

**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 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:

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|-----|---|---|--|
| (a) | <b>Class tests</b>                        | : | 50% of Internal Assessment   |
| (b) | <b>Academic Activities</b>                | : | 30% of Internal Assessment<br>(Project, Presentation & Assignment) |
| (c) | <b>Attendance and Class Participation</b> | : | 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 Mid Semester 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) has secured at least 25% marks in the Mid Semester Tests in aggregate or at least 25% marks from each subject totaling to 25% in aggregate.

### **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) (1<sup>st</sup> to 8<sup>th</sup> Semester) Examinations**

Examination in First/Second/Third /Fourth Years BCA (Honours) (1<sup>st</sup> to 8<sup>th</sup> 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 (1<sup>st</sup> to 8<sup>th</sup> 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 over-all 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***

## **Panjab University Examination Regulations for Masters in Commerce (Semester System)**

### **Eligibility**

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

### **M.Com Summer Training Report and Viva Voce**

After the Completion of Second Semester Examination, the students will go on 6-8 Weeks summer training in various Industrial undertakings, banking and financial

services institutions, and Retail Sector organizations, undertake a project there to study a particular problem and file three copies of summer training report within 15 days of completion of the training. The student has to file a certificate of completion of training issued by training organization. A Viva-Voce Examination will be conducted by the External Examiner appointed by the University on the problems undertaken in the summer training report.

## **GUIDELINES FOR MID SEMESTER TESTS**

### **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.

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

### **2. SANCTIONING OF LEAVE DURING MSTs**

Grant of leave during MSTs is an exception and can be sanctioned only by the Principal. The student must intimate the class incharge on the same day and inform the college through the official email id [info@saccm.in](mailto:info@saccm.in). However, this intimation alone does not imply grant of leave. **Leave during MSTs will be considered 'Authorized Absence' only if it is got sanctioned 'by the Parent' in person through Departmental Coordinators (within 5 working days of the missed MST exam)**. Once leave is sanctioned, it must be recorded in the ERP system as well.

#### **Note:**

- **Medical Leave will be sanctioned only if supported with a 'Medical Certificate' issued by MBBS/ MD.**
- **Leaves submitted after the prescribed deadline will not be accepted.**

### **3. UNAUTHORIZED ABSENCE**

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

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

#### **i. Strict Prohibition on Late Entry for MST Examinations**

All students are required to report to their designated examination venue strictly as per the reporting time mentioned in the official MST circular. Any student arriving late beyond 15 minutes after the commencement of the

examination will be denied entry at the college gates and will not be permitted to appear for the exam on that day. Such absence will be treated as **'Unauthorised Absence'**, and a fine of ₹1000 per subject will be levied as per college rules. Therefore, students are advised to adhere strictly to the reporting schedule to avoid such consequences.

**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.

**5. OFFICIAL RETEST FEE FOR NOT MEETING 25% ELIGIBILITY CRITERION**

Students who are required to appear for official retests in all subjects, having failed to meet the minimum eligibility criterion of 25% aggregate marks, will be charged ₹1500 as **'Official Retest Conduct fees'**. Therefore, students are advised to prepare well and ensure they meet the eligibility criteria during the Mid-Semester Tests itself.

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