

Institute of Commerce Nirma University



B.Com(Hons.)

Batch:2020-23

Students' Information Booklet

Volume - II

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DEAN'S MESSAGE

Nirma University added one more feather in its cap by starting Bachelor of Commerce (Honours) programme from Academic Year 2016-17. Like any other programme of the Nirma University, B.Com.(Hons.) programme is also premised on the twin criteria of rigor and relevance. The curriculum is primarily focused on addressing the needs of accounting profession and BFSI sector.

The field of commerce education is becoming more fragmented and specialised to address the ever-increasing demands of complex business entities and transactions. The demand of good business professionals, such as chartered accountants, management accountants, auditors, finance professionals, actuaries, company secretaries, chartered financial analysts, etc. is ever increasing to stay buoyant in the competition and fuel the further growth of organisations.

As part of our commitment to overall development of the students by providing quality education, we continuously update our curriculum taking industry and global markets into account. Apart from the traditional lecture method, we use case studies and simulations, extended internships and right blend of extracurricular activities, presentation and communication skills training to equip our students with skills sets demanded by the market. The strong pedagogy and variety of extracurricular activities including Cultural, NSS and Sports activities, makes the B.Com (Hons.) programme a unique learning opportunity for young students while being on campus for three years.

We have entered into several partnerships/engagements with organisations such as GIFT SEZ CITY, CIMA Global, AIMA, Tally, ACCA, NISM, *etc.* to provide our students with additional certifications. In a very short span of time, the Institute has outperformed its peers by claiming various prizes and medals in team as well individual categories of various case studies competitions, games, sports and cultural activities organized by various Universities and other organisations. Our placement record of first two batches has been very impressive as we were able to place with handsome package all those students who opted for placement.

As usual we remain open to inputs from students as well as other stakeholders to further improve our service delivery. I wish our current and future students a fulfilling and academically rewarding life on the campus of Nirma University.

Udai Paliwal, Ph.D
Dean, Institute of Commerce

SECTION – I: INSTITUTE PROFILE

Founded on the vision of Padmashree Dr. Karsanbhai K. Patel, the Institute of Commerce, Nirma University symbolizes the principles of brilliance, excellence and professionalism. It aims to impart excellent education in the field of Accounting as well as Banking, Financial Services and Insurance (BFSI) Sector.

The Institute of Commerce believes in serious academic pursuit by means of prudent mix of relevance and rigour in its curriculum design and delivery aimed at imparting the relevant skills, knowledge and ideas through intellectually stimulating debates and discussions, innovative teaching pedagogies and exposure to relevant industry practice. The Institute of Commerce is a centre of learning where knowledge fuels the desire for distinction and aims to serve the changing needs of the industry.

Accreditation

The Institute of Commerce, Nirma University is a constituent institution of Nirma University. Nirma University and its constituent institutions are accredited with 'A' grade by National Assessment and Accreditation Council (NAAC), an autonomous accreditation institution of the University Grants Commission, Government of India. This accreditation status indicates that Nirma University and all its constituent institutions meet the standards of quality as set by NAAC in terms of their performance related to educational processes and outcomes covering the curriculum, teaching-learning, evaluation, faculty, research, infrastructure, learning resources, organization, governance, financial well-being and student services.

Approvals

Institute of Commerce is a constituent Institution of the Nirma University, a statutory university established under the Gujarat Government Act, 2003. The University is recognized by the University Grants Commission (UGC) under Section 2(f) of the UGC Act. Academic programmes offered by the Institute are recognized by UGC.

Infrastructure

The classrooms are equipped with multimedia and audio-visual equipment to facilitate teaching-learning process. Classrooms are designed to promote maximum interaction between the faculty and students.

B. COM (HONS.) PROGRAMME

The B. Com (Hons.) programme is designed to prepare the students for their careers in accounting profession and the BFSI sector. It aims to develop requisite knowledge, skills, and attitudes in them to meet the challenges in the accounting, auditing and taxation professions as well as in the BFSI sector. The programme will focus equally on theoretical and practical aspects of the above-mentioned domains, and promote an attitude of life-long learning in students. The programme comprises of six semesters (two semesters in each year). On successful completion of the six semesters, a degree of Bachelors of Commerce (Honours) [B.Com (Hons.)] is awarded to the student.

Salient Features of the programme

Curriculum

Institute of Commerce intends to prepare the students for their career in Accounting profession or the BFSI sector. The programme focuses equally on theoretical and practical aspects of the above-mentioned domains, promote an attitude of life-long learning among students and prepares them to become a good professional.

The Institute has focused and relevant course content with rigour in teaching and assessment. It is continuously updated to integrate changes that are taking place in the business environment. In designing the curriculum, the suggestions are also invited from the various industry and academic experts. The curriculum consists of compulsory (Core) and elective courses. The core courses provide the students with the foundation of business. Elective courses, on the other hand, are offered with an option to specialise in the given area. Presently, the institute offers specialisation in the area of Accounting and Banking, Financial Services and Insurance (BFSI) with an aim to develop the requisite knowledge, skills and attributes in students to meet the challenging needs of the world of work. The curriculum also includes summer internships and project work.

Pedagogy

The main pedagogical methods adopted are lectures, case studies, group discussions etc. These methods are further augmented by role-plays, movie screenings and actual mix varies with the nature of course. To ensure effective learning, the institute leverages upon latest technologies to make the teaching-learning process more experimental and participatory.

The pedagogy is designed in such a way that academic rigour is maintained and students are continuously evaluated. Strong support from the faculties and robust emphasis on ethics and values are notable features of the pedagogy.

Additionally, interaction with industry experts, industrial visits, practical exposures through various training, employability skills workshop and learning through the various co-curricular and extension activities give a feel of the real world which encourages active learning for a better foundation.

The Institute believes in Outcome-based Education. The pedagogy ensures that analytical skills are developed through concepts and practice, which help the students to refine their decision-making skills. The institute is always focused to provide a strong pathway for gainful employment and for pursuing higher study in India and abroad.

Linkages and Functional MoUs

Institute of Commerce has entered into MoUs for academic collaboration with various stakeholders like GIFT SEZ, Chartered Institute of Management Accounts (CIMA) and Trusst 24 (Authorised training partner of Tally Education Limited, for providing Tally software training). The institute is in the process of finalising MoUs with foreign Universities to provide students with international exposure. In addition to the above mentioned institute specific partnerships, Institute of Commerce also benefit from the MoU's that Nirma University has with renowned universities across the world.

Infrastructure and Support System

The Institute has a rich library and computer laboratory. Further, the Institute has academic support and resource persons from various institutions of higher learning.

Beyond the Curriculum

The Institute also believes in developing the leadership and teamwork skills among the students. Various clubs have been formed and managed by the students. The students plan, organise and conduct all types of activities – academic, social, cultural and sports which inculcate the managerial and social skills among them.

Programme Structure/Design:

Duration – 3 years (six semesters)	Credits – Total 154 credits
Medium of Instruction – English	Courses – 2.00 to 6.00 credit (one credit equals one contact hour per week.)

Fee Structure

Tuition Fee (General Category)	INR 97,200 per annum
Foreign Nationals/PIO Tuition Fee	USD 2500 or equivalent in INR per annum
NRI/NRI Sponsored Tuition Fee	USD 5000 or equivalent in INR per annum
Gulf & South East Asia (CIWGC-SEA) Tuition Fee	USD 2000 or equivalent in INR per annum
Foreign Nationals/PIO Tuition Fee	USD 2500 or equivalent in INR per annum
Foreign Nationals/PIO from SAARC Countries	INR 97,200 per annum
Examination Fee	INR 7000 per annum
Enrollment Fee	INR 1000
Eligibility Certificate (if applicable)	INR 1000
Refundable Security	INR 7000
Activity Fee & Books and Reading Materials Fee	INR 11,500 per annum

