



(State Private University Established Under the Shiv Nadar University Act, 2018)

**Rajiv Gandhi Salai (OMR), Kalavakkam - 603 110 Tamil Nadu**

# **Regulations 2021**

**Choice Based Credit System (CBCS)**

**Common to All**

**Undergraduate Commerce Degree Programmes**

**School of Commerce and Management**

# SHIV NADAR UNIVERSITY CHENNAI

(State Private University established under the Shiv Nadar University Act, 2018)  
RAJIV GANDHI SALAI (OMR), KALAVAKKAM - 603 110 TAMIL NADU

## SCHOOL OF COMMERCE AND MANAGEMENT DEPARTMENT OF COMMERCE

### UNDERGRADUATE COMMERCE REGULATIONS 2021

(Under the Choice Based Credit System)

(With Effect from the Academic year 2021 – 2022)

#### 1. SHORT TITLE AND COMMENCEMENT

As per the Shiv Nadar University Ordinances:

1.1 The “Executive Council” and “Management Committee” shall mean the Executive Council of Shiv Nadar University and Management Committee of the Trust respectively.

1.2 These Ordinances shall come into force on the date of passing hereof by the Executive Council, subject to approval hereof by the Management Committee.

1.3 The Ordinances shall be applicable to all the programmes offered by Department of Commerce, School of Commerce and Management of the University.

1.4 Words and expressions defined in the Act or Statutes but not defined in the Ordinances shall have the meaning assigned to them under the Act or Statutes.

#### 2. DEFINITIONS

In these Regulations, unless the context otherwise requires:

2.1 “Academic Calendar” means the calendar notified by the Executive Council;

2.2 “Academic Council” means a committee of the University which is responsible for all academic activities for the implementation of relevant rules and regulations.

2.3 “Academic Term” means the term for the courses as determined by the Academic Council

2.4 “Admissions Committee” means the Committee set up in accordance with Article 6.9 of the Statutes of the University below.

2.5 “Act” means the Shiv Nadar University, 2018 (Tamil Nadu Act 41 of 2018).

2.6 “Board of Studies” (BoS) means the committee of a department constituted to design programme curriculum, outline syllabus, frame criterion for evaluation and to provide overall direction to the academic courses and programmes offered by the department or School. It will have representation from the industry and academia apart from internal faculty members.

2.7 “Centre” means regional campuses, additional campuses and study centres, including that of interdisciplinary studies and special studies and research centres, as well as specialised laboratories and distance learning centres declared and maintained by the University.

2.8 “CGPA” means cumulative grade point average. The Academic Council shall prescribe the guidelines based upon which all grading systems, including, the Semester Grade Point Average (SGPA) and CGPA shall be computed.

2.9 “Class” means a meeting of a group of students for specific Courses which includes the whole series of scheduled meetings or just one meeting and also includes a lecture, a Tutorial or a Practical.

2.10 “Competent Statutory Authority” means the University Grants Commission, the All India Council for Technical Education and other such statutory authority (ies) relevant to the University under the Act or any other applicable law.

2.11 “Convocation” has the meaning given to such term in Article 6.3 of this Ordinance

2.12 “Course” means a prescribed set of topics and instructions in a subject offered as a unit of studies within an academic programme, carrying a distinctive code number and specific credits assigned to it.

2.13 “Department” means the department of studies of a School conducting teaching and research in a specific field of specialisation.

2.14 “Executive Committee” refers to the executive committee created under the Statutes.

2.15 “Institution” means a School/ College/ Institution of the University as declared from time to time.

2.16 “Programmes” means the Academic Programmes offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Programme;

2.17 “Ragging” shall have the meaning give to such word under the Tamil Nadu Prohibition of Ragging Act (Act No. 7 of 1997).

2.18 “School” means an institution created for monitoring, supervising and guiding, teaching and research activities in broadly related Programmes or fields of studies. The various schools in the University shall be as determined by the Executive Council.

2.19 “Section” means duly numbered sections of the Ordinances.

2.20 “Statutes” means the Statutes of the University as framed by the Executive Council of the University.

2.21 “University” means the **Shiv Nadar University Chennai** established under the Act.

2.22 “Vice Chancellor” means the vice chancellor of the University.

