



# 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](http://jammuuniversity.in).**

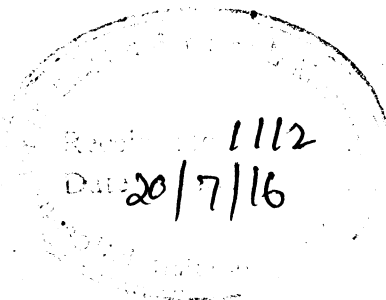
  
15.7.2016  
DEAN ACADEMIC AFFAIRS

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.



