



RAJJU SHROFF ROFEL UNIVERSITY, VAPI

**GIDC RAJJU SHROFF ROFEL INSTITUTE OF MANAGEMENT
STUDIES (BBA PROG.)
&
ROFEL SHRI G. M. BILAKHIYA COLLEGE OF APPLIED SCIENCES
(BCA Prog)**

ACADEMIC YEAR- 2023-24

Academic Rules and Regulations

Plot No 14/5, Chharwada Road,
GIDC Vapi – 396195
www.rsru.edu.in

Abbreviations:

- 1) **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 2) **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 3) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (Core as well as Elective).
- 4) **Course:** Usually referred to as 'papers/ subject' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise of lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/seminars/term papers/assignments/presentations/self-study etc. or a combination of some of these.
- 5) **Credit Point:** It is the product of grade point and number of credits for a course.
- 6) **Credit:** A unit by which the course work is measured. It determines the number of hours of learning activities required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 7) **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 8) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, D, P and F.
- 9) **Programme:** An educational programme leading to the award of a Degree, Diploma or a Certificate.
- 10) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 11) **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 12) **Continuous and Comprehensive Evaluation (CCE)-** component which is under sole discretion of the course coordinator.
- 13) **Semester End Evaluation (SEE):** It means an examination conducted by the University at the end of year/semester/trimester as prescribed in Scheme of Evaluation of a programme.
- 14) **Examination Centre:** It means any institution, or part thereof, or any other place, fixed by the University for the purpose of holding its examinations.
- 15) **Board of Examination:** It means the Committee constituted by the Academic Council to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.
- 16) **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

17) **Re-checking:** Marks obtained in each question & total of marks will be verified.

18) **Reassessment:** All the attempted questions will be re-evaluated.

Course Evaluation

- The Medium of Examinations shall be 'English or as prescribed in the scheme of examination of concerned Course.
- In each course, every credit carries 25 marks, of which 50% marks is assigned for CCE and rest 50% marks for SEE. The 50% marks assigned to the CCE is distributed between the continuous classroom evaluation and mid-term evaluation.
- All Courses offered at the University shall be evaluated under two heads:
 - a. **Continuous and Comprehensive Evaluation (CCE)** component which is under sole discretion of the principal/director. It is expected that the continuous evaluation should consist of Unit Test/Weekly Test/Fortnightly Test/Class Test/Presentations/Project Work/Assignment/Group Discussion/Quiz/Seminar/Debate etc.
 - b. The marks of CE component should be submitted by Principal to University Exam Section in the format prescribed by the University.
 - c. The Continuous and Comprehensive Evaluation (CCE) for Major, Minor and Multidisciplinary Courses shall be as under:

Component	Marks
Internal Exam (Theory/ Practical)	20
Attendance	10
Assignment/ Project/ Presentations/Quiz/ Group Discussion/ Seminar/ Any other relevant component (Any TWO component of 10 marks each)	20
TOTAL	50

- d. **Evaluation of Practical Courses:** At Certificate, Diploma, Under-graduate and Post-graduate Levels, in Practical courses, the evaluation shall be as follows:

Practical Courses	Evaluation Method
Certificate	100% Continuous Evaluation
Diploma	100% Continuous Evaluation
Under Graduate Level	1 st and 2 nd year (100% Continuous Evaluation) 3 rd Year (50% Continuous Evaluation + 50% End Term Evaluation)
P.G. Diploma Courses	50% Continuous Evaluation + 50% End Term Evaluation
Post Graduate Level	50% Continuous Evaluation + 50% End Term Evaluation

*The CCE test along with the criteria of assessment must be planned in the beginning of semester and conveyed to the students.

- e. **Attendance Criteria**

- Every student shall be required to achieve 100% attendance in all the lectures, tutorials and practical and participate in seminars arranged in the Institutes during the programme. However, to account for late joining or other contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% can be granted. Thus, the attendance requirement for appearing at the examinations shall be a minimum of 75% of the classes actually held in each course units.

