



JINDAL SCHOOL OF
BANKING & FINANCE

India's First Global Finance School

ACADEMIC HANDBOOK

2019-2020

www.jsbf.edu.in

GLOSSARY

Term	Meaning
B.Com. (Hons.)	A degree awarded by the O.P. Jindal Global University for the successful completion of a 3-year programme consisting of 144 credits
UGC	University Grants Commission
CGPA	Cumulative Grade Point Average
Project Course	The hands-on, practical experience-oriented, fieldwork, analytical lab or workshop-based courses
Compulsory Course	Courses compulsorily required to be taught under the School's rules
Course	Study of finance, commerce, marketing, quantitative techniques, or law related subjects, the successful completion of which results in the award of credits
Course Instructor	A member of the University faculty or an individual invited by the University responsible for the structure, design, delivery, assessment and evaluation of a course
Credit	A unit giving weightage to the time requirements of a course undertaken at the JSBF. The number of class hours in a course determine the credit value of that course
Elective Course	Courses offered from time to time by the University which a student may opt for
JSBF	Jindal School of Banking & Finance
Programme	A sequence of courses leading to an award of a B.Com. (Hons.)
Repeat Examination	A second examination for students who score less than forty (40) marks out of the total of hundred (100) marks in any course
Student	A person enrolled in a full-time programme at JSBF leading to the award of a degree
Academic Year	A calendar year starting from August one year (T) and ending in August of the next year (T+1)
T.A.	Teaching Assistant

1. GENERAL RULES OF ACADEMIC CONDUCT

1.1 Programme

The Jindal School of Banking & Finance (JSBF) offers an undergraduate programme leading to the following degree:

- 3-year Bachelor of Commerce (B.Com. (Hons.))

This programme is designed in compliance with the University Grants Commission guidelines and aims to foster a culture of scholarship and academic excellence amongst the students. Keeping in mind the UGC Guidelines, the JSBF ensures-

- that the course design is reviewed every semester;
- that the study-materials are updated;
- that appropriate methodology of teaching-learning based on the objectives of the study is developed; and
- that the standard achieved by the students are evaluated without undue emphasis on rote learning; rather they are evaluated based on their contextual understanding of the local and global economy, and the application of business and management principles.

1.2 Medium of Instruction

The medium of instruction for all courses offered by the JSBF shall be English. From time to time, the O.P. Jindal Global University may offer courses for the study of languages other than English under its Global Languages Center or its Taiwanese Language Centre in which case the medium of instruction shall be English along with the language being taught.

1.3 Class Timings and Hours

Lectures are normally scheduled between the hours of 8.00 am to 9:00 pm on all weekdays except holidays as set out in the Academic Calendar published by the Controller of Examinations at the commencement of each Academic Year. Each compulsory course of 4 credits will be taught through 4 class-hours per week. Each elective course of 4 credits will be taught through 4 class- hours per week. Courses having lesser number of credits will be taught through a lesser number of class-hours. Faculty members will be accessible to students outside the classroom during the designated hours in which students can approach them to discuss academic issues.

1.4 Attendance

Students are expected to attend all classes. A student who fails to attend a class is expected

to inform the Course Instructor, orally or in writing, the reason for his or her absence. In order to be eligible to appear for end-semester exams in any course (compulsory or elective), every student is expected to fulfil a minimum of 75% of the classes held during the semester in the course. In the event that the student is short of 75% attendance in a particular course but has greater than 70% attendance, the student may be allowed to take the examination if the average attendance of the student in the semester in question is greater than 75%.

Therefore, in order to appear for end semester examinations, students must have:

- (a) More than 70% attendance in each of their courses taken individually; AND
- (b) More than 75% average attendance in all of their courses in a semester

There may be instances where a student encounters extraordinary circumstances that do not allow the student to attend classes. Extraordinary circumstances are such situations where the student misses a significant number of classes, which may make meeting the 75% attendance requirement impossible, or very nearly impossible due to a pressing medical reason (supported by full documentation that can be verified by the School authorities) or other extenuating circumstances. Students must note that in order to make a *prima facie* case that the attendance requirement is nearly impossible to meet, the student must show that they missed at least three weeks' worth of classes due to the extraordinary circumstances. For the courses in which instructors have allocated marks for attendance, marks would be awarded for a minimum attendance of 75%. No marks would be awarded for attendance below 75%. The allocation may be as follows:

- 75 – 79 percent – 1 mark
- 80 – 84 percent – 2 marks
- 85 – 89 percent – 3 marks
- 90 – 94 percent – 4 marks
- 95 – 100 percent - 5 marks

1.4.1 On-Duty Attendance Policy

JSBF believes in the overall development of students, as such, we do not want to restrict our students to solely academics. Participation in numerous fests and events is imperative in realizing one's potential, instilling sportsman spirit and practically assessing one's ability in comparison to other competitors from different parts of the world.