MANAGEMENT, FACULTY AND STAFF

Sr. No.	Name	Office/Activity	E-mail	Ext. No.
1.	Dr. Anup K Singh	Director General, NU	dg@nirmauni.ac.in	709
2.	Shri K K Patel	Vice President	vp@nirmauni.ac.in	708
3.	Mr. G R Nair	Executive Registrar	exe_registrar@nirmauni.ac.in	705
4.	Shri Ashishbhai Desai	Hon. HOD, Student Welfare	ashishdesai@nirma.co.in	
5.	Dr. M. Mallikarjun	Director, IM	director.im@nirmauni.ac.in	601
6.	Dr. Udai Paliwal	Dean, ICNU	udai@nirmauni.ac.in	9627
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8.	Dr. Sumita Shroff Goyal	Faculty: Accounting, Finance & Investment Management	sumita@nirmauni.ac.in	624
9.	Dr. Nitin Kishore Saxena	Faculty: Accounting, Finance & Reporting	nitin.saxena@nirmauni.ac.in	680
10.	Mr. Ashutosh Pandey	Faculty: Econometrics, Fiscal Policy, Quantitative Economics	ashutosh.pandey@nirmauni.ac.in	680
11.	CS Karishma Butani	Faculty: Economics, Accounting, Commerce	karishma.butani@nirmauni.ac.in	620
12.	Dr. Nisha Chadda	Faculty: Accounting and Finance	nisha.chadda@nirmauni.ac.in	622
13.	CA Ishu Mittal	Faculty: Accounting, Finance and Taxation	ishu.mittal@nirmauni.ac.in	680
14.	CMA Anjani Neeraj	Faculty: Accounting, Finance and Commerce	anjani.neeraj@nirmauni.ac.in	624
15.	Ms. Shweta Trivedi	Staff: Senior Assistant	shweta.trivedi@nirmauni.ac.in	608
16.	Mr. Parth Jani	Staff: Junior Assistant	parth.jani@nirmauni.ac.in	608

CONTACT DETAILS

The contact place for students for different purposes, like Leave, Fee Payment, Attendance, Submissions, *etc.* is Admin Office at M Block (Phone: 079-71652608)

FACILITIES

Computing Facilities

Computing facilities for the students include a well-equipped lab. A state-of-the-art gigabit network connects every corner of the Institute. High-speed servers run on a variety of platforms to suit all kinds of requirements and support the entire network. A 256 mbps dedicated optic fiber leased line and WiFi hotspots enable round the clock Internet connectivity on the campus. The Institute has also acquired the latest software, namely SPSS v23 and Oracle v8, among others. Internet mail servers are also available to students and faculty round the clock.

Library Resource Centre (LRC)

The library provides access to a wide range of management and business information sources that include leading National and International Business Periodicals, in addition to an impressive collection of Business Databases, Digitized Corporate Annual Reports and CDs / DVDs. The library has more than 33,500 volume of books.

The library subscribes to 13 databases and around 15,000 e-journals through databases such as EBSCOs, Business Source Complete, Academic Search Elite, JSTOR, Elsevier's Science Direct: Business Management & Accounting Package, Emerald Management 175 and OUP e-bundle. The library subscribes to ISI Emerging Markets Database which provides trade related information from all over the world. The financial and economic databases subscribed to by the library are Centre for Monitoring Indian Economy's – PROWESS, Industry Outlook, Ace Equity and Ace Mutual Fund from Accord Fintech, EPWRF India Series, Frost and Sullivan and SCOPUS. The library also subscribes to Indiastat.com which is a socioeconomic database and Springer e-books collection. All databases are accessible on campus IP's and remote access is given on request as well.

The library is fully automated through KOHA: an open source software, accessible on the campus LAN. The user-friendly package facilitates issue and return of books with web catalogue. The library has adopted the latest ICT tools like CD, DVD, Multimedia Kits, Barcode scanners and Text & Graphic scanners for effective use of library services.

Bank Facility

A branch of the Kalupur Commercial Co-operative Bank Ltd., a scheduled bank, with ATM facility is located on the campus.

Canteen Facility

The campus also has a canteen and a food court in addition to the mess.

Medical Facility

There is a non-resident doctor available on campus all days from 11: 30 a.m. to 6.30 p.m. except on Sunday. The doctor is available on phone call on Sunday.

Sports

The University has a volleyball court, a lawn tennis court, a basketball court, a football and cricket ground, a table-tennis room, and a well-equipped modern gymnasium.

ACADEMIC CALENDAR		
Date	Day	Particulars
July 16, 2020	Thursday	Registration – III & V Classes
July 17, 2020	Friday	Commencement of Semester – III & V Classes
Augusts 1, 2020	Saturday	Holiday (Bakri-Eid (Eid-U l-Adha)
Augusts 3, 2020	Monday	Holiday (Rakshabandhan)
Augusts 12, 2020	Wednesday	Holiday (Janmashtami)
August 15, 2020	Saturday	Independence Day
August 17 - 20, 2020	Monday & Tuesday	Registration and Induction: Semester-I
August 21, 2020	Friday	Commencement of Semester-I Classes
October 02, 2020	Friday	Holiday (Gandhi Jayanti)
October 5, 2020	Monday	Parents Teachers Meeting – I
November 12-18, 2020	Thursday- Wednesday	Diwali Vacation
November 30, 2020	Tuesday	Holiday (Guru Nanak Jayanti)
December 3 -12, 2020	Thursday- Thursday	End Sem Exam: Semesters – III & V (IR & RPR)
December 14 – Dec.19, 2020 **	Monday – Saturday	NSS Camp (ICNU) (Second Year)
December 14– Dec.18, 2020 **	Monday – Friday	Employability Workshop (Third Year)
December 25, 2020	Friday	Holiday (Christmas)
December 28 – Jan.2, 2020	Monday- Saturday	End Sem Exam: Semesters – I (IR)
January 5, 2021	Tuesday	Commencement of Semester – II, IV & VI Classes

January 26, 2021	Tuesday	Republic Day
February 20 - 21, 2021	Saturday – Sunday	Kurushetra (ICNU – Sports)
February 25 - 26, 2021	Thursday – Friday	Cultural Fest (ICNU)
March 15, 2021	Monday	Parents Teachers Meeting – II
May 10 – May 19, 2021	Monday– Wednesday	End Sem Exam: Semesters – II, IV & VI (IR & RPR)
**Regular classes will be scheduled during these days		

SCHOLARSHIPS

To encourage and help meritorious students on the basis of merit-cum-means, the university has decided to provide the scholarship to the students of Bachelor of Commerce (Hons.) programme under Institute of Commerce, Nirma University, to be made effective for the students to be admitted from academic year 2020-21 onwards as under:

Category-I: Merit-based Scholarship

Top 1 student based on percentage marks obtained in qualifying examination for admission	100% of Tuition Fee
Next 2 students based on percentage marks obtained in qualifying examination for admission	75% of Tuition Fee
Next 2 students based on percentage marks obtained in qualifying examination for admission	50% of Tuition Fee

The above scholarships will be renewed every year subject to the following conditions:

- 1 During the entire previous year, the conduct of the student is good;
- 2 The student should maintain merit and get PPI of 7.0 and above and should have passed all courses of study in the first attempt in the previous year, except the conditions narrated below:

I - For Core courses

at the time of renewing the scholarship for Semester-III, if a student is having 'IF' in only one course of 1st year, then he/she should be provided 50% scholarship for Semester-III. Further, if the student clears all the courses including backlog at the end of Semester-III, then the scholarship of Semester IV will be given along with the arrears of Semester-III.

II-For Supplementary Courses

at the time of renewing the scholarship in the beginning of next semester, if a student is having 'IF' in only one supplementary course, then he/she shall be provided the scholarship. However, the same will be considered only for 3 times during the entire duration of programme.

3. The student is not caught in unfair means in any of the examinations conducted either by the Institution or by the University;

4. The student maintains full attendance except the absence with genuine reasons for which the permission of the Dean of the faculty/ HoI is obtained particularly in case of illness.

Category-II: Merit-Cum-Means based Scholarship

Top 1 student whose parents' total annual income is Rs. 3.5 lacs or less.	100% of Tuition Fee
Next 2 students whose parents' total annual income is Rs. 5.0 lacs or less.	75% of Tuition Fee
Next 2 students whose parents' total annual income is Rs. 6.0 lacs or less.	50% of Tuition Fee

The above all scholarships will be subject to the following conditions:

1. All the conditions narrated under category - I above will be made applicable
2. The students should be within top 75 in the merit list of the students admitted

The number of scholarships mentioned above is maximum and may vary from year to year depending upon the number of NRI seats filled-in every year.

The students admitted under NRI, Persons of Indian Origin, Foreign Nationals or Children of Indian Workers in Gulf - South-East Asian Countries categories will not be eligible for such scholarships.

The President will have power to make any exception in the above rules framed. However, in case of doubt; if any, in interpretation of any clause, the decision of the President will be final.

