**General Guidelines**

**(Business Analytics - Introductory courses using R)**

**Tentative Timelines -**

1. **Registration opens: 22 February 2019**
2. **Registration closes: 27 February 2019**
3. **Announcement of batches: 28 February 2019**
4. **Commencement of classes: 2 March 2019**
5. The students are advised to read the guidelines, annexure as well as the embedded instructions in the registration form very carefully before proceeding.
6. A student can enrol for only one Value-added / Add-on Course at a time. However, a student may apply for one or more courses in the registration form.
7. The admission for a course will be done on the basis of composite score calculated as:
	1. Academic score - 70% weightage
	2. Total attendance of previous semester - 30% weightage

The following scoring matrix will be used for computing the score for
Total Attendance:

|  |  |
| --- | --- |
| **Aggregate % of attendance** | **Marks allocated** |
| 90% & above | 10 |
| 85% - 89% | 8 |
| 80% - 84% | 6 |
| 75% - 79% | 4 |
| 70% - 74% | 2 |
| 67% - 69% | 1 |
| Below 67% | Not eligible |

1. Based on the composite scores as calculated above, students will be ranked based on merit for each value-added / add-on course.
2. The names of the selected students will be put up in a separate notice. A waiting list will also be displayed in the same notice. A mail will also be sent from valueaddedatsrcc@srcc.du.ac.in to selected students intimating them of their selection.
3. The shortlisted candidates will be required to pay fee in full upon confirmation of their selection.
4. The students will be required to keep safely a copy of their fee payment details and notify the transaction ID via mail to valueaddedatsrcc@srcc.du.ac.in
5. The fee once paid shall not be refundable or transferable.
6. On the commencement of the course, it is mandatory for the student to attend all the classes pertaining to the course.
7. The total duration of the course shall be 30 hours spread over 5 weeks. The classes will be held on Saturdays and Sundays.
8. The session on each of the days will be of 3 hours with 15 minutes of tea break in between.
9. BIL will conduct the exam and also evaluate the same at the end of the course.
10. The certificate shall be provided by BSE Institute Limited to the students upon successful completion of the course.
11. BIL / SRCC reserves the right to alter, modify or change the content as it deems fit without assigning any reasons to the students enrolled.