



UNIVERSITY OF JAMMU

NOTIFICATION

(16/July/GEN/13)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the competent bodies, has been pleased to authorize the adoption of Statutes for Three Year Bachelor of Business Administration-Hotel Management (BBA-HM) Programme under Choice Based Credit System w.e.f. the Academic Session 2016-17 onwards.

The Statutes for Three Year Bachelor of Business Administration-Hotel Management (BBA-HM) Programme under Choice Based Credit System is available on the University website: jammuuniversity.in.

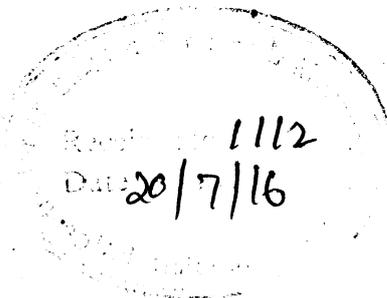

15.7.2016
DEAN ACADEMIC AFFAIRS

No. F.Acd/I/16/ 6780 - 95

Dated: 18/07/2016

Copy to:-

1. Special Secretary to the Vice Chancellor for kind information of the Worthy Vice-Chancellor pls.
2. Sr. P.A. to the Dean Academic Affairs
3. Sr. P.A. to the Dean Research Studies
4. Sr. P.A. to the Registrar/Controller of Examinations/Director, Colleges Development Council
5. Director, DIQA/SHTM
6. Joint Registrar, Examination
7. All Principals of concerned degree Colleges
8. Assistant Registrar (UG/Exam.Prof./Publication Relation and Information)
9. Incharge, University Website **alongwith copy of Statutes for necessary action.**
10. G.F.p



UNIVERSITY OF JAMMU

STATUTES FOR THREE YEAR BACHELOR OF BUSINESS ADMINISTRATION- HOTEL MANAGEMENT, BBA (HM) PROGRAMME UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

1. PREAMBLE

The University of Jammu in sync with the academic and administrative reforms recommended by the University Grants Commission implemented the semester system for the undergraduate programmes from academic year 2014-15. The Academic Council has now approved the adoption of Choice based Credit System for the undergraduate programmes offered in the affiliated colleges under the Faculties of Arts, Science and Commerce from the ensuing academic session 2016-17.

The thrust of Choice based Credit System is on continuous learning and evaluation, inter-disciplinary study and accumulation of course credits. It aims at making the academic programmes student oriented, flexible, interdisciplinary and relevant to the times. Under this system, the student will have ample freedom to select the electives that suit their interest, aptitude and needs. The student is provided abundant opportunity during the programme of study to accumulate credits by opting for electives and open courses under various faculties. This system aims to strengthen the academic potential of the student, as it provides flexibility in the choice of courses offered beyond the framework of the respective disciplines of study.

2. TITLE

These Regulations shall be called "Regulations Governing the Choice Based Credit Semester System for Bachelor of Business Administration- Hotel Management, BBA (HM) Programme in Faculty of Business Studies." In short, it will be referred to as "JU (BBA-HM) CBCS REGULATIONS".

3. SCOPE, APPLICATION AND COMMENCEMENT

- 3.1 The regulations shall apply to Bachelor of Business Administration Hotel Management, BBA (HM) Programme, University of Jammu and its Campuses with effect from the academic year 2016-17.
- 3.2 The learning and evaluation is on semester pattern.
- 3.3 Eligibility, qualifications and admission procedure for this programme of study will be approved by the Academic Council and specified in the Admission Brochure of the University.
- 3.4 These regulations are quite comprehensive and include definitions of key terms, critical concepts, mechanics of calculations, role of various boards and committees; and the evaluation system.

4. DEFINITIONS

- 4.1 **CHOICE-BASED CREDIT SYSTEM (CBCS):** CBCS is a flexible system of learning that Focuses from teacher centric to student centric education and permits students to
 1. Choose electives from a wide range of elective courses offered by the School,
 2. Adopt an inter-disciplinary approach in learning, and
 3. Make best use of the expertise of available faculty.
- 4.2 **PROGRAMME:** 'Programme' means a course of study and examination leading to the award of a degree in a discipline . These Regulations shall apply to the BBA (HM) programme.
- 4.3 **COURSE:** Course refers to a subject offered under the programme which will be taught and evaluated within a semester.