- Attendance at NCC/NSS camp, seminars/workshops organized by other Institutions/Universities as approved by the University or any such other training organized by the University during the session shall be taken as full attendance at lectures/practical/ tutorials on each such day of camp/ training and the days of journey to such camp/ training (excluding the period of holidays/vacations).
 - Participation as a member of the University/ Constituent Unit team in any inter-University competition games & sports and/or other extra-curricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
 - If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about her unauthorized absence under intimation to her guardian/parents. If he still remains absent without authorized consent for another 15 days after the date of issue of the notice, the name of such student(s) shall be struck off from the rolls. Such a student may, however, apply for re-admission which may be considered by the Principal as per prescribed procedure, and only after his/ her permission, the student shall be re-admitted on payment of prescribed re-admission fee, under intimation to the University.
 - A student with less than 75% of attendance in the lectures, seminars and practical, separately in each course-unit in a semester/trimester/year, shall be detained from appearing at the examinations of relevant course unit(s). The Provost may, however, consider written requests made on very genuine grounds for the condonation of deficiency in attendance up to 5% on the recommendations of the Principal before the commencement of the examinations by approval of Provost. Under no circumstances, the student shall be allowed to sit for the examination of relevant Course Unit(s) if his/ her attendance in concerned course unit is below 70%.
 - A student is declared pass in a Course if he/she secures the requisite pass marks (37%) in the CEE as well as in the Semester End Evaluation. If the student does not match with the passing criteria in the Continuous Assessment, she shall not be eligible to appear in the Semester End Evaluation of the respective course.
- f. **Semester End Evaluation (SEE)** carries 50% of the marks assigned to a course. SEE shall be of 2 hours for 4 credit course and 1 hours in case of 2 credit courses. The controller of the examination will conduct these examinations.
- g. The ATKTK exam/ supplement Exam will be conducted twice a year just after the result declared of the semester evaluation. Students shall have a second chance to clear their backlog and avoid the burden to carry forward the ATKTK/Supplement with the next semester exam.

Eligibility Criteria to appear in SEE

In order to be eligible to appear in SEE, the student must

- have at least 75% of attendance in all the courses put together
- have at least 70% of attendance in each course
- have secured **37 %** marks of in CCE in respective course. **(18 marks out of 50)**
- not have any disciplinary proceedings pending against him/her
- have no pending fees

1. Grace Marks

- A student who has appeared in any regular Semester End Evaluation shall be entitled to maximum 04 (four) grace marks in maximum 03 courses and up to cumulative 10 grace marks enabling the student to obtain minimum Pass marks.
- The result of an examination after tabulation shall be placed before the Board of Examination for moderation of results (if any). The Board may suggest necessary moderation required in the result for approval of the ProVost, whose decision shall be final.

2. Result Declaration: The Exam Section will declare the result within a month of the completion of the examination.

3. Re-Checking & Re-Assessment: In order to conduct the error-free examination at RSRU, the Exam section shall provide the provision of 'Rechecking' & 'Reassessment'. The procedure of the same shall be as under following terms:

- Re-checking: Marks obtained in each question & total of marks will be verified.
- Reassessment: All the attempted questions will be re-evaluated.
- The student shall apply for Re-checking/ Re-assessment by filling up the prescribed form along with prescribed fee per subject.
- Any student irrespective of the result can apply for Re-checking/ Re-assessment.
- The Re-checking/ Re-assessment provision is applicable for the Theory courses of Semester End Evaluations only.

Declaration of the Re-checking and Re-assessment result:

- In case, the deviation between the original marks and marks after reassessment is less than or equal to 5% of the maximum marks, then the result shall be declared as "No Change".
- In case, the deviation between the original and reassessment is more than or equal to 10% OR 05 marks (whichever is less), then the result shall be declared accordingly.
- In case of change in the result after Re-checking/ Re-assessment, the revised result only shall be considered final and binding to the student.
- There will NOT be any refund of the Re-checking/ Re-assessment fees irrespective of the changes in the result.
- The final result of Re-checking/ Re-assessment shall be declared by the University Exam Section.

