

**Panjab University Examination Regulations for B.Com/B.Com (Honours) and  
B.B.A./B.B.A. (Honours) (Semester System) Under NEP System\***

Internal Assessment Criteria

Every candidate shall be examined in the subjects as laid down in the syllabus prescribed from time to time. The internal assessment of 20% of total marks for the course shall be based on the following criteria:

(a)	Class tests	:	50% of Internal Assessment
(b)	Academic Activities	:	30% of Internal Assessment (Project, Presentation & Assignment)
(c)	Attendance and Class Participation	:	20% of Internal Assessment

**Eligibility for appearing in First Semester University Examination**

The First Semester examination shall be open to a student who-

- (i) has been on the rolls of the College during the semester; and
- (ii) has attended not less than 75% of the lectures for each paper; a deficiency up to 10% may be condoned by the Principal of the College.
- (iii) Has secured at least 25% marks in the Class Tests in aggregate or at least 25% marks from each subject totaling to 25% in aggregate.

**Eligibility for appearing in Second to Eighth Semester University Examination**

The Second, Third, Fourth, Fifth, Sixth, Seventh and Eighth Semester examinations shall be open to a regular student who-

- (i) has been on the rolls of the College during the respective semester preceding the Second, Third, Fourth, Fifth, Sixth, Seventh and Eighth Semester examination, as the case may be;
- (ii) has attended not less than 75% of the lectures, for each paper; a deficiency up to 10% may be condoned by the Principal of the College.
- (iii) has passed the First, Second, Third, Fourth, Fifth, Sixth and Seventh Semester examination respectively or is covered under Re-appear Regulation of Panjab University.
- (iv) 25% marks in Class.

**Passing Criterion**

The minimum number of marks required to pass each semester examination shall be **40% in external examination and 20% in internal assessment and 40% in aggregate of all the papers in each semester.**

### **Conversion of Marks/Credit into Grades**

The over-all result of Certificate, Diploma, B.Com., B.Com. (Honours) and B.Com (Honours with Research) Course shall be determined on the basis of the marks/Credit obtained by a candidate in the examination concerned, which shall be converted into grades as per the formula approved by Panjab University Syndicate.

### **Eligibility for Promotion to the Subsequent Semesters & Course Completion**

The candidate who is admitted in first/third/fifth/seventh semester shall be allowed to be promoted to second/fourth/sixth/eighth semester respectively. However, for promotion from second to third or from fourth to fifth or from sixth to seventh semester the candidate shall have to earn 50% of the total Credits till that semester.

The number of credits earned after appearing in examination of 8th Semester may be less than 50% of the total credits, however the course must be completed within seven years.

If a candidate fails to be promoted to next year (3rd or 5th or 7th Semester) due to lack of fulfilment of the condition of Credits (50% of total credits till that semester), he/she shall leave the course as a regular college student.

***\*For other details regarding Examination under NEP, please refer to Panjab University Regulations***

### **Panjab University Examination Regulations for BCA/BCA (Honours) Four Years (Semester System) Under NEP System\*\***

#### **Eligibility for appearing in BCA (Honours) (1st to 8th Semester) Examinations**

Examination in First/Second/Third /Fourth Years BCA (Honours) (1st to 8th Semester) shall be open to a student who has his/her name submitted to the Controller of Examinations:

- (i) of having remained on the rolls of college for the academic year preceding the examination;
- (ii) of having attended not less than
  - (75 per cent of the full course of lectures delivered to the class in each of the subjects offered (the course to be counted up to the last day when the classes break up for preparatory holidays) and
  - 75 per cent of the periods assigned to practical work in each science subject.

## **Internal Assessment Criteria**

The continuous internal assessment of 10% for regular students of Under-Graduate courses (Honours - Semester System) shall be based on

- a) **Class test**
- b) **Academic Activities (Seminar, Project & Assignments)**
- c) **Attendance.**

## **Passing Criterion**

The minimum marks required to pass the BCA (Honours) First Year, Second Year, Third Year/Fourth Year examinations (1st to 8th Semester) shall be 40% in each Theory Paper and practical/s separately or as approved by the PU Syndicate.