There will be instances when there is an overlap in the schedule of regular classes and the schedule of a fest. In such instances, JSBF has a policy for providing "On-Duty" attendance to

students. This policy is framed to maintain a balance between academics and extra-curricular activities. The following headings will list down the occasions/events when such policy can be utilized and the procedure of how such leaves can be obtained.

Occasion/Events for Invoking OD

- According to the existing procedure, the University provides institutional support in terms of reimbursements and permission for 2 outstation festivals or 5 days (whichever is less) to each society per semester. With the implementation of such policy, societies/clubs would be granted attendance for 2 such outstation festivals per semester. Additionally, such OD would be granted to the organizing committee (including volunteers) of on-campus events that are calendared and approved by the Students' Welfare Office, for example, Biswamil and Magnus (the two biggest home fests that JGU takes immense pride in hosting).

Procedure to obtain OD

- The list of the students who have participated in an event/ festival must be submitted by the Society Heads/ Event Head along with the approval of the faculty coordinator to the Assistant Registrar, Student Welfare Office. The list of students once submitted by the Society Head/ Event Head will be final and no further changes shall be made.
- The Assistant Registrar, Student Welfare Office will verify the same and forward the list of the students to the Office of the Asst. Dean, Academics for further processing.
- The approval of the faculty coordinator is a must, given the fact that the faculty coordinator of any student-run society/ event will be playing a major role henceforth.

1.5 Class Decorum and Disciplinary Action

Students are expected to be punctual and attentive during class. They are expected to read materials prescribed by the Course Instructors and be prepared for the class. Students are also prohibited from using laptop computers or mobile devices during class unless allowed by the concerned Course Instructor. Annexure I sets out the JSBF Academic Disciplinary Policy and a list of items that constitute a breach of academic discipline.

1.6 Student Exchange Opportunities

Students may be allowed to study management and related courses under the international exchange schemes once they have completed a certain number of courses. Students who do not

intend to study management and related courses while on an exchange programme, with the express approval of the Office of Academic Affairs, JSBF, may be permitted to take courses other than management courses. Credits will be awarded only for the successful completion of courses under the international exchange scheme.

1.7 Industry Internships

Students can attend internships as part of the B.Com. (Hons.) degree program. Office of Career Services and the JSBF faculty associated with Industry Integration will help identify and secure relevant industry internships. More details about the policies in section 3.2.4.

1.8 Research Assistantship

Students availing scholarship are required to mandatorily participate in research-related activities and organization of events on campus. Normally, students are expected to associate themselves with the Research Centres or a faculty in a School. Their association with the Research Centres and faculty can be, but not limited to, in the form of providing research assistance to the activities of the Centres, participating in other academic work for the Centre, etc. The said association shall be for the duration of at least one academic year. We strongly urge students to approach faculty members to enquire about ongoing research projects where they may provide assistance. We encourage student participation in active projects undertaken by a full-time faculty member of JSBF.

1.9 Academic Calendar

The Academic Calendar at the JSBF generally commences at the beginning of August and ends in the last week of May.

First (Fall) Semester	
Teaching period begins	First week of August
Teaching period ends	Last week of November
Winter break (including Winter Internship)	Mid-December to the last week of January
Second (Spring) Semester	
Teaching period begins	First week of February

Teaching period ends	Second week of May
Summer break (including Summer Internship)	Mid-June to the last week of July

1.10 Credits Required

The B.Com. (Hons.) curriculum at the JSBF has been structured in accordance with the UGC's "Minimum Course Curriculum for Undergraduate Courses under Choice Based Credit System¹" guideline. The B.Com. (Hons.) curriculum consists of compulsory and elective courses. The compulsory courses are designed to ensure that the student gains a sufficient grounding in the fundamental areas of banking & finance, and other management-related courses. All courses are worth 4 credits or 2 credits with 48 credits per year being the minimum full-time load adopted by the University. In order to be awarded a Bachelor of Commerce degree, students must be awarded to no less than 144 credits in total. Students are expected to earn 24 credits in each of the 6 semesters of the programme.

1.11 Course Audit

Auditing a course allows a student to take a class in any School within the University without the benefit of a grade or credit for a course. A JSBF student who audits a course does so for self-enrichment and academic exploration. The course is offered only on a seat- available basis with the approvals of both the instructor of the course and the academic dean in the JSBF.

1.12 Course Duration

The undergraduate programme is intended to be completed in three years full-time. The degree must be completed within five years from the start of the programme (including any periods of leave or suspension). Each academic year is divided into two semesters comprising of eighteen weeks¹ of study including examinations.

¹ Available at https://ugc.ac.in/pdfnews/8023719_Guidelines-for-CBCS.pdf

2. EXAMINATIONS

2.1 Scheme of Evaluation

The JSBF follows an internal examination policy where the Course Instructors who teach the courses to a group of students shall evaluate those students during the semester. For Compulsory courses, fifty (50) marks are dedicated for internal assessment by the Course Instructor, the students are assessed for the remaining fifty (50) marks through an end- semester examination. The question papers for the end-semester examination of a given batch would be common and jointly prepared by the Course Instructors teaching that particular course to various sections in that class.

