

B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan

Department of Management Studies

ORDINANCE

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

w.e.f session 2016-17

1. Definitions:

- 1.1 **Programme** stands for **BBA**
- 1.2 **Credit** is the weightage assigned to a Paper in terms of contact hours.
- 1.3 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a Paper on the 10 point scale.
- 1.4 **Grade point** stands for the numerical equivalent of the letter grade.

2. Duration:

The duration of the BBA programme shall be of **six semesters**. Each semester shall be of **90** working days. However, all candidates will be required to complete the programme within the maximum period of **five** years.

3. Admission:

- 3.1 **Eligibility:** (i) The minimum qualification for Admission to the first semester of the programme shall be open to candidates who have passed Senior Secondary Examination i.e. 10+2 with at least 45% marks (42.75% marks in case of SC/ST candidates/ person with disability) or an equivalent examination.
 - 3.1.2 No candidate who is in employment (full time/part time/honorarium service) shall be eligible to take admission in BBA course without taking leave from her institution/ office etc from the date of admission to the termination of programme including other essential requirements. She has to submit an affidavit in this regard. If found violation this rule her admission shall stand cancelled.

3.2 Procedure:

Admission shall be done on the basis of merit in qualifying examination or any other criteria adopted by the University.

4. Fees:

It is proposed to charge an amount of Rs. 12000 annually in terms of fee for the course. The Programme fee shall be paid by the candidates as prescribed by the University from time to time.

5. Teaching Methodology:

The Methodology shall include class room teaching, assignment, practical work, seminar, workshop, presentations, group discussions, quiz, field work, and project work etc.

6. Credit Weightage:

Each Paper has a certain number of credits which reflect its weightage. Credits of a Paper are evaluated as under:-

- (a) For all lecture courses, one credit per lecture (one hour duration) per week per semester will generally be adopted. The course scheme for each programme will clearly indicate the credits assigned to each course/ paper.
- (b) One laboratory hour/Practical per week per semester will be assigned half credit.

Detail is as follows:

6.1 **Lecture:** One credit per lecture per week per semester will generally be adopted.

6.2 **Tutorial:** One credit per tutorial hour per week per semester will be adopted.

6.3 **Practical:** Half Credit per hour per week per semester will be assigned.

6.4 **Seminar/Colloquium/Group Discussion:** Half credit each.

6.5 **Summer Training:** Two credits are fixed for Summer Training.

7. Examination:

7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination, and third semester examination and so on.

7.2 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners shall be appointed for each course and shall be recommended by the Under Graduate Board of Studies (UGBOS).

7.3 The examination shall consist of theory papers and practical examination. Theory papers are to be set by the internal/external paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department.

7.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: (i) From outside (ii) From BPSMV, Khanpur Kalan.

7.5 The examination for all even & odd semester will normally be held in December/January and also in April/May on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

7.6 Every course is coordinated by a member of the teaching staff of the department which is offering the course in a given semester. This faculty member is called the course coordinator. She has the full responsibility for conducting the course, coordinating the work of the other members of the faculty involved in the course, holding the internal test (sessional) and assignments. For any difficulty, the student is expected to approach the course coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the course-coordinator.

7.7 It is mandatory for all the students to appear in the internal tests (sessionals) as per the schedule approved by the Chairperson. In case the student does not appear in internal tests (sessionals), then the application specifying the reason of nonappearance duly signed by the parents/guardian should be submitted in the office within one week of the last date of sessionals otherwise student will be marked zero in the internal assessment and will be allowed to appear in the same in odd/even semester as applicable next year.

7.8 If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more papers for that examination, she can appear for such papers at subsequent examinations without attending a fresh course of studies for that semester such a candidate may, in the meantime, proceed with her studies for the next

semesters. Supplementary examinations for the last two semesters will be held after six months i.e. for odd semester in the month of May and for even semester in the month of December/January.

7.9 For holding the Internal Tests (sessional) during even and odd semester the schedule of minor exam shall be laid down by teacher(s) concerned in consultation with the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.

Re-appear Examination

A student having reappear in even/odd semester up to 4th semester may reappear in the examination with the regular students. The students having reappear in final year (5th & 6th semester) or pass out students may reappear in both even and odd semester's regular examination.

8. Evaluation & Grading:

8.1 The assessment will be 20% internal and 80% external.

8.2 The minimum passing marks for any subject (Paper) shall be 40% in the External examination and 40% in the aggregate of internal and external examinations of that subject. In case a student fails to acquire 40% in the aggregate of internal and external of a subject, she will be awarded re-appear in the external examination of that paper.

