



**RAMAIAH**  
**UNIVERSITY**  
OF APPLIED SCIENCES

**ACADEMIC OPERATIONS MANUAL**

**B.Com.(Hons)**  
**Programme**

**Faculty of Management and Commerce**

**Ramaiah University of Applied Sciences**  
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# Academic Operations Manual

## B.Com (Hons.) Accounting and Finance Programme

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## 1. Introduction

Academic Operations Handbook explains:

1. Academic Operations that need to be carried out
2. Officers and staff responsible for Academic Operations
3. Details of Academic Operations
4. Schedule of Academic Operations

Every member of the staff (Academic or Non Academic) involved in academic operations of the University must be familiar with the contents of this manual.

## 2. Ramaiah University of Applied Sciences

Ramaiah University of Applied Sciences (RUAS) offers student centric degree programmes at Undergraduate, Postgraduate and Doctoral levels. The University programmes are designed to ensure that the graduates of the University are equipped with the theoretical knowledge and skill expected by industry and business. The University has five verticals – Academic Studies and Academic Research; Sponsored Research; Training and Lifelong Learning, Techno-Centre- involved in Consultancy, Product Design and Development, and Entrepreneurship Development.

The University provides holistic experience to the students of the University, as the student in addition to his/her academic programme has an opportunity to participate in research, skill development, real life problem solving and entrepreneurship.

The University has Faculties of: Management and Commerce (FMC), Engineering and Technology (FET), Art and Design (FAD), Hospitality Management and Catering Technology (FHMCT), Pharmacy (FPH), Dental Sciences (FDS), Mathematical and Physical Sciences (FMPS) and Life and Allied Health Sciences (FALHS). Through these faculties, the University offers Undergraduate, Postgraduate and Doctoral Programmes.

## Faculties, Programme and Courses of the University

The following table describes faculties, programmes and courses of the University

Sl. No.	Faculty	Department	Programmes	Specialization
1	FMC	Commerce	B.Com.(Hons)	Accounting and Finance
2		Management Studies	BBA	
3		Management Studies	MBA	Banking and Financial Services
4			MBA	Business Analytics
5			MBA	Financial Management
6			MBA	Hospitality Management
7			MBA	Human Resource Management
8			MBA	Marketing Management
9			MBA	Operations Management
10			MBA	Pharma Business Management
11			MBA	Small Business and Entrepreneurship
12			Commerce	M.Com.
13		M.Com.		Banking and Financial Services
14		Research Programmes	M.S. (By Research)	In the above mentioned specializations
15			M.Phil.	
16			Ph.D.	
17	FET	AAE	B.Tech.	Aerospace Engineering
18		AAE	B.Tech.	Automotive Engineering
19		CE	B.Tech.	Civil Engineering
20		CSE	B.Tech.	Computer Science and Engineering
21		EEE	B.Tech.	Electrical Engineering
22		ECE	B.Tech.	Electronics and Communication Engineering
23		MME	B.Tech.	Mechanical Engineering
24		AAE	M.Tech.	Aircraft Design
25		AAE	M.Tech.	Automotive Engineering
26		CE	M.Tech.	Construction Engineering and Management
27		CE	M.Tech.	Structural Engineering
28		CE	M.Tech.	Environmental Sanitation and Waste Management
29		CE	M.Tech.	Transportation Engineering
30		CSE	M.Tech.	Data Science and Engineering
31		CSE	M.Tech.	Machine Learning and Intelligent Systems
32		ECE	M.Tech.	VLSI and Nanotechnology
33		EEE	M.Tech.	Power Electronics and Drives
34		MME	M.Tech.	Advanced Machinery Design
35		MME	M.Tech.	Manufacturing Technologies and Engineering Management
36		MME	M.Tech.	Robotic Engineering
37		Research Programmes	M.S. (By Research)	In the above mentioned specializations
38			M.Phil.	
39			Ph.D.	
40		FAD	PD	B.Des.