For elective courses, up to seventy (70) marks may be dedicated for internal assessment. Elective courses shall have an end semester exam/component of at least thirty (30) marks. For core as well as elective courses, the weights for the end-semester examination and the internal assessment components may change subject to the decisions of the Academic Council. However, the mode and format of the end-semester examination/component for elective courses shall be left to the discretion of the faculty.

Faculty members may use a variety of internal assessments in Compulsory and Elective Courses including, but not limited to:

- Mid-term exams
- Class tests
- Research papers
- Essays
- Viva-voce
- Class participation
- Presentations
- Attendance

Faculty members may use a variety of assessments for the final exams in Compulsory and Elective Courses including, but not limited to:

- Closed-book examination
- Open -book examination
- Take-home
- Research Paper

For Project courses (Compulsory and Elective), which must have a practical component, there is no requirement for an end-semester examination. Students may be assessed entirely through class exercises, research papers, project reports and other methods designed to build practical skills.

2.1.1 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations

In the event, a student is unable to appear for an end-semester examination (see preceding section) due to medical or other extenuating reasons, the student must inform the JGU Examinations Office and the JSBF Office of Academic Affairs accordingly, within five working days from the date of the examination. Such information must be accompanied by medical or other evidence supporting the claim of extenuating circumstances. If the claim is found to be valid, the student shall receive an ‘incomplete’ grade, rather than a ‘fail’, for the examination. The ‘incomplete’ grade signifies extenuating circumstances which prevented a student from completing the coursework or examination. The student shall have an opportunity to complete the course through a Repeat Examination; however, a ® notation will not appear on the student’s transcript.

2.1.2 Grade Sheet

Percentage of Marks	Grade	Grade Value	Grade Description
80 and above	O	8	Outstanding – Exceptional knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and extraordinary critical and analytical ability
75 – 79.75	A+	7.5	Excellent - Sound knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and critical and analytical ability
70 – 74.75	A	7	Very Good - Sound knowledge of the subject matter, excellent organizational capacity, ability to synthesize ideas, rules and principles, critically analyse existing materials and originality in thinking and presentation
65 – 69.75	A-	6	Good - Good understanding of the subject matter, ability to identify issues and provide balanced solutions to problems and good critical and analytical skills
60 – 64.75	B+	5	Fair – Average understanding of the subject matter, limited ability to identify issues and provide solutions to problems and reasonable critical and analytical skills
55 – 59.75	B	4	Acceptable - Adequate knowledge of the subject matter to go to the next level of

			study and reasonable critical and analytical skills.
50 – 54.75	B-	3	Marginal- Limited knowledge of the subject matter and irrelevant use of materials and, poor critical and analytical skills
45 – 49.75	P1 or C	2	To be decided based on the recommendation of the Examination Office (TBD)
40 – 44.75	P2 or D	1	TBD
Below 40	F	0	Fail - Poor comprehension of the subject matter; poor critical and analytical skills and marginal use of the relevant materials. Will require repeating the course

2.2 Repeat Examination

Students who score less than forty (40) marks out of the total of hundred (100) marks at the end of the semester (i.e., after adding the internal assessment marks and the marks scored in the end- semester examination), or score less than 30% (15 marks)² in their end-semester examination, in any Compulsory course, shall be declared ‘fail’ in that paper. A ‘fail’ shall also be declared for students who have not appeared in the end-semester examination, including cases where non-appearance is due to reasons related to health etc., but without the permission of the Office of Academic Affairs. A ‘fail’ shall also be declared for students who have been debarred for failure to meet the attendance requirements of the course. Students will be given opportunities to clear such courses (“**Repeat Examinations**”). However, for the Elective Course, only one such opportunity will be given.

A student who scores forty (40) marks or more after having appeared in a Repeat Examination, i.e. passes his/her Repeat Examination, shall have a ® appear at the top of the marks-sheet for that course. However, ® shall not be indicated in case of those candidates who have been permitted by the Office of Academic Affairs to not appear in the end-semester examination in order to participate in co-curricular activities such as conferences, seminars and exchange programs or on account of extenuating medical or other circumstances.

All Repeat Examinations shall be marked out of one hundred (100) marks. Students must obtain at least forty (40) marks in the paper to be declared pass in the Repeat Examination.

² This criterion is subject to change based on the policy decision taken by the examination office considering the recent change in grade structure by the University.

Appearing in the immediately available Repeat Examinations is compulsory and not subject to the discretion of students. In order to appear in a Repeat Examination, the student must submit an application to the Examinations Office in the relevant form available with the Examinations Office and pay the requisite fee before the examination. The fees for Repeat Examination will not be refunded if a student does not appear at Repeat Examination after depositing the fee and submitting the form.