- 4.4 **DURATION OF THE PROGRAMME:** The programme shall be extended over a period of three years comprising of six semesters with two semesters in one academic year. Each semester shall consist of a minimum of 400 contact hours distributed over approximately 14-16 weeks of five-day duration each and 6-8 contact hours per day. The Semesters from July to December are Semesters I, III and V (called Odd Semesters) and from January to June are Semesters II, IV and VI (called Even Semesters)
- 4.5 **ACADEMIC WEEK:** 'Academic Week' is a unit of five working days during which distribution of work is organized as 6 to 8 contact hours of one hour duration on each day.
- 4.6 **CREDITS:** Credit is the weightage given to each course of study. It is the numerical value assigned to a course according to the relative importance of the content and the contact hours required to teach the prescribed syllabi of the programme.
For the purpose of credit determination, instructions are divided into 3 components:
Lectures (L): Classroom lectures of one hour duration.
Tutorials (T): Special elaborate instructions on specific topics of one hour duration.
Practical's (P): Laboratory work/Projects/Fieldwork/any other form of teach which the student has to undertake of two hours duration.
Therefore, **Credits (C) = L + T + P**, where one Lecture (L) and Tutorial (T) of one hour a Week is considered as one credit and one Practical (P), two hours a week is considered as One credit.
As per prescribed UGC standards, **1 Credit = 15 hours of lectures.**
5. **CREDIT POINT (P):**
Credit point is the value obtained by multiplying the grade point (G) by the credit (C):
 $P = G \times C$.
6. **GRADE POINT:**
Grade point is an integer indicating the numerical equivalent of the **letter grade.**
7. **GRADE:** Grade means a letter symbol (O, A, B, C etc.) which indicates the broad level of performance of a student in a course/semester/programme.
8. **SEMESTER GRADE POINT AVERAGE (SGPA)*:**
Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) earned by a student in various courses taken in a semester by the total number of credits earned by the student in that semester. SGPA shall be rounded off to two decimal places.
9. **CUMULATIVE GRADE POINT AVERAGE (CGPA)*:**
'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of Credit points in all the courses earned by a student for the entire programme, by the total Number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the Comprehensive academic performance of a student in a programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his/her CGPA.
10. **GRADE CARD:** Based on the grades earned, a grade card shall be issued to all registered students after every semester. The grade card will display the course details (course, title, no. of credits, etc.) along with SGPA of that semester and CGPA earned till that semester.
11. **ADMISSION-GENERAL**
- (a) No candidate who wishes to enter a course of study prescribed by the University shall be Admitted to the school unless he/she has passed the qualifying examination for admission to such course as prescribed by the Statutes.

Provided that a candidate having passed the Higher Secondary Part-II examination (10+2 pattern) of the J&K State Board of School Education or any other examination recognised as equivalent thereto, if otherwise found eligible, may be allowed provisional admission to the BBA-HM Course Semester-I subject to the condition that intake capacity including these students does not exceed the approved intake capacity sanctioned for the programme **as per the existing amendments.**

- (b) A candidate shall be deemed to be student of the school as soon as he/she has been accepted for enrolment by the School and has paid the prescribed fee for the course. The admission shall, however, be provisional unless regularized by the University.

Provided also that payment made in shape of fee paid by a student (which is refundable in case admission or re-admission is refused) does not automatically confirm the right of admission or continuation as a student in the School.

- (c) **Production of conduct certificate on admission:** A candidate, while applying for admission to School of Hospitality and Tourism Management, shall submit with his/her application a certificate of his/her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his/her joining the college.

Provided that a student who has not previously attended any college as a regular student shall, in lieu thereof furnish to the Director of the School in which he/she desires to pursue his/her studies, a certificate of conduct signed by a First Class Magistrate or Principal of any constituent/affiliated college.

The Director of a school shall be competent to cancel admission of a student enrolled for a programme of study in the school if he/she remains absent continuously for a period of 20 days without permission of the Director..

12. MEDIUM OF INSTRUCTION AND EXAMINATION

English shall be the medium of instruction and examination in all papers/courses except in Foreign language papers where the medium of instruction and Examination shall be the language concerned.

13. Qualifying Examination for Admission for BBA-HM Course

Admission to Semester-I of BBA-HM Course, under CBCS, shall be open to those candidates who have passed Higher Secondary Part-II examination (under 10+2 pattern) of the J&K State Board of School Education or an examination recognized by the University as equivalent thereto and has obtained not less than 50% of the aggregate marks in the qualifying examination in case of General Category candidates and 45% marks in case of SC/ST candidates.

14. Reserved Category Seats

As per the notified statutes of the CBCS for the UG Courses of University of Jammu

15. RECOGNITION OF DEGREES

The University of Jammu shall recognize the degrees of only those Universities which are recognized by the University Grants Commission (UGC). Further the University of Jammu shall grant recognition to the degree obtained through distance mode provided –

- (i) That the degree obtained by the candidate is recognized by the UGC;
 (ii) That the degree is granted by University established by an Act of Parliament or by an Act of State Legislature; and

(iii) that if the said University is not in the Jammu and Kashmir State but has been allowed to offer its distance education programme within Jammu and Kashmir State by the State Govt.

