 2<sup>nd</sup> /4<sup>th</sup> Semester, CGPA will be calculated accordingly, provided the candidate completed a 3 credit internship. In order to get CGPA a candidate shall have to clear all the Semesters up to that level. For a candidate with ‘NA’ shown against SGPA in one or more semesters, CGPA shall be shown as ‘NA’.

**12)** If a candidate secures qualifying marks in all the papers of the first six semester examinations but fails to secure a minimum of CGPA 4.000, the candidate will get a Three year B.B.A. (Hons) degree as the case may be, provided the candidate also completes a 3 credit internship .

However, such candidates may re-appear at the 5<sup>th</sup> or 6<sup>th</sup> Semester End Examinations or both, at the immediate next available chances within the stipulated period of time to obtain a minimum CGPA of 4.00, failing which, the previous status based on the previous aggregate shall be retained.

Candidates securing 30% marks in all the papers of first six semesters and also securing a minimum CGPA of 4.00 will get a Three-year B.B.A. Honours degree as the case may be, provided such candidates also complete a 3.00 credit internship.

**Explanation:** Completion of internship shall mean undertaking of the internship and securing qualifying marks at the evaluation of internship.

**13) (i)** Candidates securing 30% marks in all the papers of first six semesters and also securing a minimum CGPA 4.00 shall be eligible to continue the 7<sup>th</sup> semester classes. Candidates securing at least CGPA **7.5** may opt for Honours with Research Course at 7<sup>th</sup> & 8<sup>th</sup> semester.

**(ii)** If a candidate secures a minimum of CGPA 4.00 but fails to secure a minimum CGPA 7.5 may re-appear at the 5<sup>th</sup> or 6<sup>th</sup> Semester End Examinations or both, at the immediate next available chances within the stipulated period of time to obtain a minimum CGPA of 7.5

In case such candidates fail to obtain a minimum CGPA 7.5 the previous status (the status at the end of 6<sup>th</sup> semester) based on the previous aggregate shall be retained.

**14) (i)** Candidates eligible to continue the 7<sup>th</sup> & 8<sup>th</sup> semester classes & securing 30% marks in all the papers/ dissertation of 7<sup>th</sup> & 8<sup>th</sup> semester but failing to obtain CGPA 4.00 after 8<sup>th</sup> semester will be awarded 3-year B.B.A. (Hons) degree on the basis of the marks obtained up to 6<sup>th</sup> semester. However, such candidates may reappear at the 7<sup>th</sup>/ 8<sup>th</sup> semester or both, in immediate next available chances (only one chance for each semester) within stipulated period of time to obtain a minimum CGPA of 4.00, failing which previous status shall be retained.

**(ii)** Candidates pursuing 7<sup>th</sup> & 8<sup>th</sup> semester classes securing 30% marks in all the papers/ dissertation of 7<sup>th</sup>/8<sup>th</sup> semester & securing minimum CGPA 4.00 after 8<sup>th</sup> semester, will be awarded 4-year B.B.A. Honours/ Honours with Research degree, as the case may be.

**15) (i)** A candidate who is eligible to appear at any of the Semester End Examinations, does not enroll or does not appear at the examinations or fails to secure qualifying marks in one or more paper(s) at the concerned examinations, as well as a candidate not eligible to appear at the Semester End examination, will be allowed to attend the classes in the next higher semester, as applicable and may appear at the said higher Semester End examination provided the candidate is otherwise eligible.

**(ii)** A candidate who fails to secure qualifying marks in one or more papers of a semester may appear in those paper(s) when the concerned Semester Examinations will be held next along with the higher semester examination, if otherwise eligible.

#### **Explanation :-**

Candidates not eligible/ not enrolling for an **odd Semester End** examination will be eligible to join the next successive **even semester classes** and appear at the respective examinations, if otherwise eligible. However, such candidates shall have to join and enroll the **odd semester class** and will appear at the corresponding odd Semester End examination (for which they were previously not eligible or not enrolled) before joining the next higher odd semester classes excluding semester 7<sup>th</sup> and 8<sup>th</sup>.