### 3. ELIGIBILITY FOR ADMISSION

#### 3.1 Regular Admission

The admission, enrolment, and registration of Students shall be governed by the Statutes, and the admission policy in force, established by the Authorities of the University and the office of the Registrar, and as approved by the Executive Council

### 4. PROGRAMS OF STUDY

The Department of Commerce, under the School of Commerce and Management offers the following undergraduate programmes in Commerce:

- a. **B Com / B. com (Hons) Degree program**
- b. **B Com (Professional Accounting) Degree Program**

### 5. STRUCTURE OF THE PROGRAMS

The Department of Commerce offers the following undergraduate degree programs:

- a. **B Com degree program:** The program is offered with a minimum of 134 credits. In addition to the core courses and elective courses, a student is required to choose from a list of three **Specialization Tracks** such as Management, Finance and Business Analytics at the beginning of the Semester V and each specialization Track consists of 4 specialization electives with a total of 12 credits

A student who is in a position maintain a minimum CGPA of 8.0 throughout the B Com degree program is permitted to pursue the **B Com (Hons) degree program** within the ambit of the B Com degree program.

Inter alia, the **B Com (Hons) degree program** will be awarded to a student who fulfils the following requirements:

1. The student must have been initially registered for the B Com degree program, and
2. The student who has maintained a CGPA of 8.0 and above and have completed all curricular requirements up to Semester III of the B Com degree program, and
3. The student must have registered for the B. Com (Honours) program at the commencement of Semester IV, and
4. The student must have registered for '**3Honours Electives**' of three credits each (chosen from such Micro-Specialization areas as Strategic Management, Financial Economics and Artificial Intelligence & Data Science) in Semesters IV, V and VI, and successfully completed those courses with a minimum CGPA of 8.0, and
5. The student must have registered and successfully completed a **Honours Project** of 4 credits with a minimum CGPA of 8.0 in Semester VI, and
6. The student must have successfully completed the B Com degree program with a CGPA of 8.0, and
7. The student must have earned a minimum total credits of 147 over the six semesters of the program

**B Com (Hons)** students will have the privilege of earning a **Micro-Specialization Certificate** after the successful completion of the 'Honours Electives and Honours Project' in the chosen micro-specialization area such as Strategic Management, Financial Economics and Artificial Intelligence & Data Science.

- b. B Com (Professional Accounting) degree program:** The courses of study under the B Com (Professional Accounting) degree program will have a minimum of 143 credits with an option to undergo 'Accounting Internship' or 'Business Internship' or doing additional elective courses of study in the sixth Semester. Students may also choose to remain on campus and study electives with a total of 12 credits.

### **5.1 Categorization of Courses**

Every B. Com degree programs shall have a curriculum with syllabi comprising Theory, Theory-cum-Practical and Practical courses with well-defined Programme Outcomes (PO) and Programme Educational Objectives (PEO) as per the Outcome Based Education (OBE) model. The content of each course is designed based on the intended Course Outcomes (CO).

Both the programs have a curriculum with syllabi consisting of theory, tutorial and practical. The category of courses offered under the program consist of Core courses, Discipline specific elective courses, Generic elective courses, Ability enhancement courses, Skill Enhancement Course, Internship, Project Work, and Ability Enhancement Activity.

Skill Enhancement Courses (SEC) include project work, and / or Internship, seminar, professional practices, case study, value-added courses, audit courses, industrial / practical training, etc.

### **5.2 Ability Enhancement Activity(AEA)**

Every student shall enrol on admission, in any one of the Ability Enhancement Activities (NSS / YRC / RRC / NSO) and undergo training, for about 40 hours/semester, in the first 2 semesters of the programme, including a camp of seven days' duration. The training shall include classes on hygiene and health awareness and also training in first-aid. The student has to necessarily complete the training in the first two years of his/her study. After completing this programme, students will be graded as Satisfactory / Not Satisfactory and this will appear in the grade sheet. A satisfactory grade in the above co-curricular activities is mandatory for the award of the degree. The students will not be permitted to register for the IV semester courses unless they fulfil this requirement. While the training activities shall

normally be held during the weekends, the camp shall be arranged during the vacation period.

### 5.3 Definition of Credit

Contact Period per week	Credits
1 Lecture (L) Period	1
2 Tutorial (T) Periods	1
2 Practical Periods (also for EEC courses like Seminar / Project work / Case study etc.)	1

### 5.4 Number of courses per semester

The curriculum of each semester shall normally be a blend of Theory courses/ Theory-cum-Practical courses with number of courses not exceeding 9 (with total credits not exceeding 28) and number of Practical courses not exceeding 3 (with total credits not exceeding 6).

