

**SCHOOL OF MANAGEMENT**  
**B.B.A. / B.B.A. Honours**  
 Part – B

**RB.1. Eligibility for Admission**

Candidates who have passed

- Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.

OR

- Final examination of the two year course of the Joint Services Wing of the National Defense Academy

OR

- General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level

OR

- Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2 system by the Association of Indian Universities (AIU)

OR

- H.S.C. Vocational Examination

OR

- Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects

And

Candidates should have secured at least 50% marks in aggregate in their qualifying examination or CGPA of 5 in a scale of 10 for opting B.B.A. course.

**RB.2. Structure of the Programme**

**RB.2.1.** The programme of instruction will consist of:

- (viii) A general core Program comprising communication;
- (ix) An elective Program enabling the students to take up a group of courses of interest to him/her in the relevant branch.
- (x) Projects approved by the Department.
- (xi) Elective programs which are Industry oriented augmentation programs.
- (xii) Presentation in the form of seminars and group discussion.
- (xiii) Internship.
- (xiv) Non CGPA Credits.

  
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RB.2.2. The complete programme will consist of 4 categories: Humanities, Business Foundation, Functional Foundation and Specialisations distributed over six semesters, with two semesters per year. Normally a student can offer a course only when the pre-requisites of the course have been cleared.

The Professional Major Theory (PMT) courses will commence from first semester onwards. The Minor Stream courses will be offered from the 5 semester onwards.

A Minor stream course means a bunch of not less than 3 courses which may be offered by one or more number of Departments of which one department will be the Coordinating Department and the other(s) will be participating department(s).

RB.2.3. No semester normally shall have more than six eight lecture based courses and four laboratory courses as prescribed in the curriculum carrying a maximum of 29 credits, subject to the following:

Students are permitted to register for an additional course from the fifth semester onwards for B.Com. (Honors) subject to the maximum limit of 32credits per semester.


RB.2.4. The minimum number of credits to be earned for the award of the Degree is 125 out of which 04-06 credits may be offered for coursework done under non-CGPA subjects. The non-CGPA credits shall however not be counted towards CGPA calculation.

### RB.3. Change of Programme

RB.3.1. Change over from 3year degree programme to 5year dual degree programme is permitted within the same Department at the end of the sixth semester.

### RB.4. Duration of the course:

Minimum duration of the course is three years (six semesters).

  
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**INSTITUTE OF NURSING SCIENCE STUDIES AND RESEARCH**  
**Regulation for Undergraduate Programmes**  
**Bachelor of Science (Nursing)**


Part - A

**RA 1. Admission**

- RA 1.1. The number of seats for which admission is to be made in the ITM University, will be decided by its BOM/BOG/Academic Council. (Seats are reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disability and children of defence/ paramilitary personnel killed or permanently disabled in action during war or peacetime operations, as per the M.P. State Government orders from time to time).
- RA 1.2. Admission to a programme in a year will be based on the results of the qualifying examination as approved by the University.
- RA 1.3. ITM University Admission Board will decide on the procedure for conducting the common Entrance Examination and preparing a merit list for the various category of students. Subject to minimum performance criteria in the examination decided by the admission board from year to year, the Admission Board will offer admission, in order of merit, taking into account the choice of branch indicated by the candidate and the available seats in each branch in the ITM University.
- RA 1.4. The selected candidate will be admitted to a programme after he/she fulfills all the admission requirements as indicated in the letter of admission, after payment of the prescribed fees.
- RA 1.5. In matters of admission, the decision of the BOM/ Admission Board is final.
- RA 1.6. If, at any time after admission, it is found that a candidate has not fulfilled all the prescribed requirements stipulated in the offer of admission, is found to have produced fake certificates/ mark sheets, the admission board/Dean may revoke the admission of the candidate and report the matter to the BOM/Academic Council.