Further also the University shall not recognize the degrees obtained through study centres/franchises of any University in the country except Indira Gandhi National Open University (IGNOU) and Maulana Azad National Urdu University (MANUU).

16. PAYMENT OF ADMISSION FEE

The total fee of the programme shall be as per the notification of the university from time to time.

Each student seeking admission to the BBA (HM) Course, under CBCS, shall be required to submit the prescribed application form along with requisite fee, for the first semester courses at the time of seeking admission to first semester and for the subsequent semester will have to submit the fees before the beginning of the semester.

17. MODE OF ADMISSION FOR STUDENTS

The admissions of the students shall be as per the Jammu University Entrance Test (JUET) notification issued by the university during the relevant academic year.

18. ACADEMIC CALENDAR UNDER SEMESTER SYSTEM (CBCS)

As per the notified statutes of the CBCS for the UG Courses of University of Jammu

19. ADMISSION OF STUDENTS DISQUALIFIED FOR MISCONDUCT/ USING UNFAIR MEANS IN EXAMINATIONS

A candidate who has been disqualified for any specific period from the University for misconduct/using unfair means in examinations shall not be permitted to appear in any examination before the expiry of that period. He/She will also not be permitted to join any college/institution/department at any time during the period of his punishment.

20. ONE PROGRAMME AT A TIME

No student shall be admitted to more than one Programme at a time in the School and affiliated colleges of University of Jammu, unless otherwise specified in the Statutes relating to an examination.

21. ELIGIBILITY CERTIFICATE

As per the notified statutes of the CBCS for the UG Courses of University of Jammu

22. PRODUCTION OF MIGRATION CERTIFICATE

Candidates seeking admission to a school after having been admitted as members of another University incorporated by law for the time being in force, shall not be registered unless their applications for registration are accompanied by a Migration Certificate from the previous Board/University.

23. REGISTRATION RETURNS (R/Rs)

The Director of the School shall forward to the Controller of Examinations three copies of Registration Returns (R/Rs) containing the name and other particulars of each student admitted or re-admitted for a particular programme in that college in Semester I, III & V alongwith a soft copy within 30 days after the last date of admission, on the prescribed Performa along with the fee prescribed by the University from time to time.

If the name of a student is struck off from the rolls of a college or institution or a student migrates to another college or institution, such fact shall immediately be reported to the Controller of Examinations.

- 24. LATE FEE SUBMISSION OF REGISTRATION RETURN**
For first count of 10 days after the last date prescribed i.e. after 30 days after last date of admission, Rs.100/- per candidate be charged. For another count of 10 days delay, Rs.200/- per candidate shall be charged. Thereafter, no Registration Return shall be accepted and the sole responsibility for non determination of eligibility of such candidate shall lie on the part of the School.
- 25. REGISTRATION FEE**
The Registration fee as prescribed by the University shall be paid once only irrespective of the number of times the candidate appears at the examinations of the University either as a student or an ex-student of an affiliated/ constituent college or the department of the University or any recognised institution, or as a private candidate.
No further fee for registration shall be charged, unless a student's name is, for any reason other than legitimate migration, struck off from the rolls of the School, in which case he/she shall pay the fee prescribed by the University to have his/her name re-entered in the Register of Students.
- 26. UNIVERSITY SPORTS AND OTHER FEE**
As per the notified statutes of the CBCS for the UG Courses of University of Jammu
- 27. REGISTER OF STUDENTS**
The Controller of Examinations shall maintain a register of all students registered in the University. In this register name of each registered student, his/her parentage, permanent address, date of birth based on the certificate of the Matriculation/Higher Secondary (Elective) or any other recognised examination passed by the candidate, the dates of admission or re-admission and/or leaving any college, every pass or failure in a University examination with his/her number, migration, any University scholarship, medal or prize won by or any punishment awarded to the Student shall be recorded.
Each entry in the Register of Students shall be attested by an officer of the University authorised in this behalf. No one shall be admitted to any examination of the University unless he/she has been registered as a student of the University.
- 28. COPY OF ENTRIES IN THE REGISTER OF STUDENTS**
Any registered student may, at any time, receive certified copy/copies of all the entries relating to him/her in the Register of Students on payment of the prescribed fee for each copy.
- 29. ATTENDANCE IN LIEU OF PARTICIPATION IN GAMES ETC.**
Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Principal/Director concerned shall, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all the working days during the days of his/her absence on such account for a period not exceeding 15 working days in a semester programme subject to maximum of 30 working days in an year.
- State representation in International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare.
 - Participation in the Inter-University Competitions held under the auspices of a University or any other recognized Institution as a member of the University team.
 - Participation in the Inter-College Competitions organized by the University as a member of the team of participating Institutions.
 - Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of recognized Institutions.
 - Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/ Inter- University Competitions.





- (f) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University.