41		FD	B.Des.	Fashion Design	
42		PD	M.Des.	Product Design	
43		FD	M.Des.	Fashion Design	
44		Research Programmes	M.S. (By Research)	In the above mentioned specializations	
45			M.Phil.		
46			Ph.D.		
47	FMPS		B.Sc.(Hons)	PCMSCSE	
48		Physics	M.Sc.	Physics	
49		Chemistry	M.Sc.	Chemistry	
50		Mathematics	M.Sc.	Mathematics	
51		Research Programmes	M.S. (By Research)	In the above mentioned specializations	
52			M.Phil.		
53			Ph.D.		
54	FPH		B.Pharm.		
55			Pharm.D.		
56			M.Pharm.		Pharmacognosy
57			M.Pharm.		Pharmaceutical Chemistry
58			M.Pharm.		Pharmaceutics
59			M.Pharm.		Pharmacology
60			M.Pharm.		Pharmacy Practice
61		Research Programmes	M.S. (By Research)	In the above mentioned specializations	
62			M.Phil.		
63			Ph.D.		
64	FHMCT		BHM		
65		Research Programmes	M.S. (By Research)	In the above mentioned specializations	
66			M.Phil.		
67			Ph.D.		
68	FLAHS	Biotechnology	B.Sc.(Hons)	Biotechnology	
69		Food Technology	B.Sc.(Hons)	Food Processing and Technology	
70		Allied Health Sciences	B.Sc.(Hons)	Dialysis Therapy Technology	
71			B.Sc.(Hons)	Medical Radiology and Imaging Technology	
72			B.Sc.(Hons)	Operation Theatre Technology	
73			B.Sc.(Hons)	Cardiac Care Technology	
74			B.Sc.(Hons)	Optometry	
75			B.Sc.(Hons)	Sports and Exercise Science	
76		Hospital Administration	MHA	Master of Hospital Administration	
77			MPH	Master in Public Health	
78		Biotechnology	M.Sc.	Biotechnology	
79			M.Sc.	Molecular and Cellular Biology	

80		Food Technology	M.Sc.	Food Science and Technology		
81			M.Sc.	Sports Nutrition and Dietetics		
82		Research Programmes	M.S. (By Research)	In the above mentioned specializations		
83			M.Phil.			
84			Ph.D.			
85	FDS		BDS			
86			MDS	Prosthodontics and Crown & Bridge		
87			MDS	Conservative Dentistry and Endodontics		
88			MDS	Periodontology		
89			MDS	Orthodontics and Dentofacial Orthopaedics		
90			MDS	Oral and Maxillofacial Surgery		
91			MDS	Oral & Maxillofacial Pathology and Oral Microbiology		
92			MDS	Oral Medicine and Radiology		
93			MDS	Pediatric Dentistry		
94			MDS	Public Health Dentistry		
95				Research Programmes	M.S. (By Research)	In the above mentioned specializations
96					M.Phil.	
97					Ph.D.	

## Student Admissions -Undergraduate Programme

### 4.1 Selection of Students

1. Director- Admissions is responsible for admission of students to the University
2. Admission Committee consists of Director Admissions and Faculty Members deputed by the Deans of various faculties
3. The Chair of the Admission Committee is the Hon'ble Vice Chancellor
4. Admission Committee selects the students from the list of students declared as qualified in the University approved entrance exam/test or rank list to fill up seats under University quota. The committee selects students through counseling
5. Admission Committee also selects eligible foreign students

### 4.2 Admission of Students

1. Academic Registrars (University, Faculty) and Manager-Admissions (Faculty) are responsible for admission of students, and to keep as well as maintain all records pertaining to admissions
2. Selected students are required to:
  - i. Fill the "Admission Form" and submit the original transcripts
  - ii. Pay the specified amount of fee at the Accounts department and obtain the receipt

## 3. Registration of Students-Undergraduate Programme

Academic Registrars (University, Faculty) and Manager-Admissions (Faculty) are responsible for registration of students, and to keep as well as maintain all records pertaining to registration.

### 5.1 Registration of First Semester and Lateral Entry Students

5.1.1 Students are required to fill and submit the following forms:

- i. Course Registration
- ii. Library Registration
- iii. ICT Registration
- iv. Examination and Assessment-Registration
- v. Sports Registration
- vi. Hostel Registration
- vii. Transport- Registration
- viii. Health Centre Registration

5.1.2 Admission section of the respective Faculty will issue Induction Kit containing essential items.



The academic team will ensure access to Laboratory Manuals and any other related academic resources for the semester. Students may carry their own laptop and have internet connection.