**RA 2. Structure of a Programme.**

- RA 2.1. B.Sc Nursing programme will have a curriculum and course contents (syllabi) approved by the concerned Board of Study and approved by the Academic Council.
- RA 2.2. Course of the study: Students shall undergo courses of instruction in the following subjects including internship.
1. Anatomy
  2. Physiology
  3. Nutrition
  4. Biochemistry
  5. Nursing Foundation
  6. Psychology
  7. Microbiology

  
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8. Introduction to Computer
9. English
10. Sociology
11. Pharmacology
12. Pathology and Genetics
13. Medical Surgical Nursing I
14. Community Health Nursing
15. Communication and Educational Technology
16. Medical Surgical Nursing II
17. Child Health Nursing
18. Mental Health Nursing
19. Midwifery and Obstetrical Nursing
20. Community Health Nursing II
21. Nursing Research and Statistics
22. Management of Nursing Services and Education

RA 2.3. The medium of instruction, examination and project reports will be English.

### RA 3. Faculty Adviser/ Mentor

RA 3.1. To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned Department will assign a certain number of students to a Faculty member who will be called their Faculty Adviser/Mentor.

### RA 4. Enrolment and Registration

RA 4.1. From the second semester onwards, all students have to register during a specified week at the beginning of a semester. A student will be permitted to enroll only if he/she has cleared all dues to the Institute, Hostel, Library NCC Unit etc up to the end of the previous semester, provided he / she is not debarred from enrolment, on disciplinary grounds.

Late registration will be permitted with a fine as decided from time to time up to two weeks from the last date specified for registration.

RA 4.2. The registration form contains the course number, course name and enrollment no for the course to be registered in that semester.

### RA 5. Promotion to Higher Semester and Minimum Requirement to Continue the Programme

RA 5.1. A candidate who has been admitted in a course will be promoted to the higher class up-to seventh in accordance with the following rules :

RA 5.1.1. A candidate who has taken admission in course and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

  
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**RA 6. Supplementary Examination**

- RA 6.1. The end semester examinations (odd semester exam for odd semester subjects, similarly the even semester examination for even semester subjects) will be the supplementary examination for the students who failed to earn the minimum percentage requirement of the courses offered in a semester. Such students will be required to pay the examination fee as decided by the University from time to time.
- RA 6.2. Under special circumstances, the Academic Council may permit conduct of special examination.
- RA 6.3. If a student fails in either theory or practical paper, he/she has to reappear for both the papers (theory & practicals). The number of attempts for both the examination has been waived off. However to appeal for eight semester examination the student shall have to cleared all the previous examinations.

**RA 7. Maximum Duration of the Programme**

- RA 7.1. A Student is expected to complete the programme in minimum duration prescribed for a course. However a student may complete the programme at a slower pace, but in any case not more than semesters as provided below, excluding semesters withdrawn on medical grounds, etc as per R8:

Minimum Duration	No of Weeks per Semester	Maximum of Duration
4 years (8 semester including internship)	26 week / semester	7 years (14 semester including internship)


**RA 8. Temporary Withdrawal from the Programme**

A Student may be permitted by the Dean to withdraw from the programme for a semester or longer for reasons of illhealth or other valid reasons. Normally, a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters. In any case the student has to pay full fee of the programme.

**RA 9. Discipline**

- RA 9.1. Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the University.
- RA 9.2. Any act of indiscipline of a student reported to the Dean, Academic Courses, will be referred to a Discipline and Welfare Committee constituted by the BOM/Academic Council.

The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The punishment so recommended shall be imposed by the Dean after due approval and will be reported to the Academic Council in the ensuing meeting.

  
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RA 9.3. **Appeal:** The student may appeal to the Chairman, Academic Council/BOM whose decision will be final. The Dean will report the action taken at the next meeting of the Academic Council/BOM.

RA 9.4. Ragging of any dimension is a criminal and nonbailable offence in our country. The current State and Central legislations provide for stringent punishment, including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the school and will not be admitted into any other school of University. Avenues also exist for collective punishment, if individuals can not be identified in this inhuman act. Every senior student of the school, along with the parent, shall give an undertaking every year in this regard and this should be submitted at the time of enrolment.