### 5.5 Online Courses (OLC)

Students will be permitted to do online courses up to a maximum of six credits (which are provided with certificate after evaluation of the performance) during the entire programme, with the prior approval from the Head of the Department. The Head of the Department can constitute a committee to recommend the list of online courses to be approved by Board of Studies. On successful completion of each online course, the student has to submit the copy of the certificate to the Head of the Department. The Head of the Department shall form a team of senior faculty members (preferably three) for recommending the credit and the grade that should be awarded to the student by appropriately mapping the score earned by the student. The results can be sent to the Controller of Examinations after the due approval



by the Head of the Department. On successful completion of online courses adding to three credits, the student can obtain a waiver from doing a course with similar content or an Elective course. Students can register for online courses only during the 3<sup>rd</sup> to 6<sup>th</sup> semester.

### **5.6. B. Com (Professional Accounting) Internships during Semester VI**

#### **5.6.1. Accounting Internship**

Students who have passed the 'Intermediate Level' examination of the ICAI will have the option of undergoing 'Accounting Internship' during the sixth semester. The Accounting Internship will have to be undergone in the selected CA firms. Such students will be under the academic supervision of a Faculty Member. A student will have to submit periodic progress reports and an Accounting Internship Report based on the guidelines given after the successful completion of their Internship program.

The Accounting Internship will be evaluated by a two-member committee constituted by Head of the Department in consultation with the respective Guide. A presentation should be made by the student before the Committee, based on the Training or Professional Enrichment obtained and may include a viva voce examination.

#### **5.6.2 Business / NGO Internship**

This internship may involve a specific project to be carried out within the organization. The Project Work or internship carries 12 credits and will be evaluated for 100 marks. A typical Project Work may be done either by way of undertaking the project in close association with the organization or by way of an independent project work.

The candidate will submit periodic progress reports and a Final Internship Report as per the guidelines of the institution. The Internship report will be evaluated by a team consisting one or more Faculty and may include a viva voce examination.

### **5.7 Industrial / Commercial Organization Visit**

Every student may undergo one visit every year to an industrial or commercial organization or NGO for not more than 3 days, starting from the second year of the programme, with the approval of the Head of the Department and the Dean/Director of the school of Commerce and Management.

### **5.8 Value Added Courses (VAC)**

The students may optionally undergo value-added courses offered by experts from industry/other institutions (Academic/Research) on specialised topics. Every 15 period course will be awarded 1 credit. If the value-added course is a Theory, then the contact hours in a day shall not exceed four periods. The courses shall be conducted without affecting the regular academic schedule.

- Students can complete such one credit courses during 3<sup>rd</sup> to 6<sup>th</sup> semesters as and when these courses are offered by the departments.
- Students will also be permitted to register such one credit courses offered by other departments provided he/she has fulfilled the pre-requisites (if any) of the courses being offered subject to the approval by both the Heads of the Departments.
- The Department/Course in-charge concerned shall conduct one assessment at the end of the course.
- The Head of the Department shall form a three-member committee to monitor the progress of the course and to recommend the grades for the students based on their relative performance. The results should be sent to the Controller of Examinations after the approval by the Head of the Department.

- Students can take a maximum of three one-credit courses during the entire duration of the program.
- On successful completion of three one-credit courses, the student can get a waiver from doing one relevant Elective, as approved by the Head of the Department.
- If a student earns less than three credits, the waiver is not applicable and the earned credits will be over and above the total credit requirement prescribed in the curriculum for the award of the degree.

### **5.9 Audit Courses**

A student may like to acquire additional knowledge by attending a course but may not be interested to go through the normal evaluation process. In such cases, he/she can choose to 'Audit' a course. To audit a course, student should get the approval from the course instructor and from his/her Head of the Department. To complete the 'Audit' course, the student should earn a minimum of 65% attendance. The student can do 'Audit' courses only from 3<sup>rd</sup> to 5<sup>th</sup> semester.

**5.10 Students shall register for the Accounting Internship or Business or NGO Internship or Project Work only during the semester in which the Internship or Project Work is offered.**

### **5.11 Medium of Instruction**

English shall be the medium of instruction and examination, provided that Executive Council shall have the power to conduct any courses or classes, either temporarily or on longer term basis, in other languages. Braille may be used, optionally, for visually impaired students.

## **6. DURATION OF THE PROGRAM**

**6.1** The University will have at least 180 working days.

**6.2** In a year, the Academic Calendar will have 36 weeks of study in a 5-day week. Of the remaining period, 7 weeks may be devoted to administrative activities (such as conduct of examinations etc.), and non-instructional days for co-curricular, sports, college day, etc. The remaining period shall be divided between public holidays and vacations. 7 weeks may be attributed for vacations and 2 weeks may be attributed to various public holidays.