8.3 There will be no re-appear in internal examination. Marks obtained in internal examination/assessment shall be carried forwarded in case of re-appear (either less than 40% in external or less than 40% in aggregate of internal and external).

8.4 The weightage for internal evaluation shall be assigned by the respective departments covering following areas broadly :-

Component	Weightage
8.3.1 One internal test (sessional)	= 10% of total marks 100 i.e. 10 marks
8.3.2 Assignments/Seminar/ Presentations / Group Discussions etc.	= 5% of total marks 100 i.e. 05 marks
8.3.3 Attendance	= 5% of total marks 100 i.e. 05 marks

Less than 75% attendance= 00 marks

75% and above and less than 80% attendance=02 marks

80% and above and less than 85% attendance=03 marks

80% and above attendance= 05 marks

8.3.4 There will be one internal test which invariably should start 15 days before the last teaching of that semester. Schedule of the same is to be notified to the students by the chairperson of the Department.

8.4. **Ad-hoc Grace**

If there is any discrepancy/out of syllabi/printing error/unfavorable incident during the examination, the matter shall be referred to a standing committee of

- (i) Controller of Examination
- (ii) HOD of the concerned department
- (iii) One faculty member concerning the subject

The committee may recommend re-conduct of the paper or uniform grace marks to all but that should not exceed 10% marks of that particular paper.

8.5 **Summer Training:**

Every student of BBA shall be required to undergo a practical training in a corporate organization approved by the Institute for four weeks, normally in the Summer Vacation, after the end of the fourth semester examinations. The candidates shall be required to undergo training in the various areas of the organization concerned. The organization may assign a specific project to the candidate, which will be completed by him/her during the period of training. The work done by the candidate during the training period shall be submitted in the typed form three copies of a training report as per the guidelines provided by the Department of Management Studies. The last date for the receipt of training report in the Department office shall be one month and in the office of the Controller of Examinations shall be 45 days after the date of completion of training.

8.6 The evaluation of the Training Report shall be done as follows:

8.6.A Evaluation by the external examiner (40 Marks)

- Viva = 20 marks

- Training Report = 20 Marks
- Total = 40 Marks

8.6.B Evaluation by the internal examiner (10 Marks)

- Presentation = 10 Marks

Note: For internal evaluation the presentation will be taken by two members committee constituted by the chairperson.

8.7 Moderation of Marks:

(a) **Internal Examinations:** If there are more than one teacher associated in any internal assessment, one of the member be made co-coordinator by the concerned HOD and he along with the others can moderate the marks to maintain uniformity so that no student get undue advantage or disadvantage. It can be done by fixing criteria beforehand.

(b) **External examinations:** if there is unusual variation (very high or very low) in the awards, the COE may refer the matter to a Moderation Committee consisting of

- (i) Controller of Examinations
- (ii) HOD of the Department of Management Studies.
- (iii) One faculty member of Management.

As per recommendation of the committee the result may be revised.

In case, the candidate has failed in the internal examination, the internal examiner may conduct the re-examination as and when feel suitable with prior approval of the head of the department.

(c) **Grace Marks:** Grace marks shall be awarded in any internal, external, practical, viva-voce or other examination.

8.8 Grading

The academic performance of a student shall be graded on a scale as prescribed by the university. The award of grades based upon marks obtained out of 100 shall be made as follows:

Academic Performance	Letter Grades	Grade Points (p)
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Outstanding	A ⁺	10
Extraordinary	A	09
Excellent	B ⁺	08
Very Good	B	07
Good	C ⁺	06
Average	C	05
Poor	D	04

8.8.1 For the award of grades in a subject, all component wise evaluation shall be done in marks. The award of grades based on absolute marks (irrespective of no students) out of 100 shall be made as follows:-

<u>Marks</u>		<u>Grade</u>		<u>Marks</u>
90	≤	A ⁺	≤	100
80	≤	A	≤	89
70	≤	B ⁺	≤	79
60	≤	B	≤	69
50	≤	C ⁺	≤	59
40	≤	C	≤	49
30	≤	D	≤	39

Note: Pass grade is C grade or Higher.

D grade indicates fail.

8.8.2 Pass Percentage

The minimum passing marks/grade for passing any semester Examination shall be:

- 40% in internal and external examination jointly.
- 40% in each practical Examination/Viva-Voice Examination.

- Minimum pass grade in each course is 'C' grade. Grade will be awarded after adding the marks of sessional and major test/practical examination.