## RA 10. Attendance

RA 10.1. Every teaching staff member handling a class will take attendance till the last instructional day in the Semester. The percentage of attendance, calculated up to this point, the attendance requirement as mentioned below

Theory	Practical
80%	80%

RA 10.2. A student who has an attendance lower than 80% in theory and practical in each subject separately, whatever may be the reason for the shortfall in attendance, may be detained in the endsemester examination of the subject in which the shortfall exists. However the student has to complete 100% of attendance in practical in each subject before award of degree.


RA 10.3. The teacher handling a subject must finalise the attendance 3 calendar days before the last instructional day of the semester.

RA 10.4. The particulars of all students who have attendance less than 80% in that course must be announced in the class by the teacher himself/ herself. Copies of the same should be sent to the Director, Dean and Heads of Departments concerned. Students who get less than 80% in theory and practical in each subject separately should ordinarily not be permitted to sit for the endsemester exam without the permission of the Dean.

RA 10.5. A student pursuing in the course shall study in the college for entire period as a full time student. No student is permitted to work in hospital/nursing laboratory/ college while studying this course. No candidate should join any other course of study or appear for any other examination conducted by this university or any other university in India or Abroad during the period of registration. Each academic year (two semesters) shall be taken as unit for calculating the attendance.

RA 10.6. **Condonation of Attendance:** Every student is expected to put in 100% attendance. The minimum attendance requirement is 80%. For cases of casual absenteeism, no condonation of attendance is permissible. The percentage of attendance in a subject shall be computed as:

RA 10.6.1. For calculation of attendance in normal cases:  
For cases of minor illnesses and casual absenteeism actual % of attendance is computed as:

  
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Actual no. of classes attended x 100

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Total no. of classes held till date of compilation of attendance

which should be  $\geq 80\%$ . If a student has less than 80% of attendance in theory and practical in each subject separately, he/she has to be assigned to compensate the absenteeism. Otherwise student will not be permitted to write end-sem examination.

**RA 10.7.** Condonation of shortage of attendance upto a maximum of 10% in the prescribed eligible attendance for a admission to year end examination rests with the discretionary power of the Vice Chancellor.

**RA 10.7.1.** A candidate lacking in attendance should submit an application in the prescribed form and remit the stipulated fee, 15 days prior to the commencement of the theory examination, The Head of the Department should satisfy himself on the reasonableness of the candidate's request while forwarding the application of the candidate to the Controller of Examinations, who would obtain the Vice-Chancellor's approval for admission to the examination. No application would be accepted if it is not forwarded through proper channel.

**RA 10.7.2.** Condoning lack of attendance should be taken up for consideration under the following circumstances:-

- Any illness affecting the candidate – Candidate should submit a medical certificate from registered medical practitioners.
- Any unforeseen tragedy in the family-The parents/guardian should give in writing about what had happened.
- Participation in SNA/NSS and other Co-Curriculum activities representing the institution or University.

**RA 10.7.3.** For calculation of attendance in case of prolonged illness and/or hospitalization with medical certificate/ Any unforeseen tragedy in the family/ Participation in SNA/NSS and other Co-Curriculum activities:

Notional % of attendance =

Actual no. of classes attended x 100

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(Total no. of classes held in the semester) (No. of classes held during the days of prolonged illness and or hospitalization)

## **RA 11. Assessment Procedure – Tests and Examinations**

The Academic council/BOM/BOS will decide from time to time the scheme of examination in each subject. All examinations shall be held under direct control of the Controller of Examination. The scheme of examination shall be as given in R 12 to R 14.

## **RA 12. Scheme of Examination**

**RA 12.1.** The performance of students shall be assessed by a process of continuous evaluation (internal assessment) by way of quizzes/assignments/seminars/ etc. and two midterm examinations in theory and progressive evaluation and internal viva in practical. All the students of the

  
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University shall be compulsorily required to appear in these assessments in order to be eligible for appearing in the end semester examination.