**6.3** The maximum duration for completion of a degree or a diploma programme, shall be the normal or minimum duration prescribed for completion of the programme by the Academic Council, plus a further two (2) years:

Provided that in exceptional circumstance a further extension of one more year may be granted by the Academic Council

**6.4** The enrolment of the student, who fails to complete the requirements of the award of a degree or diploma in extended duration, will be cancelled and no degree or diploma will be awarded.

**6.5** For the purpose of regulations, the academic year will be divided into two semesters, the odd semester normally spanning from June to November and the even semester spanning from December to May.

**6.6** A student is normally expected to complete the degree program in 6 semesters. During the 6<sup>th</sup> semester in the case of the B Com (Professional Accounting) program, students will have, subject to the approval of the Head of the Department an option of:

A. Undergoing 'Accounting Internship' with an Accounting firm for a period of 12 weeks **Or**

B. Undergoing Internship with a Business or Non-Governmental Organization for a period of 12 weeks **Or**

C. Doing additional elective courses 'on campus' for 12 credits

**7. COURSE REGISTRATION**

**7.1** Every student shall register himself/herself for the courses that he/she wishes to pursue in the next semester.

**7.2** The Head of a Department or Dean of the School will issue the list of courses to be offered during the semester well before the Registration dates specified in the Academic Calendar.

**7.3** Registration for each semester has to be done on dates notified in Academic Calendar.

It will involve:

- Clearance of all dues of the University
- Properly registering himself/herself with the University

**7.4** A student who fails to duly register himself/herself will be deemed as an unregistered student, and will not be allowed to attend courses or classes or take examination, even if he/she has paid the fees.

**7.5** A student must satisfy the pre-requisites, if any, for each course he/she registers for.

**7.6** A student will not be allowed to undergo academic registration if he/she will, by the time of commencement of any course, have exceeded the maximum time permitted by the University, for completion of such course.

**7.7** A student will not get any credit for a course for which he/she has not registered or has registered without being eligible.

**7.8** A student has to earn the minimum number of total credits specified in the curriculum of the chosen programme of study in order to be eligible to obtain the degree. However, a student can earn more than the minimum number of credits, if he/she

wishes. In such cases, the minimum number of credits required for the completion of the programme alone would be considered for CGPA calculation.

**7.9** From 3<sup>rd</sup> semester onwards, each student has to register for all courses indicated in the curriculum of a particular semester (With the facility to drop courses to a maximum of 6 credits). The dropping of courses shall be decided as per the prerequisites in consultation with the Faculty Advisor. The student can also register for courses in which the student had failed in the earlier semesters. In such cases, the student shall do reappearance registration for those courses. Such students are encouraged to attend the classes. In case, if the student has good internal marks and he/she is not able to attend the classes due to valid reasons, the attendance criteria can be made flexible (at the discretion of the Head of the Department). However, if a student has failed in a professional/open elective, he/she has the option to take up the same or some other subject of the category concerned.

The courses that a student registers for a particular semester may include (i) Courses of the current semester, (ii) the courses that the student has not cleared in the previous semesters and (iii) Elective courses which the student had failed to clear (either the same elective or a different alternative elective of the same category).

**7.10** The registration for the courses of the semesters III to VI will commence ten days prior to the commencement of classes of the current semester. The student shall register for the courses with the guidance of his faculty mentor. The student may also **drop courses** within five working days of the commencement of the concerned semester and complete the registration process.

**7.11** For an elective to be offered, the department will specify the minimum number of students required (preferably, 20% of the intake for the programme).

**7.12** After registering for a course, a student should attend classes, satisfy attendance requirements, earn continuous assessment and appear for the End Semester Examinations.

**7.13 Reappearance Registration**

The internal assessment marks obtained in the first appearance will be valid for two subsequent reappearance registrations. From the fourth appearance onwards, internal assessment marks are not valid and the passing requirement shall be 40% marks and above in the end semester examinations alone. The Grade will be calculated based only on the marks obtained in the End Semester Examinations.

**Reappearance Registration is applicable for the following cases:**

**7.13.1** If a student fails to secure a pass in a course, the student shall do reappearance registration in the subsequent semesters.

**7.13.2** If the theory course, in which the student has failed, is an elective course, and if the student chooses to opt for the same elective course, then the student shall do reappearance registration in the subsequent semesters.

**7.13.3** If a student has applied for withdrawal from writing the end semester examination of a course (Theory / Laboratory / Elective) the student shall do reappearance registration for that course, in the subsequent semesters. Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

**7.14 Repeating the Course**

When the Student repeats the course, the student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks afresh and then appear for the End Semester Examinations.