- i. Name of the identified proctor assigned to the student(from respective Faculty)
- ii. University e-mail id of the student(From Data Centre Team)

### **5.2 Registration to “Even Semesters”**

- i. Students are required to meet their proctor and take advise on registration of courses
- ii. Students have to fill the registration form available with the Manager- Admissions
- iii. Manager- Admissions of the respective faculty will issue the Semester kit containing-
  1. Semester Time Table
  2. Semester Laboratory Manuals

### **5.3 Registration to “Odd semester” other than 1<sup>st</sup> Semester**

- i. Only eligibly students are permitted to register
- ii. Students are required to meet their proctor and take advise on registration of courses
- iii. Students are required to pay the fees in the accounts section
- iv. Fill the registration form available with the Manager-Admissions
- v. Manager-Admissions will issue a semester kit containing-
  1. New ID Card from the University
  2. Semester Time Table
  3. Semester Course Syllabus
  4. Semester Laboratory Manuals

*At the end of Semester the office of the Academic Registrar (Faculty) announces the list of eligible students (promoted students list) for the next Odd semester*

### **5.4 Induction for First Semester students**

A student induction committee nominated by the Dean of Faculty is responsible for induction of students. The induction programme includes inauguration, familiarization with University policies and processes, introduction to Staff members of the Faculty and the campus tour. The induction programme is normally for a duration of 3 days, starting with inauguration.

## 4. Course Delivery

### 6.1 Semester Time Table

- Academic-Registrars (University, Faculty) and Manager-Programme Operations are responsible for maintaining of all records concerned to programme operations  
Academic-Registrars (University, Faculty) and Manager-Programme Operations are responsible for preparation of the Semester Time Table in coordination with the Heads of Departments. The time table should include the schedule of theory and laboratory classes for the entire semester along with the names of identified faculty members
- The Semester Time Table must be made available with Manager-Admissions well before the commencement of each semester for its inclusion in the induction kit
- The time table should have the signatures of the Academic Registrar (Faculty), Concerned Head of the Department.

### 6.2 Attendance Records

- The Manager-Programme Operations (Faculty) is required to prepare students attendance register for every theory and laboratory course (soft copy) for issuance to the concerned faculty member for recording student attendance
- Faculty members are suggested to record the attendance of students at the end of every session and Semester End Exam. It is preferred to maintain the attendance in digital form.
- Faculty members are required to submit the attendance records to the Manager-Programme Operations(Faculty) well before the start of Semester End Examinations (Digital and Hard Copy form or whichever form suggested)
- Academic Registrar (Faculty) and Manager – Programme Operations are required to apply the student attendance guidelines given in programme regulations for finalizing the attendance and deciding the students' eligibility for attending semester end examination. The eligibility list is announced before the commencement of the semester end examination
- HoD is authorized to condone the attendance under the circumstances outlined in the programme regulations

### 6.3 Curriculum Development and Approval

- Academic Programme Planning and Review Committee recommends to the Board of Management on creation/revision of Courses, Programme and establishment of Departments and Faculties
- Board of Management approves the offering of Courses and Programme and establishment of Departments and Faculties
- Dean is responsible for formulation of Programme Regulations adhering to the UGC norms
- The Academic Council of the University will review the Programme Regulations and recommend to Board of Management for approval
- After the approval, the Dean nominates a Board of Studies (BoS) which is responsible for development of Curriculum
- The curriculum should be reviewed internally by a Review Committee nominated by the Dean. BoS is required to update the curriculum incorporating the appropriate suggestions of the review committee
- The BoS required to complete the Curriculum documentation after the internal review and seek opinion of experts from academia and industry on the same and incorporate valid suggestions, if any, to finalize the curriculum document
- The Dean presents the Curriculum documents to the Academic Council of the University for approval
- The Faculty can offer the programme upon the approval of the curriculum by the Academic Council
- Any subsequent changes in the curriculum document need the approval of the Academic Council

#### **6.4 Guidelines for Preparing Laboratory Manuals**

- The duration of each Laboratory session is 2 hours
- The list of laboratory exercises, to be completed in a semester, is required to be prepared
- Aim and procedure for conducting the exercise, input data to be utilized in the exercise, calculations to be performed, results to be tabulated and suitable inferences to be drawn
- Instruction on assessment of each exercise should be provided
- If more than one faculty member is handling a given laboratory sessions, such faculty members should jointly prepare the laboratory manual

- If there is a dedicated tutor assigned to a laboratory, then the tutor is responsible for preparation of the laboratory manual in consultation with the faculty members handling the laboratory

#### **6.6 Guidelines for Delivering Laboratory Sessions**

- Aim of the exercise, procedure to solve the exercise, standards involved, software involved and interpretation of results should be explained
- Demonstration on how to perform the exercise should be given
- The purpose of exercise and their practical applications should be emphasized
- Instructions for preparation of laboratory test reports(Record writing) should be provided

#### **6.8 Staff Student Consultative Committee Meeting**

- Staff-student consultative committee meeting should be held for each programme half way through regular semester
- Staff Student consultative committee meeting should be convened separately for students of each year of study
- Staff Student consultative meeting is treated as Formative Assessment of the programme
- Staff student consultative committee meeting is organized by the Academic Registrar (Faculty)
- The Dean of the Faculty chairs the meeting
- One class Representative per section be nominated/elected by the Academic Registrar (Faculty) during the first week of every semester
- During the meeting, students experience on academic issues, teaching and learning support and student amenities should be discussed. Actions arising from this meeting should be recorded and subsequently acted upon.