RA12.1.1 A failed student in any failed subjects shall be provided an opportunities to improve his/her internal assessment marks by conducting a minimum of two examinations in theory and practical separately.

RA12.1.2 If a failed candidate does not appear for "improvement" marks examination or "re-examination" in the failed subjects the internal marks awarded in the previous examination shall be carried over for his/her subsequent appearance.

RA12.1.3. All the students of the University shall be compulsorily required to appear in these assessments in order to be eligible for appearing in the end semester examination. The average internal marks of the total students should not exceed more than 75%.

RA12.1.4. Internal assessment marks should be submitted to the university 15 days prior to the commencement of the theory examination.

RA12.1.5. A final meeting of the Moderation Committee for the Department will be convened before sending continuous assessment marks (internal assessment) to examination section through dean. Head of the department will be the convenor of Moderation committee. Three senior most teachers will be members of Moderation committee. The Moderation committee will look into fairness, discrepancies, errors and omission in assessment process and is empowered to take corrective actions. The corrective actions will have to be approved at the level of dean. Examination section will not accept any marks till they are cleared by Moderation committee. At the department level a copy with the absolute marks and the attendance will be forwarded to the examination controller by the dean.

RA 12.2. Moreover, there shall be one endsemester examination in each theory and Practicals subject separately.

### RA 13. Project Evaluation

RA 13.1. On the completion of a project, the student will submit a project report which will be evaluated by duly appointed examiner(s). The evaluation will be based on the report and a vivavoce examination on the project.


RA 13.2. The project reports of students who have not completed their course work will be evaluated in that semester itself and the result sent, in confidential, to the Dean, Academic Courses who will send the result to the Controller of Examination.. The result of the project work evaluation will be declared by the Controller of Examination.

### RA 14. Weightages

RA 14.1. Evaluation Pattern:

Each theory & practical will be divided into two portions:

- (i). Continuous Assessment (internal assessment):
  - (a) Class participation (Internal)
  - (b) Mid-semester assessment (Internal)
- (ii). External Assessment – end – semester examination

  
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**Weightage****Theory**

Internal Assessment (25%)		External Assessment (75%)	Total (100%)
Class Participation	Mid-Term	End Term	
15	10	75	100

**Practical\***

Internal Assessment (50%)		External Assessment (50%)	Total (100%)
Progressive evaluation	Internal Viva	End Term	
25	25	50	100

\* Except internal assessment of practical of Nursing Foundation in Semester II and Medical Surgical Nursing II in Semester IV, progressive evaluation is 50 and interval viva is 50. End term for these papers will carry 100 marks.

- R.14.2 The markings for all tests, assignments, Clinical & laboratory work and examinations will be on an absolute basis. The final percentages of marks are calculated in each subject as per the weightages given above.
- R.14.3 Minimum pass marks shall be 50% in theory and practical for all subjects separately except English.  
Minimum pass marks shall be 40% in English.
- R.14.4 A student must obtain the minimum marks in the semester examination in each subject else he/she shall be declared fail and will have to reappear for examinations in that subject.
- R.14.5 If a student fails in either theory or practical paper he/she has to re-appear for both the papers (theory and practical)
- R.14.6 Maximum of 5 grace marks in each subject is not permitted and grace marks should not exceed 5 marks for one academic year (two semesters) in theory paper only.

**RA 15. Declaration of Results**

RA 15.1. The examination result of a programme, will be announced by the examination Section.

S.No.	Percentage	Rank
1	75% & above	Distinction
2	60% to 74%	First Class
3	50% to 59%	Second Class
4	Less than 50%*	Fail

\* Except B.Sc Nursing I semester stating the English subject will be evaluated for 40% as per INC norms.