Application

- The student shall apply for Re-checking/ Re-assessment by filling up the prescribed form at University Admin office.
- The student shall pay the fees as decided by University for Re-assessment per course for the said process.
- Any student irrespective of the result can apply for Re-checking/ Re-assessment.
- The Re-checking/ Re-assessment provision is applicable for the Theory courses of Semester End Evaluations only.

4. Grading System

- The University shall follow the absolute system of grading.
- After declaration of results of every semester, the student shall be awarded a Letter Grade and marks in each Course prescribed for the semester depending upon her performance in the Continuous Evaluation and Semester End Evaluations taken together.
- The level of students' academic performance as the aggregate of continuous evaluation and Semester End Evaluation shall be reflected by letter grades on a ten points scale according to the connotation as per table given below:

Undergraduate/ Diploma/ Certificate Programs

Letter Grade	Grade Point	Marks (In %)
O (Outstanding)	10	97.0-100
A+ (Excellent)	9	87.0-96.9
A (Very Good)	8	77.0-86.9
B+ (Good)	7	67.0-76.9
B (Above Average)	6	57.0-66.9
C (Average)	5	47.0-56.9
P (Pass)	4	37.0-46.9
F (Fail)	0	Below 37.0
Ab (Absent)	0	Absent

- a. 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.
- b. $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ 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.
- c. 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. It is a measure of overall cumulative performance of a student over all semesters.
- d. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- e. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts/ grade sheets.
- f. The formula for converting the CGPA into Percentage shall be:
- g. Percentage (%) = (Obtained CGPA / 10) X 100
Example: if the CGPA is 6.88 the percentage will be: $(6.88/10) \times 100 = 68.8\%$

- h. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade-card & transcript.
- i. In order to earn the credit in a course a student has to obtain grade other than F.
- j. A student, who remains "Absent" in University Exam will be awarded F grade.

5. Supplementary Exam

- A student, who obtains F grade, has to appear for **Supplementary Exam** of university examination scheduled immediately after declaration of result. In case the candidate secures grade other than F, he/she will be awarded the grade as per the total marks obtain in **Supplementary Exam**.
- A student, who obtains F grade, after **Supplementary Exam** of university examination, has to repeat the university examination of the same course(s) scheduled in the subsequent semester(s) till he/she obtains grade other than F.
- No student is allowed to upgrade the grade, if he/she scored grade other than F.

6. ATKT Exam

- A student who fails in the End Term Evaluation shall reappear in the respective Course(s) in subsequent semester(s). To appear in the Backlog Exam, the student shall submit the Backlog Examination Form along with prescribed fee to the Admin Office of the University.
- A student who has been declared Not Eligible for Semester End Evaluation shall appear for the CCE in subsequent semesters. The student shall not be allowed to appear in the Backlog Examination until he/she clears the CCE of the respective course.
- The Backlog (ATKT) Examinations for the odd/even semester courses shall be held along with the regular Semester End Evaluation for the odd/even semester respectively.

7. Promotion Rules

- a. **For Admission to 2nd Semester:** All the candidates (even those who have failed in all the courses of 1st semester provided they meet SEE eligibility criteria) are eligible for admission to 2nd semester.
- b. **For Admission to 3rd Semester:** A student shall have to pass a minimum of 50% of the total courses in the 1st and 2nd semester (put together) to be eligible for admission in the third semester.
- c. **For Admission to 4th Semester:** All the candidates (even those who have failed in all the courses of 3rd semester provided they meet SEE eligibility criteria) who appeared in 3rd semester are eligible for admission in 4th semester.
- d. **For Admission to 5th Semester:** A student shall have to pass all the courses of 1st as well as 2nd semester and a minimum of 50% of the total courses in the 3rd and the 4th semester (put together) to be eligible for admission in the 5th semester. Even if the candidate passes all the courses of 3rd and 4th semesters but still not cleared even a single course of either 1st or 2nd semester, she shall not be promoted to 5th semester.
- e. **For Admission to 6th Semester:** All the candidates (even those who have failed in all the courses of 5th semester provided they meet SEE eligibility criteria) who appeared in 5th semester are eligible for admission in 6th semester.
- f. **For Admission in 4th year (Honours):** A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with