2.2.1 Repeat Examinations for Compulsory Courses

The first Repeat Examination will be offered in the same semester of the academic year following the year in which the student obtained a fail grade. In the event student does not clear the first Repeat Examination, a second Repeat Examination will be offered in the same semester of the academic year following the year in which the first Repeat Examination was failed.

Illustration 1

A student fails to clear a Compulsory course in Semester A of his second year. S/he will be offered an opportunity to clear the same course in Semester A of his third year. If s/he fails to clear the course again, s/he will be offered the same opportunity in Semester A of his fourth year.

2.2.2 Repeat Examination for Elective courses

Students will be given one opportunity to clear Elective courses in which they have failed. The Repeat Examination will be offered in the same semester of the academic year following the year in which the course was failed. For students who fall short of attendance in an elective course, they shall not be permitted to appear in the re-sit exam in the same course. Such students shall be asked to take another elective in the following semesters.

2.2.3 Code of Conduct during the Examination

Students are expected to adhere to the highest standards of honesty and integrity during the examinations process. The University policy related to use of unfair means in examinations is attached as Annexure II

3. AWARD OF CREDITS

In order to receive an undergraduate degree from JSBF, a student needs to receive a minimum of 144 credits. Out of these 136 credit hours must be through the core or elective classes (academic credit). The other 8 credits can be received through other activities which can be a combination of internships, co-curricular, or research activities. Credits could be awarded

students for the following activities subject to the approval of the Academic Council and the JSBF Dean's office:

- The successful completion of Compulsory Courses
- The successful completion of Elective Courses
- Assisting a Research Centre in the JSBF
- Teaching Assistantships
- Independent Research
- Research Internships
- Industry Internships
- Participation in Exchange Programs
- Co-curricular Activities

3.1 Award of Credits for Compulsory and Elective Courses

The curriculum for the undergraduate programme includes compulsory courses of a maximum duration of one semester. UGC's Choice Based Credit System guideline states that one credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/fieldwork per week. In accordance with UGC's guideline, each course at the JSBF lasting a full semester shall usually involve no less than 4 hours of class or tutorial instruction per week. Certain compulsory courses which enable students to build writing skills, such as business writing, may be offered for less than 4 hours of class or tutorial instruction per week. Upon the successful completion of a course, evidenced by the student attaining the requisite marks in internal assessments as well as the end-semester exam, the student shall be awarded 4 credits. The curriculum for the B. Com. (Hons.) at the JSBF also includes elective papers, the length of instruction of which may vary from paper to paper. Credits shall be awarded for successful completion of elective papers depending upon the time- period of instruction (including class hours and tutorials) required for that paper, as follows:

No of hours per Semester	No. of Credits awarded
70 hours and above	4 Credits
54 - 60 hours	3 Credits
36 – 54 hours	2 Credits
18 – 36 hours	1 Credit

3.2 Award of Credits for Other Activities

Recognizing that academic excellence outside the classroom has a large role to play in the development and grooming of students, and in order to promote and encourage students to participate in other activities related to their course of study, the JSBF awards credit for student participation in several University-related academic, research and co-curricular activities. The list of other activities is given below:

NOTE: Credits for all the activities included in other activities CANNOT be substituted for regular academic credit-requirements

3.2.1 Co-Curricular Activities

Co-curricular Activities include University-related and School-related academic activities which include but are not limited to:

- An international summer school where the students do not get grades but receive a certificate for completing the programme,
- A University or School sponsored workshop or conference

The award of credit and eligibility will be activity/program-specific, and the decision will be taken as and when the student applies for the programme.

3.2.2 Independent Research

Students in their final year of the programme may carry out an Independent Research Project (IRP) under the guidance and mentorship of a faculty member at the JSBF. The inclusion of IRPs in the final year shall be decided in advance by the JSBF Dean's office and notified to students at the beginning of the final year. On successful completion of such projects, students will be awarded 2 to 4 credits based on the following:

- Word length of the research project
 - 2 credits (4000 words excluding references /footnoting)
 - 4 credits (8000 words excluding references/footnoting)
- Faculty member's discretion based on the abstract submission
- Hours prescribed by the faculty member in case s/he may want the student to maintain timesheets

An independent research project does not include working for a Research Centre, which is a separate process. No student shall carry out more than one independent research project in a

semester. Students who meet the above eligibility criteria and are desirous of an Independent Research Project shall apply in the following manner:

- Students must prepare a two- page proposal for a research project in any area of banking and finance in the semester before the semester in which the independent research project is to be carried out.
- This proposal must include the following details of the project:

An abstract clearly stating the goals and aims of the project, the research question and the

- impact the project would have
- Literature review of the materials consulted by the student in pursuance of the project
- Tentative chapters
- Hypothesis setting out the expected results of the project
- Such a proposal is to be submitted to the faculty member with whom the student desires to carry out the research.
- If the faculty member accepts such proposal s/he may recommend to the Office of Academic Affairs that the student be permitted to pursue an Independent Research project in the succeeding semester.

