

ORDINANCE RELATING TO THE AWARD OF B.B.A. IN TOURISM AND ALLIED STREAMS TO THE STUDENTS OF THE INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT (IITTM), GWALIOR, MADHYA PRADESH.

1. Short Title:-

1.1 This Ordinance shall be called the Bachelor of Business Administration (B.B.A.) Indian Institute of Tourism and Travel Management (IITTM), Gwalior, Ordinance.

1.2 It shall come into force on a date specified by the authorities of the University from the academic session 2023-24.

2. Definitions:

2.1 “Academic Council”

(a) The Academic Council shall be the Academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(b) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation, Statutes and the Ordinance, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, shall exercise such other power and perform such other duties as may be conferred or imposed upon it by the Statutes.

2.2 “Indian Institute of Tourism and Travel Management (IITTM), Gwalior which has been named as a recognized Institute of the University Act of 1966 for the purpose of instruction and research leading to the award of Bachelor Degrees of the University.

2.3 “**Academic Chapter**” The academic chapters (IITTM), functioning under the academic umbrella of the Institute.

2.4 “**Academic Committee**” means the “Academic Committee of the Institute”.

2.5 “**Competent Authority**” means “Hon’ble Vice Chancellor of JNU.

2.6 “**Course**” means a Semester Course

2.7 “**Credit**” (C) is the weightage assigned to a course in terms of Contact hours.

2.8 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.

2.9 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.

2.10 “Semester Grade Point Average” (SGPA) means a semester index of a student at the end of a semester in respect of courses for which he/she had registered during the semester, calculated as per the following formula :

$$SGPA = \frac{\sum_i^n g_i \times C_i}{\sum_i^n C_i}$$

OR

Where:

g_i = the grade point secured by the student in the *i*th course;

C_i = the credit of the *i*th course;

C_i = the total number of courses for which the student had registered during the semester

2.11 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$CGPA = \frac{\sum_i^m g_i \times C_i}{\sum_i^m C_i}$$

OR

$$CGPA = \frac{g_1 \times g_2 \times g_3 \dots \dots n}{\text{The total number of courses for which the student had registered till then including those in all the previous semesters}}$$

m = The total number of courses for which the student had registered till then including those in all previous semester

2.10 “Final Grade Point Average” (FGPA) is the final index of a student at the time of award of a degree.

$$FGPA = \frac{\sum_i^n g_i \times C_i}{\sum_i^n C_i}$$

OR

$$FGPA = \frac{g_1 \times g_2 \times g_3 \dots \dots n}{\text{The total number of courses for which the student had registered till then including those in all the previous semesters}}$$

N = the total number of courses for which the student had registered during the entire program

2.12 **“Final Grade”** is the letter equivalent assigned to a student on the basis of his/her Final Grade Point at the time of the award of the degree.

3. Eligibility for Admission:

The eligibility for the programme shall be decided by the Institute. A minimum qualification for admission is senior school certificate Examination (10+2) or equivalent from recognized board of senior secondary education or an examination recognized by university or its equivalent.

4. Admission Procedure:

Procedure for admission leading to award of the B.B.A. Degree shall be decided by the Academic Committee of the Institute.

5. Duration of the programme:

5.1 The curricular work leading to award of 3-year UG Bachelor’s Degree (IITTM), Gwalior spread over a minimum of six semesters. (Three Monsoon semesters and three winter semesters.) & 4-year UG Bachelor’s Degree (IITTM) Gwalior, spread over eight semesters on the recommendation of Academic Committee of the Institute in line with the NEP 2020.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization.

Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

5.2 The Monsoon and the Winter Semester shall commence the date to be fixed by the Academic Committee of the Institute.

Provided that each semester will ordinarily have 90 working days excluding the examination days.

5.3 A student who has successfully completed the prescribed number of courses for the programme take for a minimum of six semesters will become eligible subject to Regulations made in this regard for the award of Bachelors degree of the University, provided he/she fulfills the credit requirements as referred to in clause 7.3 and grade requirements as referred to in clause 9.2.