SECTION – II: TEACHING SCHEME

The programme comprise of six semesters (two semesters in each year). On successful completion of the six semesters, a degree of Bachelors in Commerce (Honours) [B.Com. (Hons.)] is awarded to the student. The medium of instruction of the programme is English. The duration of each semester is approximately twenty-one weeks (inclusive of examinations). A teaching week normally have 25 contact hours of classroom teaching (lectures and tutorials) and about 5 hours of skill development workshops, supplementary courses and library.

Courses shall be of 2 to 6 credits. Each credit hour in a course will have one contact hour per week.

Semester wise Teaching and Assessment Scheme

Semester	Course Code	Course Title	Teaching Scheme (Hrs./Week)		Credit
			L	T/P	C
I	CC1	Financial Accounting – I	4	2	6
	CC2	Elements of Commerce	4	1	5
	GE1	Business Mathematics	3	1	4
	GE2	Principle of Micro Economics	3	1	4
	AECC1	General English	3	1	4
	SEC1	Computer Application	1	1	2
	Total		18	7	25
II	CC3	Financial Accounting – II	4	1	5
	CC4	Cost Accounting	4	2	6
	SEC2	Business Statistics	3	1	4
	GE3	Principle of Macro Economics	3	0	3
	AECC2	Business Communication	3	1	4

	GE101	International Business	3	0	3
	Total		20	5	25
III	CC5	Corporate Accounting – I	4	2	6
	CC6	Cost & Management Accounting	4	2	6
	CC7	Company Law	4	1	5
	AECC3	Environmental Studies	3	1	4
	GE5	Indian Economy	3	1	4
	SEC3	Social Internship	-	-	-
	Total		18	7	25

Semester	Course Code	Course Title	Teaching Scheme (Hrs./Week)		Credit
			L	T/P	C
IV	CC8	Direct Tax Law	4	2	6
	CC9	Corporate Accounting – II	4	2	6
	CC10	Financial Management	4	2	6
	GE6	General and Commercial Laws	3	1	4
		University Elective	3	0	3
	Total		18	7	25
V	Core Courses				
	CC51	Indirect Taxation	4	1	5
	CC52	Business Ethics and Corporate Governance	4	1	5
	SEC4	Corporate Internship	-	4	4
	Elective Courses: Accounting Group				
	DSE-A-1	Advanced Accounting and Reporting	4	1	5
	DSE-A-2	Auditing	4	1	5

	DSE-A-3	Project Feasibility and Financing	4	1	5
	Elective Courses: BFSI Group				
	DSE-B-1	Indian Financial System	4	1	5
	DSE-B-2	Banking	4	1	5
	DSE-B-3	Insurance	4	1	5
	Total		20	9	29
VI	Core Courses (Subject to approval)				
	CC13	Entrepreneurship	4	1	5
	CC14	Financial Statement Analysis	4	1	5
	Elective Courses: Accounting Group				
	DSE-A-4	Corporate Tax Planning	4	1	5
	DSE-A-5	Strategic Management Accounting	4	1	5
	DSE-A-6	Accounting and Finance for Service Enterprises	4	1	5
	Elective Courses: BFSI Group				
	DSE-B-4	Fundamental of Investments	4	1	5
	DSE-B-5	Merchant Banking and Financial Services	4	1	5
	DSE-B-6	Study of IFSC	4	1	5
	Total		20	5	25
	Total Credits for the Programme				154

***L-Lecture, T/P-Tutorial/Project, C-Credit, SE - Semester End Examination.**

List of Supplementary Courses

Course Code	Name of the subject
SP01	Yoga & Total Health
SP02	Foreign Language- Elementary Course
SP03	Working with Spreadsheets
SP04	Personality Development

SP05	Presentation Skills (Including GD and PI)
SP06	Introduction to SPSS
SP07	Time Management
SP08	Career Planning and Goal Setting
SP09	Business Etiquettes
SP10	Value System
SP11	Foreign Language- Advance Course
SP12	Stress Management
SP13	Micro Finance
SP14	Personal Finance

Note: More courses may be added during the semester as may be needed. The Dean will distribute the courses across various semesters.

SECTION – III: ACADEMIC RULES AND REGULATIONS

ACADEMIC REGULATIONS FOR BACHELOR OF COMMERCE (HONOURS) – [B.COM. (HONS.)] PROGRAMME

Programme	--	Bachelor of Commerce Honours [B.Com (Hons.)]
Course	--	A constituent subject of the Programme
Semester	--	Duration for studying a course
Term	--	A portion of an academic year, normally coinciding with a semester. The words “Term” and “Semester” are generally used synonymously.
Registration	--	Procedure for getting enrolment in a course
Letter grade	--	A letter associated with a particular performance level of the student. A qualitative meaning and a numerical index are attached to each grade. A+ to C are Passing grades, IF – Interim fail and FF - Final Fail
Credit	--	A numerical figure associated with a course. On passing the course, the student earns this “credit”
Granting a Term	--	This expression is used to indicate whether the in-semester performance of the student is up to acceptable standards. GT – Term granted, NT – Term not granted
Regular approval	--	If a student is unable to attend the institute or appear in an examination on account of unavoidable reasons like illness, accident or unforeseen circumstances, prior/ prompt intimation and request to the Head of the Department if exist/Head of the Institute is necessary for seeking approval for the absence. The approval so obtained will be referred as Regular Approval.

SHORT FORMS

Institute	--	Institute of Commerce
Director	--	Director of Institute of Commerce
Dean	--	Dean of the Institute of Commerce
Faculty	--	Faculty of Commerce

IR	--	Initial Registration
RPR	--	Repeat Registration
RS	--	Repeat Registration for studying all components of a course
GT	--	Term Granted
NT	--	Term Not Granted
RER	--	Re - Examination Registration
REC	--	Re - Examination Registration for CE component of a course
RES	--	Re-Examination Registration for SEE component of a course
CEE	--	Continuous Evaluation Examination
SPE	--	Supplementary Examination
R.BCOM	--	Regulations of Bachelor of Commerce (Honours) [B.Com (Hons.)]
SGPA	--	Semester Grade Point Average
CGPA	--	Cumulative Grade Point Average

1. PROGRAMME

The Bachelor of Commerce (Honours) [B.Com. (Hons.)] degree intends to prepare students for their career in Accounting profession and Banking, Financial Services and Insurance (BFSI) sector. It aims to develop requisite knowledge, skills, and attitudes in them to meet the challenges of the accounting, auditing, taxation, legal and BFSI sector domains. The endeavor of the programme will be to develop skills focused in accounting. The programme will focus equally on theoretical and practical aspects of the above mentioned domains, promote an attitude of life-long learning among them and preparing them as a professional. It comprises of six semesters (two semesters in each year). On successful completion of the six semesters, the degree of Bachelors of Commerce (Honours) [B.Com. (Hons.)] is awarded to the student. The medium of Instructions of the programme is English.

2. ELIGIBILITY FOR ADMISSION:

The students seeking admission in the first year of Degree Programme leading to Bachelor of Commerce (Honours) [B. Com (Honours)] shall have passed the HSC examination (10+2) or any other recognized examination considered equivalent by Nirma University with minimum 60%

aggregate marks English as a subject along with any one of the following subjects: Accountancy/Business Administration/Economics/Statistics/Mathematics

3. CATEGORIES OF COURSES

The following categories of courses are offered in the programme:

3.1 Credit Courses

These are compulsory courses. They are included in the schedules of various semesters. Credits earned for these courses will be considered for evaluating the academic performance level of the student.

3.2 Supplementary Courses

These courses will be offered as and when necessary. They are offered to the students to provide an additional exposure to certain skills/knowledge. No credits are assigned to these courses. However, performance in these courses will be considered while deciding continuation of the student in the Programme or his registration in higher semester. The Dean of the Faculty of Commerce is empowered to decide these courses, their curriculum, teaching and examination schemes, passing standards and such other matters as may be necessary for efficient conduct of the courses.

Hereafter, the Credit Courses will be referred to simply as “courses”. Supplementary courses, Summer Internships and other courses, if any will be specifically mentioned as such.

4. COMPONENTS OF A COURSE

The academic schedule of the courses may consist of one or more of the following components with their respective scope as described.

- LECTURES - Teaching learning processes conducted in real and virtual classrooms with various multi-media aids.
- TUTORIALS – the Lecture Sessions will be supported by Tutorial Sessions. Tutorial Sessions will be conducted in the class rooms.
- Supplementary to classroom teaching:
 - a. The students have to prepare research papers and present as a seminar.
 - b. Library Sessions: The students will be engaged in reading articles / books / reference material etc. as part of library hours.
 - c. Project Work / Practical Work: The students will be engaged in research or Practical Work pertaining to a course.