Note: For Outstanding cases (requiring attendance waiver due to duty beyond 30 days) special permission may be sought from the Vice Chancellor/Competent Authority on recommendation of the Director Concerned.

30. CBCS PROGRAMME STRUCTURE REGULATIONS

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising **core, elective or skill based courses. (ANNEXURE 1A)**

30.1 Core Course: A course, which needs to be compulsorily studied by a candidate as a core requirement is termed as a Core course.

30.2 Elective Course: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

30.3 Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study). *A student has to undergo Industrial Training at the end of 2nd and 4th semester and during 6th semester.*

30.4 Project Work/Dissertation: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

30.5 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

30.6 Ability Enhancement Courses (AEC)/Competency Improvement Courses/Skill Enhancement Courses (SEC)/Foundation Course: The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC)/Skill Enhancement Course (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. They include ((i) Environmental Science, (ii) English/MIL Communication). These are mandatory for all disciplines. AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

30.7 AE Compulsory Course (AECC): Environmental Science, English Communication/MIL Communication.

30.8 AE Elective Course (AEEC)/SEC: These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

30.9 Project work/Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 2/4 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

31. CREDITS DISTRIBUTION

Courses having theory and practical's may incorporate 4 credits for theory paper and 2 credits for practical's (In case total credits are 6) and 2 credits for theory paper and 2 credits for practical's (In case total credits are 4) while courses having only practical's may have 2/4 credits as per the course requirement. Purely theory courses may incorporate 4 credits for theory and 2 credits for tutorials.

32. NOMENCLATURE OF BBA-HM Course

As per the notified statutes of the CBCS for the UG Courses of University of Jammu.

33. AUTHORITY FOR PRESCRIPTION OF COURSES OF STUDIES

The Syllabi and Courses of Study for each subject shall be prescribed by the Academic Council on the recommendation of Board of Studies. In case where text-books are prescribed, a candidate shall be required not only to show a thorough knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to testing his/her general knowledge of the subject.

34. SCHEME OF EXAMINATION/ASSESSMENT

The evaluation of each course shall contain two part :Internal or In semester Assessment (IA) and External or End –Semester Assessment (EA). The internal grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of end semester examination. The responsibility of evaluating the internal assessment is vested on the teacher(s) who teaches the course. There will be University Examinations at the end of each semester for both theory and Practical. Semester End Examination for all theory papers shall be got set/ prepared by Controller of Examinations as per existing norms and evaluation of all theory papers courses shall be done by eligible faculty members under the supervision and coordination of the Controller of Examination. The Director of the School of Hospitality and Tourism Management shall prepare the panel of Evaluators and shall be submitted to the Controller of Examination. The answers scripts shall be submitted by the Superintendent of the concerned examination to the Controller of Examination who after proper codification and other formalities will get it evaluated by the examiner's from the approved panel.

20% of the marks allotted to each theory paper and 50% of the marks allotted to each practical paper including field work / project work / dissertation, wherever prescribed, shall be reserved for internal assessment. The evaluation of candidate shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose under CBCS as per the following:

Each full credits course (6 Credits and / or 4 Credits) will be assessed for 100 marks, out of which 80 marks will be for the external evaluation and 20 marks will be for internal evaluation. In each course, external component will have semester end examination of 80 marks divided into two sections i.e. A & B. Section A will be of 20 marks comprising of 4 Questions of 5 marks each and there will be no choice. Section B shall be of 60 marks

comprising of 8 long answer type questions in total i.e. 2 from each unit with internal choice. The students shall attempt 4 questions selecting one from each unit. The questions in section B will be the 15 marks each. For the internal evaluation, there shall be one test of 10 marks, one assignment and one presentation of 5 marks each.

Each 2 credits course will be assessed for 50 marks, out of which 40 marks will be for the external evaluation and 10 marks will be for internal evaluation. In each course, external component will have semester end examination of 40 marks divided into two sections i.e. A & B. Section A will be of 10 marks comprising of 4 Questions of 2.5 marks each and there will be no choice. Section B shall be of 30 marks comprising of 6 long answer type questions in total i.e. 2 from each unit with internal choice. The students shall attempt 3 questions selecting one from each unit. The questions in section B will be of 10 marks each. For the internal evaluation, there shall be one test of 5 marks, one assignment and one presentation of 2.5 marks each.

The industrial training report presentation and viva-voce as per the syllabi for different semesters shall be conducted jointly by the internal and external examiners. Internal examiner shall be appointed by the head of the institution by rotation. The corporate experts may be also be associated in the conduct of industrial training report presentation and viva-voce examinations as said above.