6. Credit requirements:

6.1. The student pursuing curricular programme leading to award of B.B.A. Degree shall ordinarily pursue courses carrying the credits as allotted to each course by the Academic Committee of the Institute.

6.2. The scheme of instruction specifying the contact hours inclusive of lectures, tutorials and laboratory work etc. shall be laid down by the Academic Committee of the Institute. The syllabus of the course/programme shall have the approval of the Academic Council of the University on the recommendations of the Academic Committee, of the Institute concerned.

6.3 The actual credits requirement for Bachelor's Degree shall be decided by the Academic Committee of the Institute. Provided that it shall not be less than 140 credits.

6.4 a) Normal load of a student in each semester shall be decided by the academic committee of the institute.

b) A student with permission of the institute concerned may be allowed to carry additional load over & above the normal load prescribed, the additional load shall not exceed 50% of the credits/ courses a student is normally expected to cover in a semester.

6.5) provided further that the institute might in exceptional circumstances; permit the student a load 50% less than normal load in a semester.

7. Evaluation:

7.1 The system of evaluation for each course shall be laid down by the Academic Committee of the Institute.

7.2 In semester end examination, internal evaluation shall carry 40% weightage and the term end examination shall carry 60% weightage.

7.3 The pattern and schedule of internal evaluation for each course of a semester shall be prescribed by the Academic Committee of the Institute and shall be made known to the students at the commencement of each semester.

7.4. The students shall be graded in each course on a (10) ten point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5

B-	4
C+	3
C	2
C-	1
F	0

Note:

1. There shall be no rounding off in SGPA/CGPA/FGPA obtained by a student at the end of each semester.
2. The SGPA/CGPA/FGPA obtained by a student is out of a maximum Possible 9 points.

The Final Grade Point Average obtained by the student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class
3.0 and above but less than 3.5	Pass

7.5 A student clears a course only if he/she has cleared both the components, namely, internal evaluation and term end semester examination by securing a grade higher than “F” in both of them, or only if he or she secures an overall grade higher than “F”. A student who fails in a course either by not clearing the internal evaluation and consequently being not eligible to appear in the term-end semester examination, or by failing in the end semester examination, or by absents from appearing in the end semester examination or by failing to secure an overall grade higher than ‘F, shall be required to repeat that course.

7.6 The Final Grade Point Average of a student will be worked out on the basis of the formula indicated below:

$$FGPA = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

C_i = Credit of the i th course

g_i = Grade Point secured by the student in the i th course

n = Total number of courses prescribed for the student

FGPA = Final Grade Point Average of the student concerned

7.7 Examinations shall be conducted under the direction and supervision of the Director (studies) of the Institute.

7.8 A student can take part in the curricular program for the Bachelor's Degree of the University upto a maximum of 08 semesters.

7.9 Constitution of Examiners or Board of Examiners for a course shall be appointed for each course by the Institute.

8. Grade Point Requirements/Minimum Standard:

8.1 A student joining the 1st semester of the six-semester programme will be required to maintain a CGPA of 3.00 in the core courses at the end of second Semester and thereafter.

A student, joining the 3rd semester of six-semester programme will also be required to maintain a CGPA of 3.00 in core courses at the end of the 4th semester and thereafter.

8.2 At the end of the sixth semester, a student will be required to have a CGPA of 4.00 and also have cleared all the courses prescribed by the Institute from 1st to 6th semester to enable him/her to get Bachelors degree.

8.3 (a) The end term semester examination shall be conducted by the academic chapters under the overall guidance/directions of the Director (Studies) of the Institute within the dates specified by the Institute.

(b) The end semester results shall be placed before the Academic Committee for approval after they have been scrutinized by the JNU scrutiny team.

(c) The Institute shall forward the results of each semester, after scrutiny, for approval of the Competent Authority of the University before placing the same before the Academic Committee of the Institute.

Note : The end Semester examination results and the final results at the end of the sixth/eighth semester shall be forwarded by the Director (Studies) of the

Institute within the dates specified by the University for record and further action.