L-Lecture, T/P-Tutorial/Project, C-Credit, SEE - Semester End Examination, TA – Term Assignment

5. EXAMINATIONS

For assessment of the course, each component corresponds to certain examination/s. These examinations are as follows.

- Continuous Evaluation (CE) Examination
- Semester End Examination (SEE)

5.1 Every semester the question papers used in different tests/examinations shall be submitted for the purpose of audit.

5.2 Answer-Books, quiz papers, assignments, project reports, and any other assessment tools used, shall be shown to the students and descriptive and detailed feedback should be given to an individual student.

5.3 The faculty shall maintain all assessed exercises and proper records of such feedback given to the students and submit to the Dean at the end of every semester. The Institute shall audit them with a suitable mechanism. Audit of assessed work of at least one course will be selected randomly by the Director.

6. PROGRAMME CHAIRPERSON AND ADVISOR

The Dean will appoint faculty members for the following designations. The main functions of each designation are also mentioned.

6.1 Programme Chairperson

The responsibility of the Program Chairperson shall be to coordinate all matters related to the efficient teaching and learning of the programme. The Program Chairperson will also be responsible to design the pedagogy of the programme and teaching and assessment mechanism. He/ She is free to take the support from the other visiting faculty and practitioners, with the approval of Head of Institute. Till the time the Chairperson is appointed, the functions of the Chairperson will be performed by the Head of the Institute.

6.2 Faculty Advisor (to be appointed for each semester)

The responsibility of the advisor shall be to look after all matters, at the department level, regarding Registrations and Re-Registrations of courses and also to provide guidance and counseling to students regarding these issues. Till the time the Faculty Advisor is appointed, the functions of the Faculty Advisor will be performed by the Dean.

6.3 Assurance of Learning Outcome Committee

The Director will appoint four faculty members including the Programme Chairperson for designing, planning, developing, and assuring learning outcome from time to time. The Programme Chairperson will be the Member Secretary of the Committee.

7. TEACHING AND ASSESSMENT SCHEME

7.1 The teaching scheme for the course as a whole will be referred simply as Teaching Scheme. The courses offered in each semester and their teaching schemes are given in the Semester schedules approved by the Academic Council from time to time. The schemes show the various courses, distribution of teaching hours, course component/s, examinations, component weightage and credits allotted to each course. [See Section-I for Teaching Scheme.]

7.2 The Supplementary Teaching Schemes of various Units of CE with their inter se weightage, (within the overall weightage of CE), shall be formulated by the program chairperson and faculty advisors. These schemes will be approved by the Dean of the Faculty of Commerce before being notified to the students in the beginning of each semester.

7.3 Assessment scheme during the semester system: The Institute follows a system of continuous assessment through multiple methods to monitor students' academic performance. The assessment is done to measure knowledge, skills, and application ability, identified as intended learning outcomes. The course instructors assess understanding of concepts, theories, practices and applications illustrated and discussed in respective courses.

The assessment is done to help students achieve the learning outcomes of the programme and to motivate them throughout the programme. In addition, the assessment is done to evaluate and grade students according to their academic performance.

7.4 Assessment components and their weightages.

The students are evaluated based on the following components and each of these components has weightage as given below.

Assessment Component and their weightages	
Assessment Component	Weightage
a) Continuous Evaluation	60%
b) Semester End Examination	40%

Note:

1. The Assessment Scheme under Continuous Evaluation will be designed by the Programme Chairperson and Advisor(s) and approved by the Director.

2. The Semester End Examination covers the entire syllabus of a course.

8. SEMESTER AND TERM

Normally courses will be offered semester-wise as given in the teaching scheme. However, the institute may offer certain course/s of a semester in both semesters of an academic year in order to help students to pursue their study more expeditiously.

9. REGISTRATION IN COURSES

9.1 There will be *three* categories of Registrations. All three categories will be collectively referred to simply as Registration. Individual categories will be referred to by their symbols.

9.2 All Registrations, wherever applicable, will be subject to availability of course.

9.3 Registration will be done course-wise.

9.4 Categories of Registration

The three categories of **registration** are:

IR – Initial Registration

RPR – Repeat registration RS (Repeat registration for studying all components of a course)

RER – Re-examination registration with two sub categories REC (Re-examination registration of CE component of a course) and RES (Re-examination registration of SEE component of a course.)

9.4.1 Initial Registration (IR)

In order to study a course for the first time, the student will register under the IR category. This will imply regular attendance for study of all components of that course and appearing at all examinations thereof.

IR registrations for courses of a semester are to be done for ALL courses of that Semester as shown in the Teaching Scheme; IR registration will not be permitted for lesser number of courses. The student who so registers (IR) for all courses of a semester will be considered as having been registered in that semester.

New entrants admitted to the programme on the basis of HSCE/Diploma or equivalent will register (IR) for the first semester.

9.4.2 Repeat Registration (RS)

The student whose Term is not granted for any registered course (R.12) will have to repeat the study of that course. He will have to seek fresh registration for this purpose. The category of such registration will be as follows:

Term not granted	<u>Category</u>	Registration	<u>Category:</u>
	NT		RS

RS - This category will imply regular attendance to study all components (i.e. LECT, CE, as applicable) and appearing at all examinations thereof.

9.4.3 RE-Registration (RER)

This registration is necessary for appearing again in a particular examination of a course. It will not involve regular attendance for studying that course.

9.4.4 RPR Registration

This term will be used where necessary to include registrations of both categories RL and RS.

9.5 Approval of Registration

Every student must apply in the prescribed form for registrations, as applicable. The decision on the student's request will be based on the availability of courses and applicable Regulations. The Director will issue appropriate orders for processing the application, including scrutiny, verification and final orders.

9.6 Simultaneous registration in different categories

9.6.1 Semesters will be registered in chronological order.

9.6.2 A student will not be permitted to register (IR) in the next higher semester if the total number of courses with RER and/or RPR as applicable in his case exceeds *three* in credit courses, except summer internships and supplementary courses.

9.6.3 The student who becomes eligible for IR registration in a higher semester must first register for all RER and RPR registrations as applicable in his case.

9.6.4 The student who is not eligible to register in a higher semester in any term must register in that term, for all RER and RPR registrations applicable in his case.

10. GRADES

Performance Levels

The Performance level of the student in any course will be adjudged in terms of the letter grades, and grade points. Table – 1 provides significance of letter grades along with its equivalent grade points.

Table 1
Letter Grades and their significance

Grade	Qualitative Meaning	Equivalent Grade Point
<u>(G)</u>	<u>(GQ)</u>	<u>(g)</u>
A+	Excellent	10
A	Creditable	9
B+	Very Good	8
B	Good	7
C+	Satisfactory	6
C	Average	5
IF	Interim Fail	0
FF	Fail	0

11. SCOPE OF EXAMINATIONS AND ASSESSMENT

In order to pass a course, the students will have to pass all examinations of that course. The scope of examinations and the method of assessment are as follows:

11.1 In all mark based assessment, the overall percentage marks, if fractional, will be rounded off to the next higher integer value.

11.2 Continuous Evaluation Examination – CEE (IR & RPR Registration)

The learning of the students will be continuously assessed during the semester and given marks. Oral examination will be included in the assessment at all possible stages. The total marks of components of continuous evaluation will be aggregated based on their *inter se* weights to give the overall percentage of marks in the CE examination.

If a student fails in CE Examination, the student will not be permitted to appear in SEE of that course and the student will have to seek fresh registration as REC in subsequent semester, if the student is otherwise eligible.

11.3 Semester End Examination SEE [IR & RPR Registration]

The expression 'Semester End Examination' refers to the Hall Examination of a course taken at the end of a semester. The SEE of a course will cover the entire syllabus of the course. The assessment will be mark based as per normal practice in the hall examinations.

11.4 Supplementary Examination (SPE)

The Institute may decide to hold a Supplementary Examination after SEE for students who have obtained grade IF in SEE, such students will have to seek RER registration.

11.5 Schedules of SEE and SPE:

SEEs of all courses of the programme, as per the teaching scheme, will be held at the end of both terms.

The term end Supplementary Examinations (SPE), if held, will be for only those courses that are offered in the semesters of that term.

11.6 Absence in any examination with or without regular approval will be assigned zero mark.

12. GRANTING OF TERM

12.1 The Term will be granted course-wise.

12.2 The granting of Term for all the students (IR, RPR) will depend on the compliance of maintaining minimum 85% attendance in all components of the course (as applicable). Regular approval for remaining absent up to 15% is necessary.