35. MINIMUM ELIGIBILITY FOR APPEARANCE IN EXAMINATION

A semester end external examination for BBA (HM) course, under CBCS, shall be open to the following categories of students:

(A) A regular student i.e. a student who has undergone a regular course of study in a college for the period specified for that course of study by having been on the rolls of the college immediately preceding the examination and has his/her name submitted to the Controller of Examinations by the Director where he/she has pursued the course for the examination and has fulfilled the following conditions to be certified by the college Principal concerned:

(i) he/she has been a student of good conduct.

(ii) he/she has attended not less than 75% of the lecture delivered including seminars, tutorials etc in each course opted by him/her in that semester.

(iii) he/she has passed in internal assessment.

(iv) in the case of laboratory course/practical's, he/she has attended not less than 75% of the practical classes conducted (practical's include field studies, workshop practice, cooking, housekeeping, F&B service, front office etc.

(v) he/she has paid the prescribed fee.

(B) Ex-students i.e. students who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a course(s) in a semester examination including minimum attendance requirement and having passed in Internal Assessment and having either failed to pass the semester examination in that subject/paper(s) or been unable to appear in the examination in that subject/paper(s) will be eligible to appear as a private candidate in the

examination by submitting his/her application on the prescribed form along with prescribed fees to reach the Controller of Examinations within the dates fixed for this purpose.

36. PROMOTION TO NEXT SEMESTER

- (i) A student will be eligible for promotion from Semester-I to II, Semester-III to IV if he/she has -
- (a) Secured pass marks in Internal Assessment of all the subjects/papers of the Semester-I/III as The case may be.
 - (b) Has appeared in at least one of the papers of Semester End examination of Semester/III As the case may be.
- (ii) A student will be eligible for promotion from Semester-II to III and Semester IV to V provided he/she has earned at least 50% of the total credits for the subjects/papers of theory/practical's of Semester-I/III as the case may be and passed in Internal Assessment of all subjects/papers of Semester-II/IV as the case may be
- (iii) A student will be eligible for promotion from Semester-V to VI provided he/she has passed in all Subjects/papers of Semester-I and Semester-III.
Provided that a student who does not fulfill the promotion criteria (i), (ii) & (iii) above shall be declared fail in the semester concerned. However, he/she shall have the option to retain the marks in the papers in which he/she has secured Pass marks.
- (iv) A student who has to reappear in a subject/paper prescribed for Semester-I to IV shall appear in the subsequent Semester end examination to be held as per the dates prescribed by the University.
- (v) A student who has to reappear in a subject(s)/paper(s) prescribed for Semester-V & VI shall appear in the supplementary examination.

37. CONDONATION OF LECTURES

The Director of the School may condone shortage of a student in attendance in a semester for special reasons, to be recorded in writing up to 6% of the lectures delivered or practicals conducted in each course separately. A student whose deficiency in lectures/practical's in a course is not condoned by the Director or is not condonable, shall not be eligible to appear in the semester examination of CBCS in that course but shall be permitted to appear in the subsequent semester examination if he/she remains on the rolls of the School as a regular student and attends the required number of lectures delivered from the date of classification or the date on which he/she has joined whichever is earlier up to the semester and provided that the number of lectures he/she attended is not less than the number by which he/she fall short of attendance in the subject(s).

Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to re-join the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she has fallen short. This provision shall however, be applicable only in respect of such of the candidates who have attended at least 50% classes in the said course/s. candidates having attended less than 50% of the lectures in a particular course/s shall be considered for re-admission after depositing a fresh the prescribed admission fee for the semester/course. However, such candidate/s shall appear in the examination along with the candidates of the semester, with which he/she has been re-admitted, in regular capacity.

A student who has been on the rolls of a college in the Semester-I, II, III, IV & V of BBA-HM course and earns eligibility to join the Semester-II or III or IV or V of the programme as the case may be, but fails to join the semester when he/she was due to join it or discontinues his/her studies for any reason whatsoever may be considered for admission to the semester concerned in a subsequent year if he/she submits application to this effect before the commencement of the semester concerned provided a seat and other facilities for the courses offered by the student are available in the school concerned in the semester he/she wishes to join and the student seeks admission within a period of one year from the date he/she discontinues his/her studies.

38. SCRUTINY OF ADMISSION APPLICATIONS TO EXAMINATIONS

All applications for admission to University examinations shall be scrutinized by comparison with the Register of Students and the Controller of Examinations may refuse any application of any candidate about whom complete particulars have not been reported, and require him/her to forward through the officer who has attested his/her application for admission, a complete statement of the particulars which have not been properly reported, together with an additional registration fee prescribed by the University.

39. DATE OF SUBMISSION OF EXAMINATION FORMS TO THE UNIVERSITY

The director of the school shall furnish the examination forms of the enrolled students to the Controller of Examinations alongwith requisite fee within 21 days from the date notified by the Controller of Examinations.

40. EXAMINATION FEES

The examination fees shall be as prescribed by the University from time to time.