Similarly, Candidates not eligible/ not enrolling for an **even Semester End** examination will be eligible to join the next successive **odd semester** classes and appear at the respective examinations, if otherwise eligible. However, such candidates shall have to join and enroll the **even semester** class and will appear at the corresponding **even Semester End** examination (for which they were previously not eligible or not enrolled) before joining the next higher odd semester classes excluding semester 7<sup>th</sup> and 8<sup>th</sup>.

**16)** If a candidate secures qualifying marks in Practical Paper(s)/ Project Work/ Tutorial but fails to secure qualifying marks in Theoretical paper(s), the marks of Practical Paper(s)/ Project Work/ Tutorial shall be retained.

Similarly , If a candidate secures qualifying marks in Theoretical papers but fails to secure qualifying marks in Practical Paper(s)/ Project Work/ Tutorial , the marks of Theoretical papers shall be retained.

### **17) Cancellation of Examination**

Candidate may apply through the Principal for cancellation of enrollment of the concerned Semester End examination within fifteen working days from the date of completion of theory papers of the said examinations. Such option for cancellation of examination once exercised cannot be revoked.

### **18) Grace Marks**

A candidate who fails to obtain qualifying mark in any paper(s)/ component of paper(s) in any Semester End examination for shortage of one mark shall be awarded one grace mark in such paper(s)/component of paper(s). Grace mark shall be shown in the mark sheet.

### **19) Re-examination/Review**

i) Re-Examination/review is applicable only for non MCQ Theoretical papers/Theoretical component of paper(s) of Semester End examination. Re-examination/ review is not permissible for IDC, AEC, CVAC and Practical & Tutorial Examinations and Project Work.

ii) A candidate will be eligible to apply for review for answer scripts if he/she appears at the concerned Semester End examination as a whole.

iii) A candidate shall be allowed to apply for re-examination/ review of not more than 2(two) Theoretical papers/ component of papers in each Semester End i.e. **Core, Minor and SEC** taken together, provided that he/she has scored qualifying marks, i.e., 30% in the remaining papers of that Semester End examination.

Marks awarded on re-examination will be taken as the marks obtained by the candidate in that paper, provided, however, if on re-examination the marks get enhanced by more than 15% or get reduced by more than 5% compare to the marks obtained by the candidate previously (percentage will be calculated on the basis of the full marks of the theoretical component of that paper) the script of the said paper will be referred to the third examiner. Among the marks awarded by three examiners, i.e., original examiner, second examiner (re-examiner) and the third examiner, the average of the two closer marks obtained will be awarded. Revised marks will be given effect, provided it does not lead to lowering of Letter Grade.

**(20)**

**Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

A 10-point grading system shall be followed for the purpose of Grade Point Calculation, as shown below.

Percentage of Marks	Grades	Numerical Grade Points
≥ 90% to 100%	A++	9.0 – 10
≥ 80% but < 90%	A+	8.0 – 8.9
≥ 70% but < 80%	A	7.0 – 7.9
≥ 60% but < 70%	B+	6.0 – 6.9
≥ 50% but < 60%	B	5.0 – 5.9
≥ 40% but < 50%	C+	4.0 – 4.9
≥ 30% but < 40%	C	3.0 – 3.9
< 30%	F	0
Absent	Ab	0

- i) Numerical Grade Point shall not be calculated in respect of a failed paper
- ii) The multiplicative factors shall be 0.10 for all Grades for the purpose of calculating numerical Grade Point.

**Example :**

If the student secures P%, where  $P \geq 30$  his/her grade point will be  $[3.0 + \{(P - 30) \times 0.1\}]$  or simply  $30 \times 0.10 = 3$

If a student scores 52% in a particular paper, his/her grade point for the paper will be  $(3.00 + 0.1 \times 22) = 5.20$  or simply,  $52 \times 0.10 = 5.2$



**21)(a) Semester Grade Point Average (SGPA)**

The Semester Grade Point Average (SGPA) will be the weighted average of the numerical grade points obtained in all the papers of the given semester, where Weights refer to the Credits assigned to the concerned papers. If the Numerical Grade Points obtained by a student in different papers of a Semester are denoted by  $P_i$  and the credit of the corresponding papers are denoted by  $C_i$ , the SGPA will be  $[\sum(P_i \times C_i) / \sum C_i]$  where  $i=1$  to  $n$ , and  $n$ = no. of papers in the Semester. The SGPA shall be shown in the mark sheet up to the third decimal point.