12.3 The student who has been given category NT may appeal to the Appeal Committee giving full reasons for his default. The decision of the Committee in all such cases will be final.

12.4 The student who is given NT category will not be permitted to appear in SEE of the concerned course. He will also be given grade FF in that course.

Note: In the case of long duration training or project work, where final examination is not possible before the Term ends, a certificate by the chairperson that the student's progress is satisfactory will be acceptable.

13. GRADES IN EXAMINATIONS

13.1 Continuous Evaluation Examinations

Grades for the CE Examinations will be given on the basis of the percentage of marks obtained by the student in the respective examinations. Table 2 shall be referred for converting percentage marks into corresponding Grades (G) for all examinations.

Table 2 Converting Percentage Marks into Corresponding Grades (g) for CEE and SEE	
% Marks	Grades (g)
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
40-49	C
Less than 40	IF

13.2 Grade in SEE

In the normal course, a student (IR, RPR) having ‘ term granted’ category GT will appear for SEE after his/her CE examination, in the same semester. Grade for the performance in SEE will be given on the basis of the percentage marks obtained by the student. Table 2 shall be referred to for converting percentage marks into corresponding grades (G) except that for categories - (i) and (ii) given below, grade IF will be given:

<i>Performance</i>	<i>Grade</i>
(i) Fail	IF
(ii) Absence	IF

13.3 Grade in SPE

The student of category (i) or (ii) of Para13.2 (with grade IF) will be eligible to appear in the SPE (with RER registration) of that course at the end of that term. The criteria for giving grade in SPE will be the same as given in para 13.1 and 13.2.

13.4 The student who obtains grade IF in SPE/SEE will be allowed to appear in *two* consecutively available subsequent SEE/s of the concerned course. The criteria for giving grades in these three attempts will be the same as given in Para13.1 and 13.2. However, grade IF in the final attempt will be converted into grade FF.

13.5 Course Grade

13.5.1 Course grade will be given only when the student passes all component examinations.

13.5.2 Marks of SEE/ SPE and CE (as applicable) examinations shall first be aggregated on the basis of the component / inter se weightage given in the Teaching Scheme. After the aggregate marks of the entire group are so calculated, the performance of each student in the course as a whole will be assigned a grade based on his aggregate percentage viewed in relation to the overall performance of the group.

13.5.3. In giving relative grades, the number and designation of various grades (G) shall be kept the same as shown in Table 1. The Chairperson and in his absence the Head of the Institute will decide the cut off percentages of relative grading subject to the guidelines prescribed by the Academic Council. **[See Appendix-A for the guidelines.]**

Appendix – A

Guidelines for awarding Course Grade to the students of the programme of B. Com. (Hons.) in the Faculty of Commerce.

1. Absolute Grading as given in Para 13.1 of B. Com. (Hons.) Programme should be followed if the number of examinees is 30 or less. If this number is greater than 30, Relative Grading should be followed.
2. The cut-off limit of marks for various grades in Relative Grading should be determined as per following guidelines:
 - 2.1 The letter grades, will be as follows:
A+, A, B+, B, C+
 - 2.2 The upper limit of marks for grade B+ will be the average % marks of the group + half of Actual Value of Standard Deviation (SD). The upper limit of marks so derived should be rounded off to the nearest integer value.
 - 2.3 Standard Deviation (SD) should be rounded off to the nearest integer value.
 - 2.4 The range of marks for each grade will be equal to S.D. and cut-off limit of marks for grades higher/lower than grade B+ should be stepped up/down successively by the value of SD, subjects to conditions given in 2.5, 2.6 & 2.7.
 - 2.5 The lower limit of marks for the Grade “C+” will be 50 marks in all cases.
 - 2.6 The upper limit of marks for the Grade “A+” will be 100 marks in all cases.

2.7 The upper limit of marks for the Grade “A” will be determined as follows.

Value derived as per 2.4	Value to be adopted
[a] Less than 80 marks	80 marks
[b] Between 80 and 90 marks (both inclusive)	Same
[c] Greater than 90 marks	90 marks

3. In case of single component / RER / RPR Examination of the Course(s), Absolute Grading should be followed as per 13.1

13.5.4. The Transcript will show only the Course Grade and not the Component Grades.

13.6. The provisions of Para 13.4 are subject to the maximum permissible duration to pass courses of first two semesters and the entire Programme given in R. 17.

14. INTERPRETATION OF GRADES

14.1. Grade FF

14.1.1. If this grade is given because of NT, the student will have to seek RS registration for repeat study of the course.

14.1.2. If the grade “FF” is given due to failure in the final admissible attempt in SEE, the student will have to seek RS Registration for repeat study.

14.2. Grade IF: This is an interim fail grade given in CE, SEE and overall fail in a course, as under:

<u>Performance</u>	<u>Grade</u>
Fail in CE	IF (C)
Fail in SEE	IF (S)
Overall Fail in a course	IF (O)

15. PASSING STANDARDS

15.1. Component-wise Minimum Passing Grade

A student is permitted to appear for the Semester End Examination only after he/she meets the requirement of passing in the Continuous Assessment Component. The standards of passing component examinations / course are given below:

Examination	Minimum Passing Grade (as referred in Table 2 of 13.1 above)
Continuous Evaluation (CEE)	C
Semester End (SEE)	C
Overall Course	C+

Notwithstanding anything contained above, so far as the University Elective courses are concerned, the minimum course grade for passing will be “C” instead of ‘C+’

15.2. Programme

Total credits of all credit courses of the Programme with CPI minimum 6.0.

15.3.Failure

Student not satisfying the criteria of Passing will be considered as having failed in the Examination/ Component / Course / Programme.

15.4.The student who has once passed an examination will not be allowed to appear at it again for **grade** upgradation.

15.5.Grades/marks obtained by the student in examinations passed by him will be carried forward as necessary.

16. PERFORMANCE LEVELS

16.1.Indices

The performance level of the student in credit courses at different stages of his study is given by the following indices. All index values will be rounded off to the second place of decimal.

PIC	--	Performance index for the course
PPI	--	Progressive Performance Index
SPI	--	Semester Performance index
CPI	--	Cumulative Performance index
PIC	--	Equivalent grade point (g) corresponding to the course grade (Para 10 and 13.4)
PPI	--	(Up to any stage under consideration) $(i_1 c_1 + i_2 c_2 + i_3 c_3 \dots)$ / (sum of credits of all courses registered up to that stage) where: $i_1, i_2, i_3 \dots$ are PIC values of Credit Courses passed and $c_1, c_2, c_3 \dots$ are the credit values of the respective courses.
SPI	--	This index is similar to PPI except that the stage to be considered is the end of a semester.
CPI	--	This index refers to the entire programme. It is calculated when the student passes the programme. The method of calculation is the same as for PPI or SPI but the summation is for the courses of all semesters of the programme.

16.2. Class and Percentage (%) Marks

In case, there is equivalence between CPI values and Class / % marks is desired, the same can be obtained as given below: % marks = (CPI – 0.50)* 10

<u>CPI Value</u>	<u>Equivalent Class</u>
6.00 to 6.49	Second
6.50 to 7.49	First
7.50 and above	First – with distinction

17. CANCELLATION OF ADMISSION

The admission of following categories of students is liable to be cancelled:

- (i) Failure to earn credits for all courses of Semester-I within *three* semesters of admission to the programme,
- (ii) Failure to earn credits for all courses of Semester-II within *four* semesters of admission to the programme,
- (iii) Failure to earn requisite credits and CPI min. 6.00 to pass the programme within a period (after admission to the programme), equal to the stipulated duration of the programme plus, two additional semesters.

The student, whose admission is so cancelled, can appeal to the Appeal Committee. The Committee may grant an extension up to the one additional semester for cases falling under (i) and (ii) and up to two additional semesters for cases falling under (iii) for deserving cases, provided the student gives a viable assurance to make up the shortfall within that period.

Notwithstanding anything contained above, the President may consider the cases of such students falling under the category (i), (ii) & (iii) if the student has cleared all the courses and have earned the requisite number of credits except one course, on an appeal filed. The President will consider such appeal on the recommendation of the Appeal Committee prescribed under the regulations for the purpose and after considering genuineness of the case may give one additional attempt to the student concerned to clear the remaining course.