9. Courses of Study and Framing of the Syllabi:

- 9.1 The Courses of Study shall be approved by the Academic Committee of the Institute.
- 9.2 The Syllabi for the courses shall be approved by the Academic Committee of the Institute and Academic Council of the University.

10. Removal of the Name of a Student from the Program:

- 10.1 The names of students falling under following categories shall automatically stand removed from the rolls of the University:
 - (a) Those students who fail to fulfill the CGPA requirements as specified under clause 8.1.
 - (b) Those students who have already exhausted the maximum period of eight semesters for the B.B.A (Tourism & Allied Streams) programme and have not fulfilled the requirements for the award of Bachelors degree as defined in clause 8.2.
- 10.2 The Academic Committee of the Institute, on the recommendations of the Director of the Institute, may remove the name of a student from a programme of study if:
 - (a) A student of B.B.A. first year fails to clear at least 50% of the prescribed core courses at the end of the 1st semester.
 - (b) A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus 50% of this normal load.

11. Constitution of the Academic Committee:-

There shall be an Academic Committee consisting of the following:-

- 11.1 Director of the Institute will be the Chairman of the Committee.
- 11.2 Two faculty members of the University and, two faculty members nominated by the Institute.
- 11.3 Two external experts in the fields of Tourism and Travel, with one member nominated by the Academic Council of the University on the

recommendations of the Vice-Chancellor, and one member nominated by Director of the Institute.

11.4 Program Chairperson of the Institute.

11.5 The Rector-I, JNU or his nominee will be special invitee.

11.6 As and when required, the Director of the Institute shall co-opt an expert in the meeting of the Academic Committee.

Note: Except Director IITM Gwalior, the faculty and experts nominated by the Academic Council of JNU and the Institute shall have a term of two years.

12. **Quorum:** - Quorum of the meeting of the Committee shall be 1/3 of its total members.

13. **Powers and functions of the Academic Committee:-**

The power and functions of the Academic Committee shall be:-

- i) To recommend the course of study including detailed syllabi to the Academic Council for its approval;
- ii) To review general norms and rules for the evaluation of internal evaluation;
- iii) To maintain standards of teaching and to submit to the Academic Council any proposal in this regard;
- iv) To consider any proposal regarding the welfare of the students of the Institute,
- v) To delegate to the Head of the Institution or to any other members of the Academic Committee or to a Committee, such matters as may be referred to it by the Executive Council or the Academic Council or the Vice-Chancellor of JNU.

12. **Meeting of the Academic Committee:-**

- a. Meeting of the Academic Committee shall be either ordinary or special as the case may be.
- b. Ordinary meeting shall be normally held at least once in each semester.
- c. Special meeting may be called by the Head of the Institution on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least one-third of the members of the Committee.

13. **Faculties of Study:** There must be Course Coordinators at each of the Academic Chapters of the Institute, may coordinate & facilitates to the Academic Committee through the member secretary of the Committee.

14. **Appointment of Faculty:-**

- a. Teachers of the Institute shall be appointed by the selection process laid down as per the guidelines of the Institute.

- b. Institute shall communicate to the University the appointment of all faculty members at it's Academic Chapters with detailed resume for records within every six month.
15. **Scrutiny:** The Semester wise result shall be scrutinized by JNU. For scrutiny, (IITTM), Gwalior Madhya Pradesh has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team.
16. **Inspections:** The Executive Council of the University on the recommendation of the Academic Council shall have the right to cause an inspection after every three year to be made by such person or persons as may be decided by the Executive Council in respect of its building, laborites and equipment and also of the examination, teaching and evaluation with a view to ensuring of Academic standards.
17. **Jurisdiction:** The decision of the Authorities of the University and action taken by the Vice-Chancellor on behalf of Authorities, JNU would be final and binding on all concerned. Any dispute arising would be settled in the jurisdiction of Delhi Courts.
18. **Powers of Relaxation:**

Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Academic Committee of the Institute as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded, relaxation of any of the provisions except those prescribing CGP A/FGPA requirement.

