

****ORDINANCE – BACHELOR OF BUSINESS ADMINISTRATION
(INDUSTRY INTEGRATED) EXAMINATION
(w.e.f. the Academic Session 2010-11)**

(TRIMESTER SYSTEM)

- 1.1 The duration of the course leading to the Degree of Bachelor of Business Administration (Industry Integrated) shall be three academic years. Each year shall be divided into three trimesters. There shall be actual teaching for a maximum of 60 days in each Trimester excluding admission, preparation and examination days.
- 1.2 The admission for the course will be made once in a year i.e. month of July. The examination shall be held, as follows, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations :-
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|-----------------------------------|---|----------|
| First, Fourth & Seventh Trimester | : | October |
| Second, Fifth & Eighth Trimester | : | February |
| Third, Sixth & Ninth Trimester | : | June |
- 1.3 The last date(s) by which the examination forms and fees must reach the Controller of Examinations shall be as fixed by the Vice-Chancellor and notified by the Controller of Examinations.
2. The minimum qualifications for admission to the First Trimester of the course shall be:-
- The candidates should have passed **Senior Secondary** Examination (10+2) from a recognized Board /University with at least five subjects including English as one of the main subjects.
3. The First Trimester examination shall be open to a regular student who:-
- (i) has been on the rolls of the Institute during one trimester preceding the First Trimester Examination ;
 - (ii) has attended not less than 75% of the full course of lectures delivered in each Paper, Seminars, Case Discussion, Field Trips etc. This requirement shall be fulfilled separately for each course of study. A deficiency upto 10% may be condoned by the Principal of the Institute.
- Provided that a candidate who has not attended the requisite percentage of lectures in any paper(s) will be eligible to take examination in the remaining paper(s).
4. The Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth and Ninth Trimester shall be open to a regular student who:-
- (i) has been on the rolls of the Institute during the Trimester preceding the Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth and Ninth Trimester examination, as the case may be. This is, however, subject to Clause 7 below;

(ii) has attended not less than 75% of lectures in each Paper, Seminars, Field Trips, etc. This requirement shall be fulfilled separately for each course of study (to be counted upto the last day when the classes break up for the preparatory holidays, viz., one week before the commencement of examination). A deficiency upto 10% may be condoned by the Principal of the Institute;

(iii) has passed the previous Trimester examination or is covered under Clause 7 below.

Provided that a candidate who has not attended the requisite percentage of lectures in any paper(s) will be eligible to take examination in the remaining Paper(s).

Explanation:

For the purpose of counting of last date when the classes shall disperse for the preparatory holidays, first day of the commencement of any trimester examination will apply to all trimester examination and all trimester classes will have the preparatory holidays from the same day, i.e. 5 days before the date on which the first examination of any trimester commences.

- 5.1 40% marks in each paper excluding Labs/Training Report shall be assigned for internal assessment.
- 5.2 The Principal of the Institute shall forward the Internal Assessment marks on the basis of attendance, periodical tests, written assignments, case discussions, Field Trips etc. to the Controller of Examinations at least one week before the commencement of Trimester examination.
- 5.3 The Principal of the Institute will preserve the records on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University upto six months from the date of declaration of the Trimester examination results.
- 5.4 The candidate will be required to pass theory paper(s) separately and he will, however, be eligible to improve his/her marks of internal assessment at the time of appearing in the re-appear paper(s).
6. Every candidate shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination or having been eligible, fails to appear in an examination shall take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination.
- 7.1 A candidate who has appeared and failed in one or more paper(s) of the First/Second/Third Trimesters shall be allowed to study for and appear in the Second/Third/Fourth Trimester respectively. He/she shall, however, be allowed promotion to the relevant Trimester Examination provisionally, as the case may be, only if he/she has earned exemption in the papers as mentioned below:

- From Trimesters I, II and III to Trimester IV: If he/she has earned exemption in at least 50% Papers (theory and practicals taken together) of Trimester I, II and III.
- From Trimesters IV, V and VI to Trimester VII: If he has passed all the papers of the Trimester I, II and III and has earned exemption in at least 50% papers of Trimesters IV, V and VI (theory and practicals taken together).