**21)(b) Cumulative Grade Point Average (CGPA)**

Cumulative Grade Point Average (CGPA) over six/eight semesters shall be the weighted average of the six/eight SGPA's.

$CGPA = (\sum(SGPA_j \times C_j) / \sum C_j)$  where  $j = 1$  to  $6/8$ . CGPA shall be calculated and shown up to three decimal places.  $SGPA_j$  is the SGPA of the  $j^{\text{th}}$  Semester ( $j=1$  to  $6/8$ ) and  $C_j$  is the total credit of  $j^{\text{th}}$  Semester used for Grade Point Calculation.

The grade of the candidate on the basis of CGPA will be as follows:

CGPA	Letter Grade	Remarks
9.000 – 10.000	A++	Outstanding
8.000 – 8.999	A+	Excellent
7.000 – 7.999	A	Very Good
6.000 – 6.999	B+	Good
5.000 – 5.999	B	Average
4.000 – 4.999	C+	Fair
3.000 – 3.999	C	Satisfactory
0.000 – 2.999	F	Fail

Both SGPA and CGPA will be rounded off to the third place of the decimal and will be shown as such on the grade sheet. The grade sheet issued at the end of each semester shall include the total marks obtained in each paper / module as well as the SGPA, the total marks obtained in that semester and the credit earned in the semester concerned. The final grade sheet, shall include the SGPA of two/ four/ six/eight semesters, as applicable, CGPA, Letter Grade, the marks obtained, total marks and the total Credits earned.

## **22) Degree**

- i) A candidate clearing all the papers of the 1<sup>st</sup> and 2<sup>nd</sup> semesters and also completing a 3 credit Internship and exiting the course at the end of the 1<sup>st</sup> year shall get a certificate of 45 credits.
- ii) A candidate clearing all the papers of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> semesters and also completing a 3 credit Internship and exiting the course at the end of the 2<sup>nd</sup> year shall get a Diploma of 88 credits.
- iii) A candidate clearing all the papers of the 1<sup>st</sup> to 6<sup>th</sup> semesters and also completing a 3 credit Internship, obtaining a CGPA less than 4.00 but obtaining a minimum CGPA of 3.0 at the end of the 3<sup>rd</sup> year shall get a 3-year B.B.A. Honours degree,, as the case may be.
- iv) A candidate clearing all the papers of the 1<sup>st</sup> to 6<sup>th</sup> semesters and also completing a 3 credit Internship, obtaining a minimum CGPA of 4.00 than 4.00 and exiting the course at the end of the 3<sup>rd</sup> year shall get a 3-year B.B.A. Honours degree, as the case may be.
- v) Candidates pursuing the 4<sup>th</sup> year of study without Research & securing qualifying marks in all the papers of 7<sup>th</sup> & 8<sup>th</sup> semesters and also obtaining a minimum CGPA 4.00 after the 8<sup>th</sup> semester shall be awarded a 4-year B.B.A. Honours degree, as the case may be.
- vi) Candidates pursuing the 4<sup>th</sup> year of study with Research & securing qualifying marks in all the papers of 7<sup>th</sup> & 8<sup>th</sup> semesters and also obtaining a minimum CGPA 4.00 after the 8<sup>th</sup> semester shall be awarded a 4-year B.B.A. Honours with Research degree, as the case may be.

### **Explanation for (v) and (vi)**

Such candidates shall have to complete a 3 credit internship within the 6<sup>th</sup> semester of study.

- vii) A candidate, after successful completion of a Four-year degree course B.B.A.(Hons) shall not be entitled to seek again admission to B.B.A. (Hons) courses of this University.