RE-EVALUATION POLICY

> Rules:

1. The Student must apply in prescribed format for re-evaluation within 5 working days after showing of Answer-books.
2. Re-evaluation is permitted only in SEE/SPE examination of theory course only. Re-evaluation is not permitted for examination (oral and written) of CE, LPW, PW and Practical Course including the Studio work, Dissertation, etc.
3. Student shall abide by the revised result even if it is adverse.
4. A student can apply for re-evaluation of his own answer books only.
5. Re-evaluation Fee shall be refunded in case of change in original awarded marks as result of revaluation process.
6. Application received after the due date, incomplete application or application submitted without prescribed fees shall not be entertained.
7. Till such time as the result of re-evaluation of answer book/s applied for is communicated to the applicant, the original result of the applicant shall be considered unchanged for all purposes.

> Process:

1. The re-evaluation will be done as detailed below:
 - (A) At the first stage the answer book/s will be sent for re-evaluation to an internal faculty (other than the examiners who have evaluated the answer sheet) as much as possible. If the difference of first re-evaluated marks from the originally awarded marks is 10% or less than 10% of the maximum obtainable (total) marks of the question paper, then the original award of marks shall remain unchanged,
 - (B) If the difference of first re-evaluated marks from the originally awarded marks exceeds 10% of the maximum obtainable (total) marks of the question paper but does not exceed 15% of the maximum obtainable (total) marks of the question paper, then the average of the first re-evaluated marks and original award of marks will be worked out and that average will be taken as the final marks for the paper concerned,
 - (C) In case the difference between the originally awarded marks and first re-evaluated marks exceeds 15% of the maximum obtainable (total) marks of the question paper, the answer book/s will be re-evaluated by a second examiner (external faculty preferably from an institute of same nature) to be appointed by the Director General, The average marks of the two nearing evaluated marks shall be considered as final marks. The computation will be worked out as follow:
 - (i) The three marks will be arranged in increasing order, say $a \leq b \leq c$.
 - (ii) The final marks will be $(a + b)/2$, if $(b - a) \leq (c - b)$
 - (iii) The final marks will be $(b + c)/2$, if $(c - b) \leq (b - a)$

(iv) The final marks will be “b”, if $(b - a) = (c - b)$

2. The relevant academic regulation of the concern programme is made applicable for determining the result in such cases subsequent to re-evaluation.
3. If a student who has declared failed at the examination and his/her result is so modified as a result of re-evaluation and he/she became eligible for promotion in subsequent semester/trimester then his/her attendance will be counted from the day on which he/she join the classes or the day of declaration of re-evaluation result whichever is earlier for the purpose of granting of term.
4. A change in marks, if any, occurring in the event of re-evaluation as in clauses 2 and 3 above will be reflected in all the records of the university and the result by the changing the grades and the grade points.

Ref: Notification No: NU/AC/Re-eval Poli/19- 95, Dated on 10.07.2019

Disclaimer: These regulations are the content of the original notifications issued in pursuance to the BOG meetings and hence, in any dispute or doubt under this document will be verified with the original notification and the same would be final.

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SECTION – IV: STUDENT WELFARE, CLUBS AND COMMITTEES

STUDENTS' ACTIVITIES

The students are encouraged to plan, organise and participate in various curricular and extra-curricular activities on their own with basic support from the Institute. Such an atmosphere inculcates a spirit of leadership and an understanding of different aspects of commerce. They undertake such activities not only for value addition but also for the experience that comes with the accomplishment of a job. The students get to recognise their talents and skills in the process and are inspired to develop themselves further. Students' clubs aim to provide opportunities to the members and the interested students to develop their entrepreneurial skills and help polish their abilities so as to prepare them to face the challenges of the business world.

Student Advisory Committee (SAC): This committee is concerned with the overall interests of the students and the Institute, and provides a direct link between the students and the administration.

Cultural Club: This club assists with organisation of all other extra-curricular activities in the campus including cultural fests, ethnic day celebrations, freshers' party, farewell celebrations *etc.*

Dance Club: This club assists with organisation of all dance related activities and workshops. It also encourages the students of the Institute to participate in all dance activities organised within Nirma University as well as other prestigious colleges of the country.

Internship and Placement Committee: This committee is responsible for coordinating the placement of final year students of the Institute as well as the internships of the first year and second year students.

Literary and Publication Club: This club assists with organisation of all co-curricular activities like conclaves, guest lectures, quizzes, debates, essay-writing competitions, elocutions, other co-curricular workshops, etc. The club also heads the preparation of the Institute's newsletter – Kaleidoscope.

Media and Marketing Club: This club ensures appropriate media coverage for all events of the institute as well as organisation of photography related activities and workshops. The club also manages the social media handles of the Institute, and provides relevant content for the Institute's newsletter and website.

Music Club: This club assists with organisation of all music related activities and workshops. It also encourages the students of the Institute to participate in all music activities organised within Nirma University as well as other prestigious colleges of the country.

Social Club: This club assists with organisation of activities like blood donation camps, awareness campaigns for Government schemes in villages, thalassemia, other social issues, Swachh Bharat Abhiyan, and extension activities like old-age home visits, charity drives, etc.

Sports Club: This club assists with organisation of sports events in the campus. It also encourages the students of the Institute to participate in all sports activities organised within Nirma University as well as other prestigious colleges of the country.

Theatre Club: This club assists with organisation of all theatre and drama related activities and workshops. It also encourages the students of the Institute to participate in all theatrical activities organised within Nirma University as well as other prestigious colleges of the country.

EXTRA-CURRICULAR ACTIVITIES

The Institute actively supports sports, extra-curricular and social activities. Apart from this, the students are also encouraged to avail the facilities at the campus. Students are encouraged to take part in extra-curricular and co-curricular activities organized at other reputed Institutes.

Process for Participating in Extra-Curricular and Extra Co-Curricular Activities

- Prior sanction from the Student Activity Chairperson has to be obtained before applying for participation at any event outside the campus in the prescribed format available in the Programme office. Leave Form will also need to be submitted.
- While granting the permission for participation, it will be seen that all the students get equal opportunity to participate.
- The institute has right to deny permission to a student to participate in an event outside the campus on grounds of high level of absenteeism; poor academic performance; disciplinary probation etc.

- In case a large number of students apply for participation in an event, a selection procedure will be setup by the Students Activity Committee.

Attendance in Extra Curricular Activities

Participation in Co-Curricular & Extra Curricular Activities like seminar, conclave, conference, lecture-series etc. helps not only in enhancing knowledge of students related to contemporary developments but also enables holistic development of student's personality. We sincerely solicit active presence of students in all such activities for overall well-being of students. These activities also result in augmenting institute's brand.

The students need to attend a minimum of 80% of the above activities each year.

PREVENTION / PROHIBITION OF RAGGING

Directives of the Hon'ble Supreme Court of India, to prevent and eliminate the scourge of ragging, at different times, have been implemented by the University. Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the institute/university

Institutional Level Helpline:

Dr. Avani Shah	6351893956
Dr. Sumita Shroff Goyal	9427489770
Ms. Shweta Trivedi	9825927924

Institute Level Statutory Committees

Anti-Ragging Committee (Institute Level Statutory Committee)	
Prof. Udai Paliwal	Chairman (Contact No. – 079 - 71652627)
Dr. Avani Shah	Coordinator(Contact No. – 079 - 71652620)
Dr. Sumita Shroff Goyal	Member (Contact No. – 079- 71652624)
Ms. Shweta Trivedi	Member (Contact No. – 079 - 71652608)
Mr.D.H.Gadhavi, Police Inspector, Sola Police Station	Member (Rep. of Police)
Mr. Krunal Panchal	Member (Rep.Od Media)
Ms. Rajeshwari Jain	Member (Rep. of NGO)
Mr. Gopalkrishna	Member (SO, NU)

Anti-Ragging Squad	
Dr. Avani Shah	Coordinator
Dr. Sumita Shroff Goyal	Member
Dr. Nitin Saxena	Member
Mr. Ashutosh Pandey	Member
CS Karishma Butani	Member
Dr Nisha Chadda	Member
CA Ishu Mittal	Member
CMA Anjani Kumar	Member
Ms. Shweta Trivedi	Member
Mr. Adarsh Jain	Student Representative
Ms. Mishri Gandhi	Student Representative

Anti-ragging Mentoring Cell	
Dr. Sumita Shroff Goyal	Coordinator
Dr. Avani Shah	Member
Ms. Shweta Trivedi	Member

PREVENTION / PROHIBITION OF DRUG MENACE

In pursuance of the law of the land against the use & possession of Narcotics-Drugs, Nirma University has taken various measures to prevent the use of drugs/alcohol by the students on campus.

The Anti-Ragging Committees also work as Anti-Drug Committees.