**Repeating the Course is applicable for the following:**

If a student is prevented from writing the end-semester examination of any course due to lack of attendance and that course is a core course (theory/laboratory), the student has to register for that course again, when it is offered next, and repeat the course

In this case, the student shall attend the classes and fulfil the attendance requirements. If the course is an Elective Course and the student opts for the same course the student has to register for that course again, when it is offered next, and repeat the course. In this case, the student shall attend the classes and fulfil the attendance requirements.

**8. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE**

A student who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for appearing in the end semester examination of a particular course.

**8.1** Ideally, every student is expected to attend all periods and earn 100% attendance.

However, the student shall secure a minimum of 75% attendance in each of the registered courses taking into account the number of periods conducted for that course.

**8.2** If a student secures attendance between 65% and less than 75% in any course in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department concerned and the Physical Director of the University, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course with the approval from the Vice Chancellor. In all such cases, the students should submit the



required documents on joining after the absence to the Head of the Department through the Faculty Mentor.

- 8.3** A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements and has registered for examination in those courses of that semester by paying the prescribed fee.
- 8.4** Students who do not satisfy the attendance requirements and who secure less than 65% attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course when it is offered next.
- 8.5** In the case of reappearance registration for a course, the attendance requirement is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 8.6** A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

The percentage of attendance for a particular course is calculated as follows:

Percentage of course-wise attendance =

$$\frac{\text{Total No. of periods attended by the student for the course in a semester}}{\text{Total No. of periods conducted by the faculty for the course in a semester}} \times 100$$

## **9. FACULTY ADVISOR**

There shall be a faculty advisor for each class and he/she will be associated as faculty advisor for all the years till the students graduate. He / She will be appointed by the Head of the Department concerned. The class advisor is the ex-officio member of the multiple course committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the Head of the Department and the students of the respective class
- To collect and maintain various statistical details of students
- To help the coordinator of the multiple course committee in planning and conduct of the meetings
- To monitor the academic performance of the students including registration, attendance and to inform the committee
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits

### **Faculty Mentor**

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students (Maximum 30) to each Faculty member of the Department. He/she shall function as Faculty Mentor for these students throughout their period of study. The Faculty mentor shall

- Advise the students in registering and reappearances registering of courses
- Monitor their attendance, academic progress and discipline of the students
- Counsel periodically or during the faculty mentor meeting scheduled in the class time table
- Inform the students about the various facilities and activities available to enhance their curricular and co-curricular activities
- Inform the parents about the academic progress of the students in consultation with Faculty Advisor through the Head of the Department

## **10 ACADEMIC COMMITTEES**

### **10.1 Course Committee for Common Courses**

A theory course handled by more than one teacher shall have a “Common Course Committee” comprising of all teachers teaching that course and some students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the Head of the Department concerned.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The components of the continuous assessment and their weightages shall be decided in the first meeting, within the framework of the Regulations.

Two or three subsequent meetings may be held at suitable intervals during the semester. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

In addition, the “Common Course Committee” (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments.

Wherever feasible, the common course committee (without the student representatives) shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common and shall be set by the Course Coordinator in consultation with all the teachers.

## **10.2 MULTIPLE COURSES COMMITTEE**

The “Multiple Courses Committee” comprises faculty members handling various courses for a class in a semester and student representatives. One of the above faculty members, nominated by the Head of the Department shall coordinate the activities of this committee. The functions of this committee are similar to that of the common course committee, which are as follows:

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of the commencement of the semester. The components of the continuous assessment and their weightages shall be decided in the first meeting, within the framework of the Regulations.

Two or three subsequent meetings may be held at suitable intervals during the semester. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

## **10.3 Performance Assessment Committee**

The Performance Assessment Committee comprises the course coordinators / IQAC representative / course faculty members and Programme coordinator nominated by the Head of the Department. The committee shall meet to assess the attainment of Course Outcomes and Programme Outcomes, progress and status of the students of the semester concerned at the beginning and end of the semesters. The committee can invite Faculty mentors and students as invitees.

## **11. SYSTEM OF EXAMINATION**

**11.1 Performance in each course of study shall be evaluated for a maximum of 100 marks based on the following:**

- (i) Continuous Assessments throughout the semester, mid-semester examination, and End Semester Examination: (theory only)**

For Theory courses, the continuous assessment will carry 20 % weightage, the mid-semester examination will carry 30% weightage and End-Semester Examinations will carry 50% weightage. For practical courses and project work, the continuous assessment and end semester examination will each carry 50 % weightage

- (ii) Continuous Assessment only:**

Courses like comprehension and seminar are evaluated for 100% weightage based only on continuous assessment. Appropriate rubrics shall be formulated and informed in advance to the students.

