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SECTION – I: 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 instructions 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
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
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
	Total			18	7

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	
	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	5	25
	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	

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: The Dean will distribute the courses across various semesters.

SECTION – II: 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
<i>Faculty</i>	--	<i>Teaching Staff of Institute of Commerce</i>
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

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 English as a subject along with any 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 Advisour (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

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 <u>(G)</u>	Qualitative Meaning <u>(GO)</u>	Equivalent Grade Point <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.

% 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), (ii) and (iii) given below, grade IF will be given:

<i>Performance</i>	<i>Grade</i>
(i) Fail	IF
(ii) Absence	IF
(iii) Overall Fail in Course	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 Para 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.

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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Appendix-I

Institute of Commerce, Nirma University, Ahmedabad

B.Com (Hons.) Programme: Batch (2019-22)

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 2019-22 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 (2019-22)

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

Institute of Commerce, Nirma University, Ahmedabad

B.Com (Hons.) Programme: Batch (2019-22)

DECLARATION FORM

I, _____ admitted in B.Com (Hons.). 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 which I have already gone through failing which I know I am subjected to the major / minor penalties as the case may be.

Date:

Place:

Signature of the student

Name of the student: _____

Signature of the Parent / Local Guardian _____

Name of the Parent / Local Guardian: _____



Appendix-IV

Institute of Commerce, Nirma University, Ahmedabad

B.Com (Hons.) Programme: Batch (2019-22)

DECLARATION FORM

I, _____ admitted in B. Com (Hons.). of Semester I (One) of the Institute of Commerce, Nirma University hereby declare and undertake that I am fully aware of the rules and regulations regarding ragging and aware of the University's approach towards ragging which are in line with the Directives of the Hon'ble Supreme Court of India and the punishment to which, I shall be liable, if found guilty of ragging or violating the rules.

Date: _____

Place: _____ Signature of the student

Name of the student: _____

Signature of the Parent/ Local Guardian _____

Name of the Parent/ Local Guardian: _____



Appendix-V

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-VI

**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-VII
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-VIII

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: _____

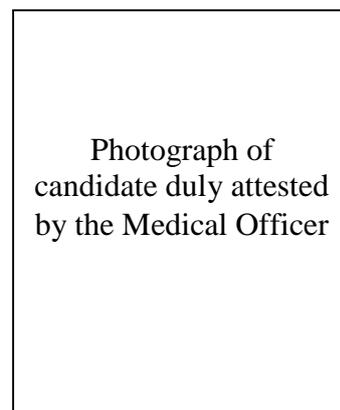
Hence the candidate is fit for admission to professional course.

Signature of Candidate

Signature of Medical Officer

Seal of Designation and Hospital

Dated:





Appendix-IX

UNDERTAKING
[to refrain from consumption of Drug and Alcohol]

I; _____, bearing Nirma ID. _____ admitted in **B.Com (Hons.)-2019** of **Institute of Commerce, Nirma University**, do hereby declare and undertake that I will refrain myself from consumption of Drug and Alcohol.

I have read the relevant instruction against the use of drugs & alcohol. I knew that the use/possession of narcotics drugs and Alcohol is punishable offence under the law and if I have been found guilty of using such thing, then the appropriate action will be taken against me as per laws. I give an undertaking to the Institute that I will refrain myself from consumption of Drug and Alcohol.

Date: _____

Signature of student

Place: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Address of Parent/Guardian with contact nos.: _____

Appendix-X

CONDUCT AND DISCIPLINE RULES FOR THE STUDENTS

1. Every student must carry his / her identity card which should be produced when demanded.
2. It is mandatory for the students to attend the classes, prayer sessions etc. on all working days from the start to the end of the term/semester. Absence due to illness or unavoidable circumstances shall be considered only if application is supported with medical certificates and/or leave application from the parents is submitted to the Director.
3. Students are expected to be polite individually or in groups and show respect to the Faculty (teachers) as well as to the staff of the Institute. Instructions in connection with academic or other matters as may be given by the teachers from time to time must be followed scrupulously by the students. Students must not participate in activities that may cause harm to the academic environment or which harm the teacher-student relation.
4. The action of any individual, group or wing which amounts to interference in the regular administration of the college is prohibited. Disciplinary action will be taken against such students.
5. Causing disfiguration or damage to the property of the Institute or belongings of staff members or students is forbidden. In case of any such damage, the same will be recovered from the students, the parents or the guardians.
6. No student shall indulge in any activity in the college campus that might be illegal or may lead to disorderliness.
7. Neither student should be in possession of any intoxicant or intoxicating materials nor consume such things. If anyone is found to have violated this instruction, the admission of such student will be cancelled.

Whenever any student is found to be guilty or violating the instructions specified above or other specific instructions issued by the center or the institute, he / she will be liable to disciplinary actions such as fine, suspension or rustication as may be imposed by the Director. The disciplinary action taken by the Director in this regard shall be final and binding.

I have read above conduct and discipline rules and I shall abide by these rules.

Name of the Student _____

Roll No. _____ Signature of Student _____

Date : _____ Signature of Parent/Guardian _____



Appendix-XI

UNDERTAKING

Registration No. _____

I, Mr./Ms. _____ son/daughter of _____ have secured admission at the Institute of Commerce, Nirma University in the year 2019-22 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-XII

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