DISCIPLINE RULES TO BE OBSERVED IN AND OUT SIDE THE INSTITUTE OR THE UNIVERSITY

Every student must carry his/her I-Card and produce the same when asked by the authority.

- It is mandatory for the students to attend the classes, sessions, prayer, co-curricular activities, extra- curricular activities etc. on all working days from the start to the end of the semester.

Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and / or leave application from the parent is submitted to the Head of the Institution.

3. Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress;
4. Students are expected to be polite individually or in groups and show respect to the faculty/staff of the Institute/University;
5. Any indiscipline or misbehavior in class, or on the campus, or in the bus/vehicle, or even outside the campus, would warrant disciplinary action against the student(s);
6. Any action of any individual, group or a wing in the hostel, which amounts to interference in the regular administration of the Institute, is prohibited. Disciplinary actions will be initiated against such student(s);
7. Causing disfiguration or damage to the property of the University or belongings of staff members or students are prohibited.
8. No student shall indulge in any activity that might be illegal or may lead to disorderliness;
9. No student shall be in possession of liquor, prohibited drugs or any intoxicating materials, nor would consume such things.
10. Smoking cigarettes/chewing pan or tobacco or gutkha on the campus is strictly prohibited.
11. Indecent behaviors, in any form, will not be tolerated.
12. Use of mobile phones on the campus:
 - **Use of all types** and makes of mobile phones; whether ordinary, camera phone or smart phone in the academic areas during academic activities, is prohibited. However, for academic purpose or in exceptional cases, the students can be allowed to use mobile with prior permission of HoI concerned/ (HoD concerned for IT-NU).
 - **Penalty**

- i. If a student is caught using mobile phone in any of the academic areas during any academic activities, his/ her instrument will be immediately confiscated along with I-card and a penalty of Rs. 5,000/- (Rs. Five thousand only) will be imposed on that student.
 - ii. The instrument will be returned only after the student produces receipt of payment of penalty amount in the Account Section within seven working days, failing to which, the appropriate disciplinary action will be taken against the student.
 - iii. During examination; separate rules prescribed for the same will be applicable (published vide Circular No. NU/AC/CCM/Monitor CCTV/16/4579 dated 31.12.2016).
13. Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited on the Campus except with the permission of the Director of the Institution.
14. The students are expected to be in the classrooms or any place of study on time before the commencement of the study.
15. **All the academic areas including classrooms, laboratories, studios, libraries, reading rooms, etc. and common areas such as corridors, building entrance, parking lots, canteen, lawns are covered under CCTV Surveillance. The same would also be monitored by a Senior Trained Security Officer (retired police officer) at a centrally located place. Further, the students are monitored very closely in the classrooms/laboratories/Studios during the break hours and also after the scheduled class hours.**
- If any student is found indulging at any time in any in-disciplinary activities/ inappropriate behavior, the same will be reported to the Senior officials of the university and appropriate disciplinary action would be taken. The CCTV footage of such activities would also be shared with the parents of the student found indulged in such inappropriate activities, besides considering this as an evidence for taking appropriate disciplinary action.**
16. Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus.
17. Students should follow a decent dress code when they come to the University.
18. Any kind of ragging in the class, campus or in the bus or even outside the campus is strictly prohibited.
19. Any kind of misuse of Internet, intranet or computer software, mobile, etc. is strictly prohibited.

20 Disobedience of any instructions of the competent authority will be considered as indiscipline and action will be taken as per the rules.

21 The points which are not covered above and which the Head of Institution considers as disciplinary action will be dealt with, under these rules.

Penalties

For disobeying any disciplinary rules, the competent authority as defined under relevant regulations will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following indiscipline on the part of the student shall be subjected to the major penalties:

1. Damaging the property of the University/Institutions (moveable or immoveable)
2. Involving in violence on and outside the campus including instigating violence.
3. Involving himself/herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
4. Ragging in and outside the campus.
5. Any act which deteriorate the overall atmosphere in the campus or the Institute.
6. Theft of University property or the property of the other students, staff or any other person on the campus.
7. Any other act which the Head of the Institution feels as gross misconduct, which are not covered under the above category.

Types of Major Penalties: The Major Penalty includes the following: ·

- In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- Prohibiting the student concerned from appearing in the course or courses in Mid-term and/or End-Term examinations. ·
- Detention of the student(s) for a trimester or more. ·
- Rustication from the University or from the Institute for a period of one year or more.

- Permanent rustication from the Nirma University or from the Institute.
- Any other major penalty, which the Director feels appropriate to impose.
- If the individuals committing or abetting ‘ragging’ are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential ‘raggers’. In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.

Procedure for imposing Major Penalties

For Imposing the Major Penalty as Defined above, the following Procedure will be followed.

- As soon as the information about a case of indiscipline is brought to the notice of the Head of the Institution concerned, the Head of the Institution will suspend the student concerned from attending the classes/practical or any other academic activities.
- He/she will at his discretion constitute the fact finding committee from within the people working in the institute and the fact finding committee will submit the report at the earliest but within a week’s time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will also examine the other witnesses and record their statement. The Committee will also examine the circumstantial evidences. On the basis of the report of the fact finding committee, if the Head of the Institution concerned feels that the charges leveled against the student fall under the major penalty and these are prima-facie proved then the report of the committee will be submitted to the committee constituted by the Director at University level and after further investigation by the University level committee, if it feels that the student(s) is/are involved in indiscipline which amounts to gross misconduct then they will make recommendations for the major penalty to be imposed which will be submitted to the Director and on the decision of the Director, a show cause notice shall be issued to the student concerned and after the reply received from the student concerned, the final decision about imposing the penalty will be taken by the Director.

Minor Penalty

For any disciplinary action, other than the in-disciplinary act covered under major penalty, the Head of the Institution will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, who the Head of the Institution feels appropriate or the person designated by the Head of the Institute.

Types/Nature of Minor Penalties:

- Warning.
- Giving special assignments of the nature for which the Head of the Institution will be competent to decide.
- Imposing fine.

- Putting the student on conduct probation for the period, which the Head of the Institution feels appropriate.
- Prohibiting the student to appear, (limited to two subjects) in In-Term/Semester Examinations and/or End- Term /Semester Examinations.
- Suspending student for attending classes for a period not more than one week.
- Any other minor penalty the Head of the Institute feels appropriate.

MECHANISM FOR REDRESSAL OF STUDENTS' GRIEVANCES

The students are the main stakeholders in any institution imparting education, and it's our endeavor to make all efforts to ensure transparency in all the activities at different stages. To address their grievances, the following committee is framed at Institute level:

Institute Level Committee

Name of Committee Members	Position
Prof (Dr) Udai Paliwal	Chairperson
Mr. Ashutosh Pandey	Faculty Member
Dr. Avani Shah	Faculty Member
Mr. Parth jani	Member
Mr Sachin Thakwani (IC181155)	Student Representative at University Level
Mr Amritansh Soni (IC181104)	Student Representative at Institute Level

This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative.

EQUAL OPPORTUNITY CELL

In pursuance to the UGC letter dated 29.01.2016, the **Equal Opportunity Cell (EOC)** is formed under Nirma University to make education system inclusive and responsive to the needs and constraint of the disadvantaged social groups.

Institute Level Committee

Prof Udai Lal Paliwal	Dean, Institute of Commerce, Chairman
Dr. Sumita Shroff Goyal	Assistant Professor, Coordinator
CS Karishma Butani	Assistant Professor, Member Secretary
Dr. Avani Shah	Assistant Professor, Member
Dr. Nitin Kishore Saxena	Assistant Professor, Member

WOMEN DEVELOPMENT CELL

In pursuance of the directions issued by the UGC and MHRD, the Nirma University has set up the Women Development Cell (WDC) and prescribed norms to sensitize the community with regard to gender related issues and create a gender friendly environment.

Objectives

To provide and maintain a dignified, congenial working environment for women employees (including teaching, non-teaching and contractual workers) and students, where they can work, study and explore their potential to the fullest, a committee of the following members has been constituted as “Women Development Cell”:

Women Development Cell	
Dr. Shalini Rajkumar, Professor, ISNU	Chairperson
Ms. Jigna Shah, IPNU	Member [Faculty Co-ordinator]
Ms. Vibha Gajjar, IANU	Member [Faculty Co-ordinator]

Ms. Ritu Agrawal, Publication Officer	Staff Coordinator
Dr. Neha Patni, ITNU	Member
Dr. Ameer Nair, ISNU	Member
Ms. Shreya Srivastava	Member
Ms. Krishna Patel	Member
Prof. Praneti Shah, IMNU	Member
Prof. Nagja Tripathi, IPNU	Member
Ms. Pratima Singh, IANU	Member
Dr. Avani Shah, ICNU	Member
Dr. Nilesh Patel, Examination and Ph.D. Section	Member
Dr. Ravindra Sen, Assistant Registrar, Academic	Member Secretary
Ms. A.P.Parshya	Member Secretary
Ms. Harshita Gupta, Student Representative	Female Student
Shri Prince Parekh, Student Representative	Male Student

ALUMNI ASSOCIATION

All the students graduating from Nirma University are automatically eligible for the membership of the Alumni Association of Nirma University. It is advised that all the students graduating from the Institute to become member of the Alumni Association.