The terms of the project, including the number of work hours per week, proposed length of the project, number of credits to be awarded, will be decided by the faculty member after discussions with the student. The faculty member may decide the schedule, timeline and terms of his/ her mentorship. The student must adhere to deadlines, appointments, etc. The student's progress will be tracked by the faculty member. Failure to adhere to the terms may result in the faculty member assessing the research project negatively. The faculty member may according to his discretion, require the student to maintain a timesheet.

Faculty members shall be limited to guiding and mentoring not more than four independent research projects in a semester. In the event of a faculty member receiving more than four applications for independent research in a given semester, the faculty member shall decide the award of research projects based on the applications made by the students. The decision of the faculty member to award a research project shall be final and binding.

The submission of a final draft to the satisfaction of the faculty member will result in the successful completion of the course. The faculty member may assist the student in the publication of a research project if it meets the standards required. Successful completion of the course including- the final submission, submission of drafts, timeliness, sincerity and other parameters as the faculty member may deem fit, will result in the student receiving the credits prescribed for the project as determined in the terms of the project.

3.2.3 Research Internship

Research internship entails working as a researcher under a JSBF faculty member in a research project during semester breaks. Maximum of two credits may be awarded for this for engagement of a minimum 80 hours over a period of one calendar month.

Application and Appointment:

Faculty members who require research interns will send out notifications to the students and ask for applications. Students who respond to this call will be evaluated by concerned faculty. The selection criterion for research interns is at the discretion of the individual faculty members. After the selection process is complete the concerned faculty member will inform the Office of Internships (OI) about their intention to take in the selected students as interns. Faculty must mention the name and description of the project and the role the students are expected to play in the project. No faculty member is to take more than 5 research interns at any point in time. The Office of Internships will approve the request from the faculty member unless they find that more than one request has come in for any student. In this case, the OI might advise concerned faculty and students to reconsider and suggest solutions. If the request is approved the students will receive a notification from the OI informing them the following:

1. That they are now engaged as a research intern for a period of 1 month with start and end dates.
2. The name of the project and supervisor/s that the student will be reporting to.
3. They are expected to work 80 hours in the period of their internship. It will be the responsibility of the faculty in coordination with the research intern to maintain a daily log of the hours clocked.
4. They will be awarded 2 credits for their internship subject to their completion of the internship and the evaluation of their performance.

Currently, the OI is composed of Prof. Ram B. Ramachandran and Prof. Shalini Goel.

Evaluation:

At the end of the internship period, the faculty member responsible for the project will submit a Research Internship Evaluation report to the OI certifying the number of hours worked by the intern and general comments about the quality of work done.

At the end of the internship, the intern will submit a 3-page report (12 point double spaced, 1" margin) Research Internship report outlining the following:

- A brief overview of the project and its objectives.
- The role played by the intern in the project.

- Specific tasks assigned to the intern.
- Interns' learning and take-away from the experience.

Details of publications if any.

If the internship has produced any tangible outcomes like a publication, write-up or blog post then this needs to be attached to the internship report. Based on the completion report of the faculty, and the internship report of the intern, the OI will constitute an evaluation panel which will conduct a brief interview of the intern. The panel will then decide on the credit to be awarded in consultation with the project supervisor.

3.2.4 Industry Internship

The primary objective of an internship is to enable students to apply the learnings from the classroom in the “real-world”. During their internship, students explore a professional practice-oriented environment, with the intern’s work preferably overseen by a professional. In addition to offering students the opportunity to demonstrate and develop their technical skills, it allows students to develop professional skills such as teamwork, effective communication, social interaction and professional networking, an understanding of business procedures, leadership, and critical thinking.

An internship consists of specialized duties that provide training and practice in actual organization settings such as an industry, business, bank or insurance agency, policy think tank, NGO or government office.

Policies for Internship

- **The requirement for JSBF students:** During their undergraduate degree programme, students are required to complete at least an internship either during the summer or winter break totalling at least 8 weeks during the program
- **The duration of Internships:** Each of the internships can be a minimum of 21 days minimum (8 hours/day) or a maximum of 42 days (8 hours/week)
- **Credits and Grades:** Internships are not graded but they are credit-bearing. Each 21-day professional internship carries 2 credit. Students can attain a maximum of 4 credits in one academic year which will be counted towards their program requirements.
- **Eligibility for Credits:** In addition to the completion of the required number of hours, the students are also required to submit the “Internship Supervisor

Form” as well as the present “Critical Analysis of Internship” to the internship coordinator or a faculty member within the indicated deadlines in order to be given the corresponding credits. The confidential internship supervisor form will be completed by the hosting organization and will be sent directly to the internship coordinator/faculty.