41. DATES OF SEMESTER END EXAMINATIONS

The semester end examination for Semester-I, III & V, under CBCS, will generally be held in the 2nd week of November every year. The examination for Semester-II, IV & VI, under CBCS, will generally be held in the 2nd week of April every year. However, exact dates and the Centres of examination shall be fixed by the Controller of Examinations.

42. EXEMPTION TO RE-APPEAR IN PRACTICAL EXAMINATION ONCE QUALIFIED

A candidate who appears and passes in the practical examination (separately in the internal assessment and the University examination) of a subject but fails to qualify in that subject shall be exempted from appearing in the practical examination of that subject subsequently and the marks obtained by him/her in the last attempt in which he/she passed in the practical examination of a subject shall be carried over. Consequently, he/she shall be required to appear in the theory part of that subject at the subsequent examination.

43. RE-APPEAR CATEGORY FOR FAILURES

A candidate who fails in BBA (HM) Semester-I/II/III/IV/V/VI examination but has secured pass marks, (separately in the internal assessment and the University examination) in a subject or subjects, shall be exempted from appearing in such subject(s) and shall be allowed to appear in the remaining subject(s) in a subsequent examination(s) on payment of prescribed fee on each occasion and if he/she passes in the subject(s) he/she shall be declared to have passed the examination.

Provided that re-appear/failure candidates shall have to appear in the BBA-HM Course Semester-I/II/III/IV/V/VI examination (as the case may be) as per the syllabi in vogue and fulfillment of other statutory conditions.

Provided that the examination shall be completed within six years from the date of his/her admission in Semester-I.

44. SUPPLEMENTARY EXAMINATION

There shall be supplementary examination for the Semester-V & VI only

45. PASSING CRITERION

The minimum Grade /Grade Point required to pass each paper in a semester examination under CBCS shall be **Grade D / Grade Point 4** in each theory paper/ Practical/Project (wherever applicable) in External Examination and Internal Assessment separately

46. DETERMINATION OF GRADES (Grading System and Computation of SGPA, CGPA)

46.1 Grading System: Absolute grading would be used where the marks obtained are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges /campuses shall use the following UGC recommended 10-point grading system:

Table 1:Letter Grades and Grade Points

Marks (%)	Letter Grades	Grade Points(G)
90-100	O(Outstanding)	10
80 to < 90	A+(Excellent)	9
70 to < 80	A(Very Good)	8
60 to < 70	B+(Good)	7
50 to < 60	B(Above Average)	6
40 to < 50	C(Average)	5
36 to < 40	D(Pass)	4
0 to < 36	F(Fail)	0
	AB(Absent)	0

(i) A student obtaining Grade F shall be considered failed and will be required to reappear in the examination as per existing rules of the university under Semester System for Under Graduate Courses.

(ii) Grade (D) or percentage of marks (36%) is required to pass in a course, SGPA of 4 to qualify a semester and a minimum CGPA of 4 to qualify for a UG degree.

46.2. Computation of SGPA and CGPA

The following procedure shall be used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(i) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$, where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

(ii) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

(iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

47. ISSUANCE OF GRADE CARD

No formal certificate of having passed BBA-HM course Semester-I, II, III, IV, V & VI examinations shall be issued. The candidates will, however, be supplied a Grade Card indicating

the grades and grade points secured in each subject/paper immediately after the declaration of result of each Semester examination. The University under its seal shall issue to the students a grade card on completion of each Semester, which shall contain the following information

- Name of University.
- Name of Department.
- Title of Undergraduate Programme.
- Number of Semester.
- Name and Registration Number of student.
- Code number, Title and Credits of each course registered in the Semester.
- Credit, Grade Letter, Grade Point, Credit Point and SGPA/CGPA

The **OVERALL GRADE CARD** issued at the end of the final Semester shall contain the Details of all courses taken during the entire programme. Apart from CGPA of the programme, the cumulative grades obtained for Core, Elective and Skill/Ability Enhancement Courses and the grades obtained for additional courses shall be shown separately in the overall grade card.

48. NON-ENTITLEMENT FOR AWARDS UNDER RE-APPEAR/COMPLETION/ ILLNESS CATEGORY

No candidate who passes the examination in parts i.e. under the categories of re-appear, completion and illness shall be entitled to a scholarship or a prize or medal.