#### **6.9 Student/Faculty Feedback and Analysis**

- Students' feedback is obtained twice a semester. Once during the mid of the semester and the other at the end of the semester
- The Head Quality Control (Academics) is responsible for obtaining the feedback from students and faculty members.
- The feedback analysis report is prepared by Head Quality Control (Academics).
- The midterm student feedback report should be made available to the Course Leader
- The feedback analysis report of each of the faculty members should be made

available to the faculty appraisal committee, and to the concerned

- Faculty members who teach a particular course are required to fill a Faculty Feedback form to know what difficulties they faced while delivering a course and about the students they taught.
- Students are required to fill the exit feedback form at the end of the course and hand it over to the Manager – Examination and Assessment.

#### **6.10 Parents – Teachers Meet**

One Parents-teachers Meeting to be organized every semester by the Faculty.

### **5. Examination and Assessment**

#### **7.1 Record Keeping and Maintenance of Records**

- Academic Registrars (University, Faculty), Manager- Examination and Assessment section of faculty are responsible for administration of Examination and Assessment Process
- Academic Registrar(Faculty), and Manager- Examination and Assessment section are responsible for keeping and maintenance of all the records connected with Examination and Assessment till such periods specified in the Statutes

#### **7.2 Examination and Assessment Schedules**

- Academic Registrars (University, Faculty), Manager- Examination and Assessment section of faculty are required to prepare the examination schedules in consultation with the Dean (Faculty) and communicate to all the members of faculty.

#### **7.3 Conduction of Theory Examinations**

- Examinations are to be conducted as per the schedules announced by the office of the Academic Registrar (Faculty)
- The examination Superintendents will be appointed by the Academic Registrar (Faculty) for smooth conduct of the examinations. They allot supervisors in consultations with the respective HODs
- The course leader prints the question papers carries them to examination department and hands them over to the Chief Superintendent two days before the commencement of the first exam
- Supervisors checks the candidates ID cards / admit cards, distributes the question papers to the candidates and supervises the examination
- The supervisor is responsible for filling up examination related documents, if any,

and submit them to Examination and Assessment section

- Students are required to use the University supplied stationery for writing tests and examinations. The stationery will be supplied by the Examinations and Assessment office
- All written answer scripts and assignment scripts will be in the custody of the course leader till the completion of the evaluation process

#### **7.4 Conduction of Laboratory Examinations**

##### **Continuous Evaluation**

- Each laboratory exercise be evaluated for 25 marks
- After completion of all the exercises, the average marks of exercises be scaled to 25 marks
- The laboratory records are required to be evaluated by the course leader after every continuous evaluation component

The examiner must add marks awarded for continuous evaluation and submit the marks list to the Examination and Assessment section after completion of the examination.

### 7.5 Evaluation of Answer scripts

- The course leader evaluates all the answer scripts of Term Tests, Assignments and Semester End Examinations

## 6. Announcement of Results

- The Academic Registrar (Faculty) announces the semester results of the students on notice boards. A copy of the overall performance report of the student will be sent to the parents or guardians
- Examination and Assessment office issues transcripts (marks cards) to students
- The successful students are promoted to next semester and failed students are required to follow the procedure outlined in the programme regulations
- Such students who wish to opt for re-evaluation of their answer scripts in a given course can do so by paying prescribed fees as per the schedule announced. Re- evaluation is not applicable for laboratory examinations. The re-evaluation marks will be confirmed by the HoD of the Faculty. Re-evaluation of answer scripts will be done by an examiner identified by the HOD  
The procedure is repeated for all the semesters till the given batch of students graduate

## 7. Award of Degree

At the end of each academic year, the University organizes convocation. During convocation the degrees are conferred to the successful graduands. The date, venue, time, dress code will be announced well in advance by the Academic Registrar (University). Students will be conferred their Degree by the Hon'ble Vice –Chancellor or his / her nominee (normally the Dean of the concerned Faculty) during the convocation ceremony.