  
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- a. Students who secure not less than 75% in each subject obtain distinction if he/she passes the examination in the first attempt.
- b. Students who pass the examination at the first appearance obtaining not less than 60% but below 75% of the aggregate marks shall be declared to have passed the examination in the First class.
- c. Students who pass the examination obtaining not less than 50% but below 60% of aggregate marks shall be declared to have passed the examination in the Second class.
- d. Students who has obtained less than 50% marks shall be declared to be failed in examination except in I semester.

#### **RA 16. Reexamination of Answer Books**


- RA 16.1. In case any student feels aggrieved, he/she can contact the Dean / Controller of examination within one week following the announcement of the results of the examination. The Controller of Examination will dispose of the request as per the rules approved time-to-time by Academic Council.

#### **RA 17. Eligibility for Award of the a Degree**

- RA 17.1. A student shall be declared to be eligible for award of the a Degree if he/she has registered and successfully completed all the courses and projects;
- RA 17.2. Successfully acquired the minimum required marks as specified in the curriculum of his/ her study within the stipulated time;
- RA 17.3. Obtained no dues from the Institute, Hostels, Libraries, NCC / NSS / NSO etc. and
- RA 17.4. Has no disciplinary action pending against him / her.

#### **RA 18. Power to Modify**

- RA 18.1. Notwithstanding all that has been stated above, the Academic council/BoM has the right to modify any or all of the above provisions of this regulation from time to time.

  
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## SCHOOL OF COMMERCE & FINANCIAL STUDIES

### B.Com./B.Com. (Honours)

Part – B

#### RB.1. Eligibility for Admission

Candidates who have passed

- Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.

OR

- Final examination of the two year course of the Joint Services Wing of the National Defense Academy

OR

- General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level

OR

- Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2 system by the Association of Indian Universities (AIU)

OR

- H.S.C. Vocational Examination

OR

- Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects

And

Candidates should have secured at least 55% marks in aggregate in their qualifying examination or CGPA of 5.5 in a scale of 10 for opting B.Com (Honours) course.

#### RB.2. Structure of the Programmes.

RB.2.1. The programme of instruction will consist of:

- (i) A general core Program comprising communication;
- (ii) An elective Program enabling the students to take up a group of courses of interest to him/her in the relevant branch.
- (iii) Projects approved by the Department.
- (iv) Elective programs which are Industry oriented augmentation programs.
- (v) Presentation in the form of seminars and group discussion.
- (vi) Internship.
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RB.2.2. The complete programme will consist of 4 categories: Humanities, Business Foundation, Functional Foundation and Specialisations distributed over six semesters, with two semesters per year. Normally a student can offer a course only when the pre-requisites of the course have been cleared.

The Professional Major Theory (PMT) courses will commence from first semester onwards. The Minor Stream courses will be offered from the 5 semester onwards.

A Minor stream course means a bunch of not less than 3 courses which may be offered by one or more number of Departments of which one department will be the Coordinating Department and the other(s) will be participating department(s).

RB.2.3. No semester normally shall have more than six eight lecture based courses and four laboratory courses as prescribed in the curriculum carrying a maximum of 29 credits, subject to the following:

Students are permitted to register for an additional course from the fifth semester onwards for B.Com. (Honours) subject to the maximum limit of 32credits per semester.

RB.2.4. The minimum number of credits to be earned for the award of the Degree is 125 out of which 04-06 credits may be offered for coursework done under non-CGPA subjects. The non-CGPA credits shall however not be counted towards CGPA calculation. In case of Honors courses minimum credits will be 131 credits.

**RB.3. Additional Credits for Honours Programme:**

In addition to the regulations specified above, the B.B.A./B.Com. (Honours) students must register for 06 additional credits by end of program. Department to see should ensure that 06 additional credits can be availed by students. Such credits may be offered as contact courses/internship.

**RB.4. Change of Programme**

RB.4.1. Change over from 3year degree programme to 5year dual degree programme is permitted within the same Department at the end of the sixth semester.

**RB.5. Duration of the course:**

Minimum duration of the course is three years (six semesters).

  
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