49. COMPLETION CATEGORY

- (a) A candidate who has passed Honours examination in a Modern Indian Language or an Oriental Classical Language in the Faculty of Arts of the University or an equivalent examination of any other University or a body recognized by the University and examination in the subject of English of Higher Secondary Part-II (10+2 Pattern) examination of the J&K State Board of School Education or an examination recognized as equivalent thereto, shall be permitted to appear in the Semester-I & II examination in full subjects in the Faculty of Arts or Social Sciences at any subsequent examination. Such a candidate may, if he/she so desires, be exempted from passing in the language in which he/she has passed the Honours examination.
- (b) A candidate who has passed Semester-I & II examination under sub-Statute (a) above shall be permitted to appear in the Semester-III & IV examination, after a gap of not less than one year from the date of his/her having appeared in Semester-I & II examination. Such a candidate shall have to opt the same subjects in the Semester-III & IV examination with which he/she passed the Semester-I & II examination and would be eligible for exemption from appearing and passing in the language in which he/she has passed the Honours examination.
- (c) A candidate who has passed Semester-III & IV examination under Sub-Statute (b) above shall be permitted to appear in the Semester-V & VI examination, after a gap of not less than one year from the date of his/her having appeared in the Semester-III & IV examination. Such a candidate shall have to offer the same subjects in the Semester-V & VI examination with which he/she passed the Semester-III & IV examination and would be eligible for exemption from appearing and passing in the language in which he/she has passed the Honours examination.

Provided that a candidate who seeks exemption from passing in the language in which he/she has passed the Honours examination shall be awarded the same percentage of marks as obtained by him/her in the Honours examination in the language concerned by way of decreasing/increasing the marks of each Semester examination in that subject.





50. RE-EVALUATION OF ANSWER SCRIPTS

(i) There shall be no re-evaluation of answer scripts of semester end external examination, practical, internal assessment, project report, dissertation, thesis & viva-voce etc.

(ii) Re-evaluation shall not be permissible for candidates connected with improvement of Grades.

51. ISSUANCE OF DEGREE

A candidate who is declared to have qualified all the six Semesters of BBA-HM Course examinations shall be awarded a Degree in the faculty concerned under Statutes.

52. ENTITLEMENT OF AWARDS OF SCHOLARSHIP/ PRIZE/MEDAL:

Gold Medals/Awards/Scholarships etc., shall be awarded by the University each year in accordance with the regulations made there under at the time of Convocation to the candidates securing first position in order of merit of CGPA. In case of tie(s) in CGPA the total percentage obtained by the candidate in all the semesters taken together shall decide the award as per merit.

53. TRANSITORY PROVISION:

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three years from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

54. AUTHORITY TO INTERPRET STATUTES

With a view to remove any difficulty arising out of the application and implementation of these Statutes, the Vice-Chancellor shall be competent to give final interpretation of these Statutes which shall be final and binding on all concerned

55. APPELLATE COMMITTEE

(a) In case a candidate has any specific grievance regarding deviation from the Statutes governing admission, he/she may appeal to the Appellate Committee through the Head of the concerned Institution, on the prescribed form along with the requisite fee to be paid by the date notified for the purpose. Such an appeal along with the observation of the Head of the concerned Institution shall be considered by the Appellate Committee whose decision in the matter shall be final and binding. It shall be obligatory for the appellant to appear in person before the committee if called upon to do so. The Appellate Committee shall consist of members as given below or as notified by the University from time to time:

- i) Vice-Chancellor (Chairman)
- ii) Dean Academic Affairs
- iii) Dean of the Faculty concerned
- iv) Director, SHTM
- v) Head of the concerned Institution
- vi) Convener of Board of Studies in the subject

(b) No admission shall be made after 5 days of the decision of the Appellate Committee or after 15 days from the commencement of class work whichever is later.

56. Legal Disputes

All legal disputes relating to (BBA) Bachelor in Business Administration (Hotel Management) shall be subject to the courts in the jurisdiction of Jammu only.

The image shows four handwritten signatures or initials in black ink. On the left, there are two large, stylized initials that appear to be 'KQ'. To the right of these, there are two smaller, more legible signatures. The top one appears to be 'S. S.' and the bottom one appears to be 'A. S.'.

ANNEXURE 1A
DETAILS OF COURSES FOR UNDERGRADUATE CBCS PROGRAMME
For Bachelors in Business Administration-Hotel Management (BBA-HM)

Semester I:**Total Credits-30**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C1- Fundamentals of Management	AECC1- Communication-I [2 Credits]		DSE 1- Introduction to Indian Cookery	GE-1 Quantitative Techniques
C2-Travel and Tourism Management	AECC 2 –EVS-I [2 Credits]		[4 Credits]	[4 Credits]
C3-Tourism Resources of India [6 Credits each]				

Semester II:**Total Credits-30**

CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C4- Hotel Accounting	AECC1-Communication-II [2 Credits]		DSE 2- Hospitality Marketing [4 Credits]	GE-2 Ethics and Corporate Social Responsibility
C5-Accommodation and Front Office Operations Foundation-I	AECC 2- EVS-II [2 Credits]-			[4 Credits]
C6-Food & Beverage Service Foundation-I [6 Credits each]				