- (iii) Continuous Assessments throughout the semester and an End Semester Examination: (theory + lab)**

For Theory-cum-Practical courses, the continuous assessment for the theory will carry 10% weightage, mid-semester examination will carry 20% weightage and end semester examination will carry 30% weightage for theory part and the practical part will carry 40% weightage

### **11.2 Mid–Semester Examinations**

The mid–semester examination (theory, theory-cum-practical and practical) of two-hour duration will be conducted by the Controller of Examinations in September during the odd semesters and in February during the even semesters.

**11.2.1 Mid-semester examinations will not be conducted for practical subjects.**

### 11.3 End-Semester Examinations

The end-semester examinations (theory, theory-cum-practical & practical) of three hours' duration will be conducted by the Controller of Examinations between November and December during the odd semesters and between April and May during the even semesters.

All practical examinations will be conducted and evaluated at the Department itself on behalf of the Controller of Examinations.

11.4 For all practical courses, students shall obtain the bonafide certificate for the completion of the record from the Faculty in-charge and the Head of the Department before the day of the practical examinations. Students who have not obtained the bonafide certificate shall not be permitted to appear for the practical examination.

11.5 For the project works, students should obtain bonafide certificate for the project work from the project guide and Head of the Department, at the end of the semester. Students who have not obtained the bonafide certificate are not permitted to appear for the project Viva Voce examination. Students who are not able to complete the project work at the end of the semester can apply for extension to the Head of the Department, with the recommendation from the project guide for a period of maximum two months. For those students who extend the project work for two months, Viva Voce will be carried out and results will be declared separately. If the project report is not submitted even beyond the extended time, then students are not eligible to appear for Project Viva Voce Examination.

11.6 The final examination for project work will be evaluated based on the final report submitted by the project group (of not exceeding four students) and the viva voce by an external examiner. The project report and viva voce examination will carry weightages as communicated to the students at the commencement of the course. Further, the

performance of each student of the project group would be evaluated in a viva voce examination conducted by a committee consisting of an external examiner and the Department project coordinator as internal examiner.

11.7 If a student indulges in malpractice in any of the End-Semester Examination / Internal Examination, he/ she will be liable for punitive action as prescribed by the University from time to time.

11.8 During the continuous assessment and end semester examinations, students should wear the Identity Card issued by the University.

## **12 PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT**

The award of marks for continuous assessment is based on the following:

- Two tests will be conducted as per schedule given in the academic calendar.
- Duration of each test will be 90 minutes.

### **12.1 Project Work**

The Head of the Department will constitute a review committee of three faculty members for each specialisation. Three reviews will be conducted during the semester by the review committee. The student will make a presentation before the review committee on the progress of the Project. The total marks obtained in the three reviews **shall be reduced to 50 marks and shall be rounded to the next integer.**

**12.4.1** The Project report will carry the weightage specified. The project report shall be submitted as per the approved guidelines of the University from time to time. Same mark shall be awarded to every student within a project group for the project report. Marks will be awarded to each student of the project group based on their individual performance in the viva-voce examination.

Review I		Review II		Review III		End Semester Examinations				
						Project Report (20)		Viva-Voce (30)		
e	Guide	e	Guide	e	Guide	Internal	External	Internal	External	Guide
5	5	10	10	10	10	10	10	10	15	5

**12.4.2** A student may, however in certain cases, be permitted to work on the project in an Industry/Research organisation on the recommendation of the Head of the Department, with the approval of the Dean/Director of the School. In such cases, the project work shall be jointly supervised by a faculty member (Guide) of the department and an Engineer/Scientist from the organisation and the student shall be instructed to report the progress periodically and to attend the project reviews for evaluating the progress. These students will produce a certificate of attendance from the Industry/Research organisation where the project was carried out.

**12.4.3** If the project report is not submitted on or before the specified deadline, an extension of time up to a maximum of two months will be given to the students for the submission of project work with due approval obtained from the Head of the Department.