8.8.3 A candidate who fails to obtain the requisite marks/grade in any course shall be required to appear in the concerned course in the subsequent examinations.

8.8.4 **D' Grade:** The 'D' grade denotes poor performance, i.e. failing a course. A student has to repeat all compulsory (Core) courses in which she obtains 'D' grade, until a passing grade is obtained.

For the other (Elective) courses in which 'D' grade have been obtained, the student may take the same course or any other course from the same category. Further, 'D' grade secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

The candidate having D grade in any Odd and Even semester's examination would be given a chance to improve the grade. On improving the D grade, the improved grade will be counted towards calculation of SGPA/CGPA. The examinations for reappear in any subject(S) in the odd semester and that of in the even semester shall be held in the respective semesters along with the regular students. In addition to above, examination for reappear in the subjects in odd semesters will also be held during the even semester examinations and vice-versa.

8.8.5 The performance of students will be evaluated in terms of cumulative grade point average (CGPA) which is the grade point average for all the completed semesters at any point of time. The CGPA is calculated of the basis of all pass grades, except audit courses obtained in all completed semesters.

S (Earned Credits x Grade Point) for courses with pass except audit courses Sem

CGPA= _____ -

S (Earned Credits) of courses with pass grade except audit course Sem

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded one of A, B, C, D grade. Here S stands for the sum of

8.10

9. Promotion: A student will be eligible for promotion if

5th semester: If she has passed 50% of total papers of 1st, 2nd, 3rd and 4th semester taken together.

6th semester: If she has passed 50% of total papers of 1st, 2nd, 3rd, 4th and 5th semester taken together.

10. Attendance:

10.1. No candidate shall be considered to have pursued a regular Paper of the study unless she has attended not less than 75% of the lectures in each paper/seminar, case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each Paper of study. A deficiency upto 10% may be condoned by the Chairperson of the department. In some special cases the Hon'ble Vice-Chancellor may condone a further 5%.

10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/ Paper Co-ordinator of the department, her name will be struck off from the department rolls with information to the Academic Branch

10.3 In case the student name is struck off due to nonpayment of fee and is re-admitted later, her attendance shall not be counted for that period.

11 Division:

The successful candidates shall be classified in three divisions as under:

(i) Those who obtained 60% or more of the aggregate number of marks in all the subject in all semesters mention total semesters of that course taken together shall be placed in first division.

(ii) Those who obtain less than 60% but not less than 50% of the aggregate number of marks in all subjects in all semesters taken together shall be placed in the second division.

(iii) Those who obtain below 50% and not less than 40% of the aggregate number of marks in all subjects in all semesters taken together shall be placed in the third Division.

12. Scholarships:

A candidate while appearing in the re-appear examination shall not be eligible for a scholarship, a prize or a medal.

13. Improvement Case:

(i) A person who has qualified for the award of BBA from this university may be allowed to re-appear as an ex-student in at the most two subject(s) in which she appeared earlier, with a view to improve her previous performance. The candidate shall be awarded only two consecutive chances alongwith the re-appear students in the subject(s) concern immediately after her passing for her degree.

(ii) No candidate shall be eligible for improvement after one year of passing the examination for the degree course.

(iii) The Candidate will have to deposit fee and form for each examination separately.

(iv) The higher score in the subject(s) in which she re-appears for improvement will be taken into account towards the final result and the marks already obtained by the candidate in the subjects in which she has not opted to improve her result shall be carried forward. The candidate shall be awarded a new DMC clearly mentioning '**Improvement case**' subject(s) with improved marks, only and the new grand total.

(v) In case the candidate does not improve her result, it shall be declared as '**Previous Result Stands**'.

14. General Guidelines:

14.1 Where this document is silent about any rule, the University Policy & regulations as framed from time to time will be applicable.

14.2 Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.

14.3 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.

14.4 A student is deemed to have completed the requirements for the degree and

is eligible for the award of degree if:

- She has satisfied all the academic requirements as per the regulations; and
- She has paid all fees due from her; and
- There is no case of indiscipline pending against her.
- Satisfied the minimum academic and residence requirements;
- Satisfactorily completed the requirements for the short duration across curricular Paper, industry internship as may be prescribed by the Academic Council;
- A student who has completed the entire graduation requirement listed above shall be eligible for award of degree. However, under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Academic Council may recommend to the Executive Council to withdraw the degree already awarded.

14.5 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.

14.6 Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the Academic Council.

14.7 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by a committee constituted by the Dean Academic Affairs.