Such a candidate will be allowed to re-appear for the remaining paper(s) of the First, Second and Third Trimester alongwith Fourth, Fifth and Sixth Trimester respectively, when held subject to provision of Clause 7.3 below.

While re-appearing in the examination the candidate shall be exempted from re-appearing in the Paper(s), Seminar, Training Report and Viva-Voce in which he/she has obtained at least 50% marks including Internal Assessment and atleast 40% marks in external examinations wherever prescribed.

- 7.2 Subject to Clause 7.3 below, a candidate who has failed in one or more papers or fails to appear in a trimester examination shall be allowed only two additional chances to pass the trimester examination.
- 7.3 A candidate must qualify all the nine trimester examination within five years of his/her admission to the First Trimester of the B.B.A. (Industry Integrated) Course failing which he/she will be required to repeat the whole course de novo.
- 8 A candidate whose result is declared late for no fault of his/her, may either attend classes of the next higher trimester provisionally at his/her own risk and responsibility, subject to his/her passing the concerned trimester examination or join the classes of next higher trimester within ten days of the declaration of the result. In such a case, the lectures will be counted from the date a candidate started attending classes or the date of declaration of result whichever is earlier. In case, a candidate fails to pass the concerned trimester examination his/her attendance/internal assessment of the next trimester in which he/she was allowed to attend classes provisionally shall stand cancelled.
9. The candidates for B.B.A. (Industry Integrated) shall be required to undergo approximate 15-Months On-the-Job Training normally during Fifth to Ninth Trimesters, in an industrial or Service Organization, approved by the Principal of the Institute. In the Fifth to Ninth Trimesters they must attend approximate 3-4 days per week in the Industry/ Organization to get the real hands-on experience and to spend 2-3 days per week in the Institute to build the theoretical foundation. Alternatively, as may be feasible, they may spend 50% - 60% time of Training in the Industry/Organization in one spell and the remaining course in the University / Institute of Management.

The students shall certify that there is no copying and that the Practical Training Reports submitted by them are not similar to one which have already been submitted by other candidates. They shall be required to submit one copy of Training Report within 15

days before the commencement of the Ninth Trimester examinations, for evaluation by Internal Examiners as appointed by the Principal of the Institute.

10. The question papers will be set and answer-books examined by external examiner (s).
11. The medium of instruction and examination shall be English.
12. The amount of examination fee to be paid by a candidate for each trimester examination shall be the same as prescribed by the University provided that a candidate who re-appears in one or more papers shall pay fee as for the whole examination.

13. **GRADING:-**

- i) The Academic Performance of a student shall be graded on a **TEN-POINT SCALE**. The award of Grades based upon marks obtained out of 100 shall be made as follows:

MARKS		GRADE		MARKS
86	≤ and above upto	O	<	100
76	≤ and above upto	A+	<	85
66	≤ and above upto	A	<	75
56	≤ and above upto	B+	<	65
51	≤ and above upto	B	<	55
46	≤ and above upto	C	<	50
40	≤ and above upto	P	<	45
--		F	<	--
--		Ab		--

- ii) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the **Semester Grade Point Average (SGPA) / Cumulative Grade Point Average (CGPA)** as given below:

® Letter Grade	Performance	Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail (required to re-appear in the exam.)	
Ab	Absent	-

SGPA:- indicates the performance of the student in the current semester and is computed as below:

Grade points earned in the current semester/ Total credits in the semester.

CGPA:-

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows :-

$$\text{CGPA} = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits.

Where C_i denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

iii) The division obtained by each student is classified on the following basis:

Division	C.G.P.A.
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

iv) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA.

Percentage of marks obtained by a student = (9.0 x C.G.P.A.)

14. Each candidate shall receive a copy of the Detailed-Grade-Sheet of the trimester examination.
15. A successful candidate may publish his/her original result of the Dissertation, if permitted by the Principal of the Institute, as a paper in a Journal of repute.
16. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examinations held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance, if any, shall apply to all the students whether old or new.

* AC Res No.19 dated 29-11-2010 & BOM Res. No. 5 dated 19-2-2011

** AC Res No.11 dated 10-10-2011 & BOM Res. No.10 dated 12-10-2011

® Approved vide AC Res. No. 14 and BOM Res. No. 8 dated 17-7-2015