### **12.5 Attendance and Assessment Record**

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory / laboratory class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. This should be submitted to the Head of the Department



periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the Vice Chancellor will affix his/her signature. The course instructor should keep this document in safe custody (for five years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

### **13.0 ELIGIBILITY FOR PASS IN EACH COURSE**

- 13.1** A student who secures not less than 40% of the total marks (continuous assessment marks + mid-semester examination marks + end-semester examination marks) prescribed for the courses with a minimum of 40% marks in the end semester examination for theory courses, theory-cum-practical courses, practical courses (except for the practical courses which are evaluated based on Continuous assessment only) and project work shall be declared to have passed the examination.
- 13.2** If a student fails to secure a pass in a particular course, it is mandatory that he/she shall reappear for the examination in that course during the subsequent semester when examination is conducted in that course. Further, the student should continue to register and reappear for the examination till a pass is secured in such arrear course.

The internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for two subsequent reappearance registrations. However, in the third attempt if a student fails to obtain pass marks (Continuous Assessment Test + mid-semester examination + End Semester Examination) as per clause 13.1, then the passing requirement shall be as follows for subsequent attempts:

The student should secure 40% marks and above, in the End Semester Examinations alone. The Grade will be calculated based only on the marks obtained in the End Semester Examinations.

**13.3** If the course, in which the student has failed, is an elective, the student may be permitted to register for the same course, and attend the End-Semester Examination or register for any other elective course in the subsequent semesters, attend the classes and fulfil the attendance requirements as per Clause 8.

**13.4** A student who secures a minimum 40% of the total marks in the courses which are evaluated using Continuous Assessment only shall be declared to have passed the examination. If a student fails to secure a pass grade, he/she shall register and repeat the course when it is offered next. He/she should continue to register and repeat the course till he/she secures a pass grade.

### 13.5 Award of Grades

Range of Total Marks (TM) (Continuous assessment + End Examinations)	Letter Grade	Grade Point
$91 \leq TM \leq 100$	O	10
$81 \leq TM \leq 90$	A+	9
$71 \leq TM \leq 80$	A	8
$61 \leq TM \leq 70$	B+	7
$51 \leq TM \leq 60$	B	6
$41 \leq TM \leq 50$	P	5
$0 \leq TM < 40$	RA	0

Shortage of Attendance	SA	-
Withdrawal from End Examination	W	-
Absent	AB	0
Audit Course	AU	-

RA- Re Appear

The Semester Grade Point Average (SGPA) is computed as follows:

$$SGPA = \frac{\left[ \sum (\text{Course Credits}) \times \text{Grade point} \right] \text{ for all courses registered in that semester}}{\left[ \sum \text{Course Credits} \right] \text{ for all courses registered in that semester}}$$

The CGPA is computed as follows:

$$CGPA = \frac{\left[ \sum (\text{Course Credits}) \times \text{Grade point} \right] \text{ for all courses registered from first semester onwards}}{\left[ \sum \text{Course Credits} \right] \text{ for all courses registered from first semester onwards}}$$

Whenever a student reappears for a course in which he/she has been awarded 'RA' or 'AB' grade, the CGPA computation shall be done based only on completed credits and shall not include unsuccessful attempts.

### 13.6 Revaluation of End Semester Examinations

Photocopy of the answer scripts of end-semester theory examinations can be obtained from the Office of the Controller of the Examinations on payment of a prescribed fee. Those students can apply for revaluation on payment of applicable charges.

Revaluation is not permitted for practical courses, mini-project, seminar, comprehension, and project work.

### **13.7 Supplementary Examination**

A supplementary examination will be conducted in the summer of every year to enable the students to reappear for one or more courses as applicable. Students with genuine reasons with prior approval of Dean/Vice Chancellor can appear for the supplementary examinations and will be awarded the actual grade.

However, other students who wish to apply for supplementary examinations will be awarded one grade lesser than what they score in that examination.

### **13.8 Deficient Students**

A deficient student is one who has either not registered himself/herself or has registered but not completed successfully one or more courses of the previous semester(s) or has a CGPA less than the minimum CGPA required for the award of a Degree or a Diploma.

In such circumstances, the student should register for one or more courses, as applicable, after completion of the degree program and complete the requirement.

### **14.0 PROVISION OF A SCRIBE**

The University will provide for a scribe to students who are in genuine need as per the guidelines issued by the Government of Tamil Nadu.

### **15.0 ISSUE OF GRADE SHEET**

The Grade sheets will be issued, through the Department, every semester after the publication of results and a consolidated grade sheet will be issued after the successful completion of all courses and becoming eligible for the award of degree.