## **Conversion of Marks/Credit into Grades**

The overall result of BCA (Hons.) course shall be determined on the basis of the marks/Credit obtained by a person in the examination concerned, which shall be converted into grades as per the formula approved by Panjab University Syndicate for BCA (Honours).

## **Eligibility for Promotion to the Subsequent Semesters & Course Completion**

The candidate who is admitted in first/third/fifth/seventh semesters shall be allowed to be promoted to second/fourth/sixth/eighth semesters respectively. However, for promotion from second to third or from fourth to fifth or from sixth to seventh semester the candidate shall have to earn 50% of the total Credits till that semester.

***\*\*For other details regarding Examination under NEP, please refer to Panjab University Regulations***

<b><u>ELIGIBILITY FOR APPEARING IN END SEMESTER EXAMINATION (ESE)- (NON-NEP CLASSES)</u></b>
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**(as per P.U. Calendar Amendment 12 dated 26.5.2019 & Amendments 11 dated 15.12.2018/P.U. Syllabus 2022-23)**

<b>B.COM/BBA THIRD, FOURTH, FIFTH AND SIXTH SEMESTER CLASSES</b>
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### **1. ELIGIBILITY FOR APPEARING IN B.COM/BBA THIRD, FOURTH, FIFTH AND SIXTH SEMESTER CLASSES**

The **Third, Fourth, Fifth and Sixth Semester examinations** shall be open to a regular student who-

- (i) has been on the rolls of the College during one semester preceding the Second, Third, Fourth, Fifth and Sixth semester examination, as the case may be;
- (ii) has attended not less than 75% of the lectures, for each paper; a deficiency up to 10% may be condoned by the Principal of the College.
- (iii) has obtained at least 25% marks in the aggregate of all the papers to be calculated on the results of house examinations.
- (iv) has passed the First, Second, Third, Fourth or Fifth Semester examination respectively

or is covered under Re-appear Regulation 9.

## **2. PASSING CRITERION**

The **minimum number of marks required to pass each semester examination in B.Com** shall be 35% in theory and 20% in internal assessment and 35% in aggregate of all the papers thought in the semester. If a candidate has not qualified 50% papers upto 2nd and 4th semester shall not be promoted in 3rd and 5th semester respectively.

The **minimum number of marks required to pass each semester examination in BBA** shall be 35% in theory and 20% internal assessment and 40% in aggregate of all the papers taught in the semester. If a candidate has not qualified 50% papers upto 2nd or 4th semester the candidate will not be promoted in 3rd and 5th semester respectively.

## **3. SCHEME OF EXAMINATION FOR B.COM/BBA CLASSES**

Semester System of education is based on continuous assessment of the learning assimilated by the student. As such, assessment for the period of one semester is based on the following components:

(a) **INTERNAL** -Every candidate shall be examined in the subject as laid down in the syllabus prescribed from time to time.

### **Case I:**

- i. In case of Punjabi, History & Culture of Punjab which is taught in B.Com/BBA Semester I and Semester II, the internal assessment will be 10% of total marks. **(BBA/BCOM Calendar Amendment 12 dated 26.5.2019 & Amendments 11 dated 15.12.2018)**
- ii. In case of English & Business Communication Skills paper in B.Com Semester I: 10 marks are reserved for the Internal Assessment and 10 for the Practical Work. For Practical Work, there will be viva-voce examination of 10 marks which will include Debate, Declamation and Personal Interview to impart the skills of Personal Interview and public speaking like Declamation and Debate. **(P.U. Syllabus 22-23)**
- iii. In case of English & Business Communication Skills paper in B.Com Semester II: To impart skills of Group Discussion. There will be viva-voce examination of 10 marks which will include Group Discussion. The students will appear in the group of 10 students for viva-voce. **(P.U. Syllabus 22-23)**
- iv. In case of English & Business Communication Skill which is taught in BBA Semester III & Semester IV, the internal assessment shall be 10% of total marks. **(P.U. Calendar amendment 12 dated 26.5.2019)**