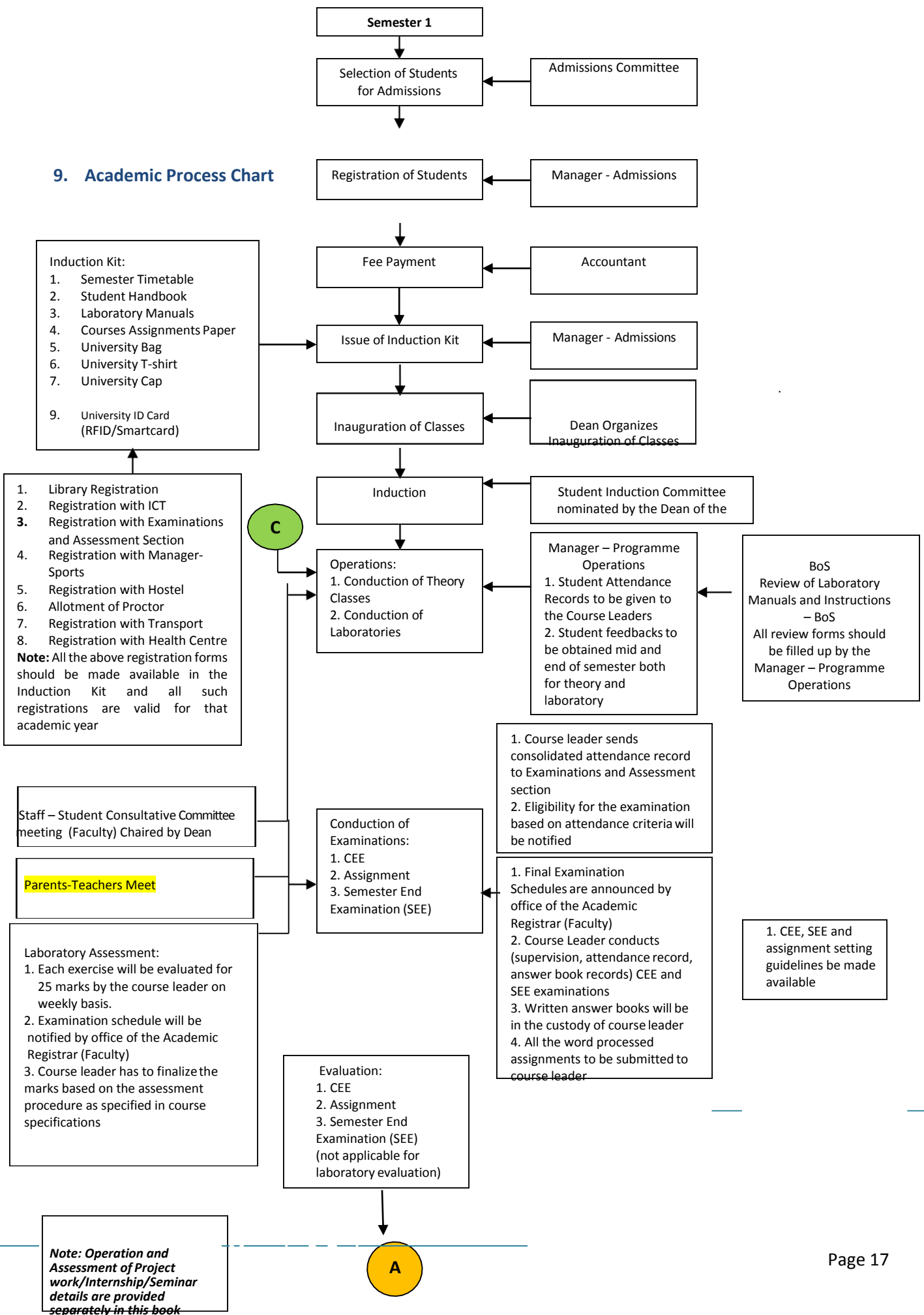
## 8. List of various Forms

1. Annual Academic Calendar
2. Admission Form
3. Registration Forms
4. Semester Time Table
5. Attendance Register
6. Laboratory Instructions Slide
7. Laboratory Notes Review Form
8. Student Feedback Form
9. Faculty Feedback Form
10. Student Feedback Analysis Report
11. Term Test Question Paper
12. Assignment
13. Semester End Examination Question Paper

14. Question Paper Review Form
15. Assignment Review Form
16. University Answer Scripts Format with Marking Sheet
17. Mid Term Project Evaluation Form
18. Final Project Evaluation Form
19. Project Report Evaluation Form
20. Seminar/Internship Evaluation form
21. Students Marks Entry Sheet
22. Results Announcement
23. Student Overall Performance Report
24. Re-evaluation Application Form
25. Marks Card
26. Degree Certificate



## 9. Academic Process Chart



1.