160 credits. The candidate willing to pursue 4th year, shall have to pass all the courses of 1st, 2nd, 3rd & 4th semester and a minimum of 50% of the total courses in the 5th and the 6th semester (put together) to be eligible for admission in the 7th semester. Even if the candidate passes all the courses of 3rd, 4th, 5th & 6th semesters but still not cleared even a single course of either 1st or 2nd semester, she shall not be promoted to 7th semester.

- g. **For admission in 4th year (Honours with Research):** Students who secure 75% marks and above in the first six semesters; secured P grade and above in all courses of all semesters and wish to undertake research at the undergraduate level can choose an Honours with Research stream in the 4th year.
- h. The result of the last semester shall not be declared (kept withheld) until and unless the candidate clears all the courses/papers of a programme.
- i. While computing the 3/5 (three-fifth) 50% of the total courses for the purpose of deciding backlog, the courses/papers like NCC, NSS, Sports, Saptadhara, Language Lab, and SCOPE shall not be taken into consideration.
- j. The detained students will have to register for all the failed courses of previous two semesters with the prescribed university backlog examination fees.

8. Various Options Under Multiple Entry and Exit

Following is the entry and exit options for the students who enter pursue the undergraduate programmes:

1st Year:

Entry 1: The entry requirement for level 4.5 is based on the documentary evidence obtained after the successful completion of grade 12 and should meet the entrance requirements, availability of seats, admission and fees regulations of the institutions.

Exit 1: A UG certificate shall be awarded if a student exit at the end of year one (two semesters) after successfully securing 44 credits. The student also needs to secure 4 additional credits in summer internship/Apprenticeship in the major discipline or multidiscipline offered course.

2nd Year:

Entry 2: The entry requirement for level 5.0 is a UG certificate obtained from any institution and meet the entrance requirements, availability of seats and admission and fees regulations of the institutions.

Exit 2: A UG diploma shall be awarded if a student exit after two years (four semesters) after successfully securing 88 credits from level 4.5 to 5.0, with 44 credits at level 5.0. The student also needs to secure 4 additional credits in summer internship/Apprenticeship in major discipline or multidiscipline offered course.

3rd Year:

The entry requirement for level 5.5 is a UG Diploma obtained from any institution and meet the entrance requirements, availability of seats and admission and fees regulations of the institutions.

A UG Degree of concerned course shall be awarded if a student discontinues after three years (six semesters) of education, successfully securing 132 credits from level 4.5 to 5.5, with 44 credits at level 5.5.

4th Year:

A student seeking admission to a 4-year bachelor's degree (Honours/Honours with Research) (Level 6.0) in a specified field of learning, must have completed all requirements of the relevant three-year bachelor's degree (Level 5.5) and meet the entrance requirements, availability of seats and admission and fees regulations of the institutions.

A Bachelor's Degree (Honours/Honours with Research) of concerned course shall be awarded if a student completed four years (eight semesters) of learning, after successfully securing 176 credits from level 4.5 to 6.0, with 44 credits at level 6.0.

9. Re-entry in same or different institutions

Students who are opting for exit at any level, shall re-enter the institution to complete the UG Degree, where they had left off. They can re-enter in the same or other HEIs within three years of exit and complete the degree programme within the stipulated maximum period of seven years from the date of admission to UG programme.

10. Lateral entry in different institutions

A student who wants to change the institution in continuation of academic year, he/she can change the institution based on minimum 70% matching of course curriculum and meet the entrance requirements, availability of seats and admission & fees regulations of that HEIs. All other conditions will be application to complete the programme.