### **Case II: (P.U. Syllabus 22-23 and P.U. Amendments 11 and 12)**

In all other subjects except those mentioned in Case I, the internal assessment of 20% of total marks for B.Com./BBA/M.Com shall be based on the following criteria:

- I. **Mid-Semester Test:** 50% of Internal Assessment
- II. **Academic Activities:** 30% of Internal Assessment (Seminar, Project & Assignment)
- III. **Attendance :** 20% of Internal Assessment

### **Case III: BBA Project Report and Viva-Voce (P.U. Syllabus 2022-23)**

The BBA Program students have to submit Project Report during BBA 6<sup>th</sup> Semester. Projects have to be submitted in duplicate. For conducting research, a structured and scientific approach should be followed by students. Apart from introduction chapter, research project should have chapters related to review of literature, research methodology, data analysis and interpretation and summary and conclusion. Viva Voce is to be conducted by an external examiner.

(b) **EXTERNAL**

**End Semester Examination (ESE)** - External in nature and will be conducted by the University at the end of semester or ordinarily be held in the months of December and April/May respectively or on such other dates as may be fixed by the Syndicate. **(P.U. Calendar amendments)**

**B.COM HONOURS CLASSES**  
(PU calendar amendment 11)

A candidate can pursue B.Com.(Honours) course by taking up one paper each in four semesters beginning with third semester in any one of the streams offered by P.U. from time to time. To be eligible to take up honours course, a student should have secured 50% marks at the end of second semester without reappear in any paper.

The **minimum number of marks required to pass** B.Com.(Honours) course shall be

- 40% in each paper separately as well jointly with internal assessment and
- 50% in aggregate in the University examination.

**M.COM CLASSES**

Eligibility for appearing in M.Com End Semester Examinations would be as per Panjab University Guidelines.

**BCA THIRD, FOURTH, FIFTH AND SIXTH SEMESTER CLASSES**

1. **ELIGIBILITY FOR APPEARING IN BCA THIRD, FOURTH, FIFTH AND SIXTH SEMESTER CLASSES**

The Third, Fourth, Fifth, Sixth Semester Examinations will be open to a regular candidate who

- i) has been on the rolls of the College during semester preceding the said examination ;
- ii) a) has qualified at least 50% papers up to Second Semester Examination or is eligible to appear in the Third and Fourth semester examination under Regulation 9;
- b) has qualified at least 50% papers up to Fourth Semester Examinations or is eligible to appear in the Fifth and Sixth Semester examination under Regulation 9;
- iii) has attended not less than 75 per cent of the lectures and practical's in each subject of the prescribed course for the Third/Fourth/ Fifth/Sixth Semester Examination, provided

that a deficiency of not more than 10 per cent of the lectures actually delivered and practicals conducted may be condoned by the Board of Studies on the recommendation of the Principal of the College.

- iv) has obtained at least 20 per cent marks in the internal assessment of each such subject.

## **2. PASSING CRITERION**

The minimum percentage of marks required to appear in and pass Third, Fourth, Fifth & Sixth Semester examinations shall be as follows in each case :-

- i) 20 percent in the internal assessment and University examination part of every subject separately of the examination, whether theory or practical (including project work, etc.), as a pre-requisite to appear in the Third, Fourth, Fifth and Sixth Semester examinations; and 35 percent in the University Examination part of every subject separately of the examination, whether theory or practicals (including Project work, etc.), for passing the Third, Fourth, Fifth and Sixth Semesters Examination;
- (ii) A student who does not obtain 20 percent marks in the internal assessment part of every subject separately of the Third, Fourth, Fifth and Sixth Semester shall be required to again study the subject, submit Assignments, appear in class test and present Seminar prescribed for that semester in the next academic session before being allowed to appear in the University examination as approved by the Board of Studies, subject to the restriction that a student must complete all course requirements and pass all prescribed examinations within a maximum period of five academic sessions from the original date of joining the course in order to be eligible for the award of the Degree.
- (iii) If a candidate of a college fails or absent in the Practical Examination, will be allowed to appear in both theory and practical examinations with reappear cases.
- (iv) If a student gets re-appear in a paper/s then the students have to appear as a re-appear candidate along with the regular students. There shall be no special re-appear examination.