### **16. ELIGIBILITY FOR THE AWARD OF DEGREE**

16.1 A student shall be declared to be eligible for the award of the degree if he/she has satisfied the following:

- A student seeking B. Com Degree/ B Com (Hons) Degree and B Com (Professional Accounting) Degree programs shall be required to undergo the prescribed courses of study and evaluation in the college for the specified duration and to pass all the examinations prescribed therefore.
- He/she should register for all the courses prescribed in the curriculum of the respective degree programme and earn the minimum number of credits specified in the curriculum of the chosen programme of study.
- No disciplinary action pending against the student.

16.2 Convocation: For the purpose of conferring degrees and other distinctions of the University, Convocation will be held annually on such date as may be fixed by the Chancellor of the University.

## **17. CLASSIFICATION OF THE DEGREE AWARDED**

### **17.1 First Class with Distinction**

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the six semesters in the student's First Appearance within four years
- Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- One year authorised break of study (if availed of) is included in the four years for award of First Class with Distinction.

- Should NOT have been prevented from writing the end semester examination due to lack of attendance in any semester.

### **17.2 First Class**

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- Should have passed the examination in all the courses of all six semesters within four years
- One year authorised break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of five years for award of First class.
- Should have secured a CGPA of not less than 7.00

### **17.3 Second Class**

All other students who qualify for the award of the degree with a minimum CGPA of 6.00 shall be declared to have passed the examination in Second Class.

**17.4** A student who is absent in the end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

## **18. PROVISION FOR AUTHORISED BREAK OF STUDY**

**18.1** A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the programme (**not more than a year as a single spell**) in the middle for valid reasons (such as accident or hospitalisation due to prolonged ill health) and to re-join the programme, he/she shall apply in advance

to the Dean/ Vice Chancellor, through the Head of the Department stating the reasons, in any case, not later than last working day, provided he/she fulfils the requirement in clause 7.

- 18.2** The student who is permitted to re-join the programme after the break shall be governed by the curricula and regulations in force at the time of re-joining.
- 18.3** The authorised break of study will not be counted for the purpose of classification of award of degree.
- 18.4** The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 6.3 irrespective of the period of break of study in order that he/she may be eligible for the award of the Degree.
- 18.5** If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and the clause 18.3 is not applicable for this case.
- 18.6** If the student has not reported back to the department, after the break of study, his/her name shall be deleted permanently from the college enrolment. Such students are not entitled to seek readmission under any circumstances.

## **19. PROVISION FOR WITHDRAWAL FROM THE END SEMESTER EXAMINATIONS**

- 19.1** A student may be permitted to withdraw from appearing for the end semester examination in any course or courses for valid reasons (medically unfit / unexpected family situations / sports approved by the Physical Director and HOD). This privilege can be availed ONLY ONCE during the entire programme. Valid documents, for

medically unfit / unexpected family situations, shall be submitted by the student within seven days before the commencement of the examination in that course or courses and also recommended by the Head of the Department and approved by the Vice Chancellor with intimation to Controller of Examinations.

- 19.2** Notwithstanding the requirement of mandatory seven-day-notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 19.3** Those students who withdraw from any course or courses during the programme are eligible for the award of first class and first class with distinction as per the requirement in this regard. However, he/she is not eligible for the award of ranking.
- 19.4** Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in clause 7 as requirements for appearing in the end semester examination.
- 19.5** Withdrawal is permitted for the end semester examinations in the final semester, only if the period of study, the student concerned, does not exceed 4 years as per clause 17.
- 19.6** The final approval for withdrawal will depend on the merit of the case and will be decided by the Vice Chancellor.

## **20 MIGRATION OF STUDENTS FROM OTHER UNIVERSITIES**

In the event of students from other universities seeking admission to Shiv Nadar University Chennai, the Migration Committee will receive the course equivalency certificate and credit transfer from the previous University where the student studied earlier. After rigorous



processing of the applications and validating the eligibility, the Committee may recommend the migration.

## **21 DISCIPLINE**

- 21.1** Every student is required to observe discipline and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University.
- 21.2** In the event of an act of indiscipline being reported, the Vice Chancellor shall constitute a disciplinary committee to enquire into act of indiscipline.
- 21.3** If a student indulges in malpractice in any of the end semester examination / continuous assessment test, he/she shall be liable for punitive action as prescribed by the University from time to time.
- 21.4** Ragging is not at all allowed. Punitive actions will be taken against the students who involve in ragging as per the government norms.

## **22 REVISION OF REGULATIONS AND CURRICULUM**

The Academic council reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

## **23 SPECIAL CASES**

In the event of any clarifications in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations / clarifications / amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

The Vice Chancellor is authorised to make exceptions in the above regulations based on the merit of the case. All such exceptions will have to be ratified at the next meeting of the Academic Council.

\*\*\*\*\*