- **Multiple Internships:** Students are allowed to do up to TWO credit-bearing internship programs in one academic year. By the time of graduation, the students can take additional credit or non-credit internship programs.

3.3 Credits Awarded on Exchange Programmes

From time to time, students will be offered opportunities to spend a semester outside of India, taking up courses administered by a foreign University. Credits will be awarded for the successful completion of such courses in the following manner:

Courses taken up in an exchange programme shall be considered as elective courses in the JGU mark sheet. The grades attained on an exchange/summer School shall be reflected in the JGU mark sheet after having been converted to the GPA scale used by JGU. Exchange/summer School which do not offer grades will not be considered for academic credit but can be considered as other activities³. The grades attained in a semester on exchange shall be marked with an asterisk with a notation that the said semester was spent in exchange. Students shall be free to attach the original grade sheet obtained from the foreign University.

Students are mandatorily required to enrol in an adequate number of courses at the host University to ensure that the credits earned shall convert to a minimum 20 credits at JGU. However, if regulations of the foreign University allow for a maximum number of credits, such that the number of credits received (after conversion) as a result of an exchange programme is less than 20, students will have to make up for such shortfall by opting for additional electives in preceding or succeeding semesters (subject to the maximum of 28 credits allowed in each semester).

Credits will not be awarded for non-JGU recognized courses including courses taken up by students during their summer/ winter break

³ Refer to the Section 3.2.1 for details regarding the award of credits

4. POLICY FOR SEMESTER ABROAD

4.1 Programme Eligibility and Timeline

Students are eligible for Exchange as follows:

- Exchange opportunities are available for the Fall or Spring semester.
- Exchange programme will be considered ONLY based on availability.
- Each student is ONLY eligible to go abroad for one semester.
- A year-long exchange opportunity can ONLY be considered based on the following grounds:
 - The student performs exceptionally at the host institution.
 - The student is able to demonstrate an integral need for the continuation of the semester abroad program.
 - The Dean/Academic Dean of the host institution is able to recommend the continuity and request JSBF for an extension.
 - The Dean of JSBF can recommend the candidate and this extension.

4.2 Exchange Workshop, Exchange Report and Transcripts

- All selected students will be required to attend the compulsory pre-departure exchange workshop.
- All students are expected to give a monthly update of their exchange experience.
- All students will be required to submit a report on their exchange experience post their return.

The students will have to complete the feedback form issued by the International Office in a timely manner.

- Failure to submit the exchange report in a timely manner will lead to the following:
 - Non-transposition of exchange grades and credits into JSBF grades and credits until the report is duly submitted.
 - Non-issuance of hard copy of exchange transcripts.
- Transcripts are to be collected from the International Office/Executive Assistant to the Office of International Collaborations upon their arrival ONLY upon completion of the exchange report.

4.3 Examination and Assessment

- Grades and credits to be transposed as per the conversion table designed by the Office of Academic Affairs.
- Failure in exchange courses are subject to the policy of the host institution for re-sit or improvement. These grades will not be reflected in the JSBF transcripts and the credits will not be converted. The concerned students will need to complete the credit deficit at the JSBF.
- All exams and assignments are to be completed by students within the duration of their semester abroad programme. If a student fails to do this on account of exceptional circumstances, then she/he will be permitted to complete the assessment/examination ONLY if permitted by the JSBF authorities subject to evaluation of circumstances and the completion of the following:
 - Upon request of the host institution.
 - Upon the recommendation of the Dean of the JSBF.
 - Question papers, instructions and other relevant details will be provided to the JSBF by the host institution.

4.4 Information Regarding Fees

- For their semester abroad students need to pay the tuition fee to JGU and bear other costs towards the host institution.
- For Dual Degree Programme students need to pay tuition and hostel fee to the host institution.

ANNEXURE I

ACADEMIC CODE OF CONDUCT AND DISCIPLINARY POLICY

In order to maintain academic standards and deter students from indulging in unfair and dishonest academic practices, the JSBF has constituted a Committee on Academic Discipline. This policy sets out the constitution of the committee, its scope of operations and processes to be followed in the event of a violation of the JSBF Academic Code of Conduct.

a) Constitution

The JSBF Committee on Academic Discipline (CAD) for the academic year 2019-2020 is constituted as follows:

- a. Dean
- b. Vice-Deans

b) Scope

Subject to the powers vested in the Dean JSBF, the CAD shall have the following powers and functions:

- c. To investigate and make findings upon any allegation of violation of the JSBF Academic Code of Conduct made against a student by a faculty member, staff of the JSBF or another student
- d. To lay down and review the JSBF Academic Code of Conduct and make necessary changes in the Code from time to time
- e. To lay down the procedures for dealing with violation of the JSBF Academic Code of Conduct and/or for dealing with violations of any rules and regulations of the JSBF by students and the penalties relating to such violations

Where a student is found guilty of violating the JSBF Academic Code of Conduct, the CAD may recommend any of the following penalties or any combination thereof:

- a. Warning
- b. Reprimand

Disallowance of the work concerned by prohibiting assessment or, where the work has been assessed, by annulling the results in the assessed work. The CAD shall either permit the student to submit, within a specified period, a substitute piece of work for assessment; or deem the disallowance to be a failure on the part of the student in the examination or work

- c. Disallowance of attendance and subsequent editing of the student's attendance records.
- d. Withdrawal of any academic or other University privilege, benefit, right or facility other than

the right to follow courses of instruction and present himself for examinations

- e. Suspension from the University for a specified period

c) JSBF Academic Code of Conduct

The following is a non-exhaustive list of items that constitute a breach of academic discipline:

Breach	Punishment
Disrespectful behaviour toward faculty members and guest lecturers	Reprimand and written apology to the concerned faculty member or guest lecturer for the 1 st offence. For repeated violations, the CAD may recommend that the student be counselled by the Assistant Dean (Academic Affairs) and where necessary, a psychological counsellor
Use of un-parliamentary or abusive language in class; unruly or disruptive behaviour in class	Reprimand and written apology to the concerned faculty member or guest lecturer for the 1 st offence. For repeated violations, the CAD may recommend that the student be counselled by the Associate Dean (Academic Affairs) and where necessary, a psychological counsellor
Non-attendance during class tests or non- submission of assignments (unless with the prior permission of the Assistant Dean, Academic Affairs, JSBF)	Disallowance of the student to seek a reassessment of the class test or assignment
Use of laptop computers, mobiles and other electronic interactive devices during class, unless allowed by the concerned Course Instructor.	Warning for the 1 st offence. For repeated violations, the CAD may recommend the suspension of the student for a period up to one month.
Plagiarism and/or use of unfair means in assignments	Warning and disallowance of the work concerned by prohibiting assessment or, where the work has been assessed, by annulling the results in the assessed work. For repeated violations, the CAD may recommend suspension of the student for a period up to one month.
Prolonged absence from class after recording of attendance	Disallowance of attendance for that class

Unauthorised presence in a classroom during class hours	Removal from the classroom with a warning for the first offence. For repeated violations, the CAD may recommend the suspension of the student for a period up to one month.
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In the event of repeated violations by a student for any of the above, the CAD may also recommend the following:

- that the student be made ineligible to receive financial aid as administered by the JSBF Scholarships Committee
- that the student be made ineligible to participate in the internships and placement processes administered by the JGU Career Development and Placement Division
- that the student be suspended for the semester.

ANNEXURE II

CONDUCT OF STUDENTS DURING EXAMINATIONS (Excerpts from the First Ordinance)

- 1) No student shall make use of any dishonest or unfair means or engage in any disorderly conduct in an examination.
- 2) “Dishonest or unfair means” for the purposes of Section 29(1) includes:
 - a. Using any unauthorized materials or taking unauthorized assistance from any other student or person during the course of the examination;
 - b. Providing of any unauthorized materials or giving of unauthorized assistance to any other student during the examination;
 - c. Tampering with any work or record with the intent to gain an unfair advantage in the assessment or examination;
 - d. influencing any teaching or person with the object of changing his or her own assessment or examination results or that of any other candidate, including by offering of any advantage or through any threatening acts; and
 - e. Any intentional conduct which allows him or her or any other student to gain an unfair advantage in an assessment or examination.
- 3) For the purpose of this Section “using any unauthorized materials” includes plagiarism.
- 4) “Assistance” for the purpose of this section includes:
 - a. Impersonation of another student to take an examination;
 - b. Provision of unauthorized information with a view to provide an unfair advantage in an assessment or examination; or
 - c. Any other intentional conduct which allows a student to gain an unfair advantage in an assessment or examination.
- 5) For the purpose of this Section, “dishonest or unfair means” also includes:
 - a. An attempt of the acts forbidden under Section 29(2);
 - b. Incitement, aiding or abetting of another to engage in such acts; and

- c. Conspiring with another to engage in the same.
- 6) For the purposes of this Section “Disorderly conduct” includes:
 - a. Disturbing or disrupting the examination;
 - b. Entering or leaving the examination venue in contravention of the examination rules and regulations or any other relevant rules or regulations;
 - c. intentional destruction or tampering of any materials or equipment provided for use in the examination or any part thereof, including answer books, supplementary answer sheets and electronic or digital devices;
 - d. Carrying into the examination venue any weapon which is prohibited;
 - e. Failure to comply with the instructions of the Chief Invigilator, any invigilator on duty or other staff on the examination venue
 - f. Any other violation of the Student Code of Conduct or examination rules in connection with the examination;
- 7) For the purpose of this Section, “disorderly conduct” also includes:
 - a. An attempt of the acts forbidden under Section 29(6);
 - b. Incitement, aiding or abetting of another to engage in such acts; and
 - c. Conspiring with another to engage in the same.
- 8) Where a student is alleged to be in contravention of Section 29(1), the procedures set out under the section, shall apply. The Dean of the concerned School shall be the “University Officer” for the purpose of the application of these sections in this context.
- 9) Notwithstanding anything contained in this Ordinance and the First Statutes, the Dean of the concerned School acting in the capacity of the “University Officer” shall have the power to impose the following penalties on a candidate found guilty of contravention of Section 29(1):
 - a. Disqualify such student from an examination of a course for which he or she was a student;
 - b. Disqualify such student from taking an examination of the University for a specified period;
 - c. Expel such student from the University; and
 - d. Declare the student not fit and proper to be admitted to any other examination of the University.