**IN CASE ANY STUDENT FAILS TO FULFIL ANY OF THE ABOVE STATED ELIGIBILITY CONDITIONS, HE/SHE WILL NOT BE ALLOWED TO APPEAR IN END SEMESTER EXAMINATIONS (ESE).**

### **GUIDELINES FOR MID SEMESTER TESTS**

**(finalized by Examination Committee after due discussions and deliberations in meetings held on 8<sup>th</sup> and 10<sup>th</sup> May, 2023 and 31<sup>st</sup> May, 2024(Review Meeting)**

## **1. AUTHORIZED EXEMPTION\* DURING EXAMINATION**

Authorized exemption during MSTs will cover only the following cases:

- i. Students sent by the College to attend Youth Festival, Sports Competitions or any other Inter College Events.
- ii. Students permitted by the College (at Principal's discretion) to appear in any competitive exam during MSTs.
- iii. Students permitted by the Principal in case of any other exigency.

**\*Barring the above stated cases, no other case for exemption in any of the examinations will be entertained for any reason whatsoever.**

## **2. MEDICAL LEAVE DURING EXAMINATION**

Grant of leave during MSTs is an exception and can be granted by the Principal only. The student must intimate the class incharge about the medical exigency on the same day and also inform the college officially through the official email id [info@saccm.in](mailto:info@saccm.in). However, this intimation alone does not imply grant of leave. **Medical Leave supported with a ‘Medical Certificate’ issued by MBBS/ MD will be considered authorized absence only if the same is got sanctioned from the Principal within five working days.** After sanctioning, the leave has to be posted on ERP as well. Leaves submitted later than the prescribed period will not be accepted.

**Note:** The Medical Leave during exams has to be got sanctioned **ONLY** from the Principal.

## **3. UNAUTHORIZED ABSENCE:**

Absence in MST for any reason other than those stated above would be regarded as an unauthorised absence and would result in grant of zero award in that subject. Also, a fine of ₹ 1000 shall be levied for unauthorised absence in any exam.

## **4. ACTS OF INDISCIPLINE DURING EXAMINATION**

### **i. Late Coming not Allowed**

All the students must be present in their designated examination venue as per the reporting time communicated in the official MST circular. If the student is late by not more than 15 minutes from the reporting time, he/she will not be allowed to take that exam. Any student who repeats the late coming for the second time, he/she shall not be allowed to appear in that day’s examination and the matter shall be referred to the Discipline Committee

### **ii. Creating Nuisance/disturbance during Exams**

If a student creates any sort of disturbance in the exam centre/ passes comments/ makes whisper calls to other students or answers such calls, he/she shall be warned only once and on repeating the offence his/her paper shall be cancelled.

### **iii. Carrying any Gadgets like Cell Phones, Smart Watches etc. during Exams**

Cell Phones, Smart Watches etc. are strictly banned inside the exam centre. If a student is caught carrying such gadgets, the same shall be confiscated by the invigilator. An indiscipline case shall be reported against him/her with a fine of ₹ 1000.

### **iv. UNFAIR MEANS CASE\***

All those who are caught using unfair means in the MSTs will be fined ₹ 2000. But, if a student is caught using unfair means for the second time (during his/ her total stay since joining the college), a fine of ₹ 5000 will be charged with a zero credit in that paper. And, if the student is caught using unfair means for the third time (during his/ her total stay since joining the college); he /she will be rusticated straight away and re-admission will not be allowed. Also, a student who is rusticated on grounds of using unfair means during examination, shall not be eligible for admission in the college in any subsequent semesters. Use of unfair means (even once) during Examinations will also automatically render a student ineligible for the award of any prize, concession, scholarship or stipend for that particular semester. The case shall also be reported to the Discipline Committee for any further action.

**\*Unfair Means Case :** A student will be said to have used unfair means if any incriminating material is found in his/her possession or if the student is found using the mobile phone/ smart watches etc. during MSTs.