Alumni Association provides opportunities for alumni to stay connected with their alma-mater. In fulfilling its commitment to strengthen relations with alumni, the University organizes a number of activities every year such as Alumni Meet, Conclaves, Lectures, etc.

Students' application for registering as alumni will be considered only after the award of their degrees.

Institute Level Committee for Alumni Relations

Name of Committee Members	Position
Prof (Dr) Udai Paliwal	Chairperson
CS Karishma Butani	Faculty Member
Mr Parth Dudhat	President, Student Representative (Alumni)
Mr. Jugal Wadhwani	Student Representative (Alumni)
Ms.Pallavi Salewala	Student Representative(Alumni)
Ms Disha Sodani	Student Representative(Alumni)
Mr Yash Rajpurohit	Student Representative(Alumni)
Ms Srishti Agarwal	Student Representative (Sem V)

APPENDICES



Appendix-I

Institute of Commerce, Nirma University, Ahmedabad

B.Com (Hons.) Programme: Batch (2020-23)

DECLARATION FORM

The student has to sign this Form and submit to the Admin Office at the end of the **Induction Programme**.

Name of the Student _____ Roll No. _____

I hereby certify that I have gone through the Students' Information Booklet of 2020-23 batch. The rules and regulations were also explained to me during the Induction Programme and I was given enough opportunity to clarify any doubts I had about the rules and regulations mentioned in the Booklet.

Further I also certify that I have understood all the rules as mentioned in the Booklet. I shall be responsible for any consequences if I do not observe the rules and regulations or do not fulfill the academic and other requirements as specified therein. The Institute will not be held responsible for not informing me about the same.

Date _____

Signature of the student _____



Appendix-II

Declaration of Admission to be submitted by the Students

B. Com. (Hons) Programme: 1st year Batch (2020-23)

DECLARATION

I, on being admitted to the **B. Com (Hons) Programme** of the Institute of Commerce, Nirma University, hereby declare and undertake that I will abide by the disciplinary rules of the University prescribed under the relevant regulations (including the rules/regulations pertaining to the use of unfair means in examinations), which I have already read and understood and failing which, I know, I can be subjected to the major / minor penalties as the case may be.

Name of the student: _____

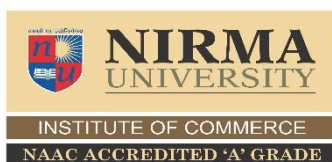
Signature of the student: _____

Date: _____

Place: _____

Name of the Parent: _____

Signature of the Parent: _____



Appendix-III

DECLARATION FOR LOCAL GUARDIAN

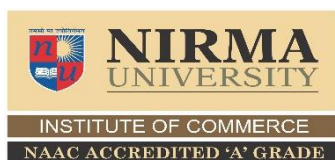
I, on being admitted to the ***B.com (Hons) Programme at Institute of Commerce, Nirma University***, hereby declare the name and address of my local guardian, as approved by my parents, as given below:

Name & Sign of the Local Guardian :	_____
Address :	_____

Phone No. (R) :	_____
Mobile No. :	_____

Signature of the student :	_____
Date: _____	
Place: _____	

Name of the Parent	:	
	:	
Signature of Parents	:	
	:	



Appendix-IV

Nirma University, Ahmedabad

Institute of Commerce

Application form for the Alumni Membership

Two latest
stamp size
photographs

1. Name

2. Contact Address

3. Telephone (Off)

(Res)

Mobile

4. Email

5. Institution/Organization serving in _____

6. Alumni Association Membership Number: _____

I hereby certify the above person is a member of our alumni association

Signature with Date

(President /Secretary, Alumni Association)

I am aware of and undertake to abide by the rules for Alumni Membership. Enclosed is a Demand Draft / Cheque_____ dated_____ for Rs_____ drawn in favour of the Institute of _____.

Date

Place

Signature

For Official Use only

The Annual Membership is granted for the period from_____ to_____

Librarian



Appendix-V

NIRMA UNIVERSITY INSTITUTE OF COMMERCE

UNDERTAKING

I _____ S/o./ D/o: _____ am a regular student of the programme _____ (Roll No _____) admitted in the year _____, do hereby undertake the following;

1. That I hereby declare that on my own will & wish I participate all the educational outdoor visit as part of the curriculum of various courses.
2. That I will be traveling and undertaking the Educational Tours at my own risk & responsibility and in case of any accident / mishap I will not hold the Institute/University responsible for the consequences.
3. That I would sought permission of my parent / guardian for going for the tours.
4. That while on tour I will fully cooperate with faculty incharge and abide by instruction given.
5. That I will strictly follow the guidance / rules / regulations whatever Institute/University has framed for the successful conduct of the tours.
6. That I will not include/involve myself in any misbehaviour act amounting to indiscipline while I am on the tours.

Signature of the Student

Undertaking from the Parent / Guardian

I _____ Father/Mother/Guardian of Mr./Ms. _____
who is student of _____ Institute of _____,

Nirma University hereby declares the following in respect of my ward.

1. I permit my child / ward named above to go on the Educational Tours/Visit as per Academic requirements of the programme.
2. That my child / ward shall abide by the rules and regulations of Institute/University during the tour/visit.

Dated:_____

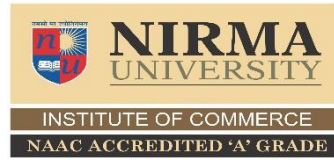
Counter Sign of the Parent/ Guardian

Mobile No. of Parent/Guardian_____

-----**For Office Purpose only**-----

Verified by Student Section_____

Dated: - _____Signature _____



Appendix-VI

NIRMA UNIVERSITY

FORM OF MEDICAL FITNESS CERTIFICATE

(To be produced at the time of reporting at the institute)

I / Dr. _____ (Name & Designation) posted in
_____ (Name of Hospital & Place) certify that I have carefully
examined _____ (Name of Candidate) S/o. D/o.
Shri _____ whose photograph attested by me is
affixed-here with. As a result of his/her medical examination, I have diagnosed nothing that may
prevent him/her pursuing under graduate/post graduate degree courses.

I have to further report that;

He/She has no disease or mental or bodily infirmity making him/her unfit or likely to make him/her
unfit in the near future for visits / training / internships / projects etc. at industries, and active out
door duty, as professional.

Mark of identification: _____

Hence the candidate is fit for admission to professional course.

Signature of Candidate

Signature of Medical Officer

Seal of Designation and Hospital

Dated:

Photograph of
candidate duly attested
by the Medical Officer



Appendix-VII

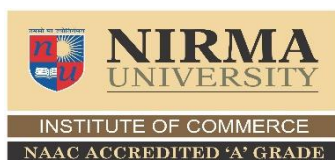
UNDERTAKING

Registration No. _____

I, Mr./Ms. _____ son/daughter of _____ have secured admission at the Institute of Commerce, Nirma University in the year 2020-23 for the B.Com (Hons.) Programme. We hereby confirm that we have gone through the academic rules and regulations of the Institute very carefully and we assure you that we will abide by the same.

Name & signature of student

Name & signature of parent/guardian



Appendix-VIII

STUDENTS' LEAVE APPLICATION FORM
B.Com (Hons.) PROGRAMME

Date: / /

Dear Sir/Madam,

I request you to sanction leave as per the details given below:

From (Date)	To (Date)	No. of Days	Name of the Subject	Number of Sessions Missed in each Subject	Total Sessions Missed Till Date including the current one) subject- wise.

Reason for Leave:

Student's Particulars

Name : _____ Roll No. : _____

Year : _____ Semester : _____

Signature of the Student

Note: Medical certificates / supporting documents are to be necessarily enclosed with the Leave Application.

Acknowledgement for Submission of Leave Form

Received the Leave Application from

Name_____

Roll No._____ on_____ for the Leave period from

_____ to _____

Authorized Signatory

The map of University