Sec.31. Declaration of Results

- 1) The University shall strive to declare the results of every examination conducted by it within a period of thirty days from the last date of the examination for a programme and in any case within a period of forty- five days from such date.
- 2) Where the University has been unable to declare the final results of any examination within the aforesaid period of forty-five days, it shall, as soon as practicable, submit a report with detailed reasons for this failure to the Government.

Sec.32. Appeal against Decisions in relation to Examinations

- 1) A student who is dissatisfied with the decisions made by any Teacher or University Officer in relation to an examination may appeal to the Controller of Examinations within 30 days of the candidates' knowledge of the prejudicial decision taken against him or her.
- 2) Notwithstanding anything contained under Part IX, the concerned Dean shall have exclusive jurisdiction over appeals from decisions in relation to examinations.
- 3) For the purposes of Section 32(1), "Decisions" includes decisions in relation to the assessment, results and grades attained in an examination and the decision to disallow a student from appearing at an examination due to the failure to meet any requirement specified under Sections 25, 26 and 27.
- 4) The appeal shall be in writing and addressed to the Controller of Examinations and copied to the concerned Dean and the Registrar. The appeal shall clearly state the grounds of appeal. The Controller of Examinations shall acknowledge receipt of the appeal in writing to the candidate with a copy to the concerned Dean and the Registrar.
- 5) Where the Controller of Examinations considers that there is a prima facie case for the appeal, he or she shall constitute an Examination Appeals Committee to hear the appeal, which shall consist of at least three Teachers of the concerned School appointed in consultation with the concerned Dean. The chairperson of the Examination Appeals Committee shall be one of the three Teachers recommended by the Dean.
- 6) The Examination Appeals Committee acting as the appellate body shall have the power to confirm, vary or set aside the decision in relation to the examination appealed against.
- 7) The Examination Appeals Committee appointed by virtue of Section 32(5) shall hear the appeal expeditiously. The candidate appealing shall be notified in writing of the time when the

- appeal will be heard and be given an opportunity to appear before the committee and be heard.
- 8) Where the Examination Appeals Committee is of the view that the decision against the student is of a serious disciplinary nature, it shall refer the matter to the Student Discipline Committee. In that case, the procedures set out under Section 42 of this Ordinance shall apply.
 - 9) An appeal is allowed where the complainant fails to prove the case against the student on a balance of probabilities. 4
 - 10) A decision on an appeal, where possible, shall be made within 30 days from the date of receipt of the application to appeal or as soon as possible thereafter.
 - 11) The Registrar shall be provided with a written record of the proceedings of all cases of appeal by the Controller of Examinations within 7 days after the appeal has been heard. The Registrar will also keep such a record.
 - 12) Where an appeal relates to a decision resulting from a disciplinary action, the procedures set out under Section 41 of this Ordinance shall apply.

Sec.41. Initiation of Disciplinary Action

- 1) Any complaint against a student for violation of the Code of Student Conduct, any statutes, ordinances, rules or regulations of the University shall be lodged in writing.
- 2) Where the violation relates to academic conduct, the complaint shall be dealt with by the Dean of the concerned School. Where the Dean delegates this power to a concerned Head of Department, the complaint shall be dealt with by such Head of Department.
- 3) Where the violation relates to regulations promulgated by an amenity or facility provider, such as the Library, the complaint shall be dealt with by the relevant body responsible for the management of the amenity or facility.
- 4) Where the violation relates to regulations on fees, charges or financial assistance, the complaint shall be dealt with by the Chief Finance and Accounts Officer.
- 5) In all other cases, the complaint shall be dealt with by the Proctor or any Officer or body the Proctor finds appropriate.
- 6) The University Officer may decide, within 10 working days from the date of notice of the complaint that a violation of the Code of Student Conduct, any statutes, ordinances, rules or regulations of the University by a student is of such a serious nature that it should be dealt with by the Student Discipline Committee. Consideration of the student's case may include

enquiries into:

- a) non-compliance by the student with the decision of the University Officer imposing a penalty on the student for the student's violation of the Code of Student Conduct, any statutes, ordinances, rules or regulations of the University;
- b) commission of the same offence prescribed under the Code of the Student Conduct, any statutes, ordinances, rules or regulations of the University by the student more than once; and
- c) the gravity of the offence committed."