[Note: The student will have to go to the Internship Training (DSE 3) for 4-6 weeks after the end of 2nd Semester, on the basis of which he/she has to give Report Presentation and Viva-Voce in 3rd semester]

Semester III:**Total Credits-34**

CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C7-Food Production Foundation-I		SEC 1-Application of Computers in Hospitality and Tourism	DSE 3- Internship Training (Report Presentation and Viva-Voce) [2 Credits]	GE-3 Entrepreneurship Development
C8-Financial Management		SEC 2-Foreign Language-I		[4 Credits]
C9- Human Resource Management		[2 Credits each]		
C10- Food & Beverage Service Foundation-II [6 Credits each]				

Semester IV:

				Total Credits-30
CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C 11-Housekeeping Operations C12-Hotel Engineering and Facility Planning C13-Event Management C14-Nutrition and Food Science [6 Credits each]		SEC3- Personality Skills for Hospitality [2 Credits]		GE-4 India's Diversity and Business [4 Credits]

[Note: The student will have to go to the Internship Training (DSE 6) for 4-6 weeks after the end of 4th Semester, on the basis of which he/she has to give Report Presentation and Viva-Voce in 5th semester]

Semester V:

				Total Credits-30
CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C15- Accommodation and Front Office Operations Foundation-II C16-Safety, Security and Travel Documentation C17-Food Service Management [6 Credits each]		SEC 4-Foreign Language-II [2 Credits]	DSE 4- Hospitality Laws [4 Credits] DSE 5-Regional Cuisines of India-1 [4 Credits] DSE 6- Internship Training (Report Presentation and Viva-Voce) [2 Credits]	

Semester VI:

				Total Credits-12
CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
			DSE 7-Practices in Accommodation Management (Industry Exposure) DSE 8- Practices in Front Office Management (Industry Exposure) DSE 9-Practices in Food Service Management (Industry Exposure) (Report Presentation and Viva-Voce for all) [4 Credits each]	

[Note: The student will have to go to the Internship Training (DSE 7, DSE 8 and DSE 9) for 14-16 weeks in 6th Semester and on the basis of his/her Report Presentation & Viva-Voce, he/she will be evaluated]

Total Credits (Semesters I-VI) = 30+30+34+30+30+6 = 160

Scheme for Examination

The evaluation of each course shall contain two part :Internal or In semester Assessment (IA) and External or End –Semester Assessment (EA). The internal grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of end semester examination. The responsibility of evaluating the internal assessment is vested on the teacher(s) who teaches the course. There will be University Examinations at the end of each semester for both theory and Practical. Semester End Examination for all theory papers shall be got set/ prepared by Controller of Examinations as per existing norms and evaluation of all theory papers courses shall be done by eligible faculty members under the supervision and coordination of the Controller of Examination. The Director of the School of Hospitality and Tourism Management shall prepare the panel of Evaluators and shall be submitted to the Controller of Examination. The answers scripts shall be submitted by the Superintendent of the concerned examination to the Controller of Examination who after proper codification and other formalities will get it evaluated by the examiner from the approved panel.

20% of the marks allotted to each theory paper and 50% of the marks allotted to each practical paper including field work / project work / dissertation, wherever prescribed, shall be reserved for internal assessment. The evaluation of candidate shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose under CBCS as per the following:

Each full credits course (6 Credits and / or 4 Credits) will be assessed for 100 marks, out of which 80 marks will be for the external evaluation and 20 marks will be for internal evaluation. In each course, external component will have semester end examination of 80 marks divided into two sections i.e. A & B. Section A will be of 20 marks comprising of 4 Questions of 5 marks each and there will be no choice. Section B shall be of 60 marks comprising of 8 long answer type questions in total i.e. 2 from each unit with internal choice. The students shall attempt 4 questions selecting one from each unit. The questions in section B will be the 15 marks each. For the internal evaluation, there shall be one test of 10 marks, one assignment and one presentation of 5 marks each.

Each 2 credits course will be assessed for 50 marks, out of which 40 marks will be for the external evaluation and 10 marks will be for internal evaluation. In each course, external component will have semester end examination of 40 marks divided into two sections i.e. A & B. Section A will be of 10 marks comprising of 4 Questions of 2.5 marks each and there will be no choice. Section B shall be of 30 marks comprising of 6 long answer type questions in total i.e. 2 from each unit with internal choice. The students shall attempt 3 questions selecting one from each unit. The questions in section B will be of 10 marks





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each. For the internal evaluation, there shall be one test of 5 marks, one assignment and one presentation of 2.5 marks each.

The industrial training report presentation and viva-voce as per the syllabi for different semesters shall be conducted jointly by the internal and external examiners. Internal examiner shall be appointed by the head of the institution by rotation. The corporate experts may be also be associated in the conduct of industrial training report presentation and viva-voce examinations as said above.

  29/06/2016.
