

***ORDINANCE - BACHELOR OF BUSINESS ADMINISTRATION – MASTER OF BUSINESS ADMINISTRATION (B.B.A.-M.B.A.) (5-YEAR INTEGRATED) EXAMINATION (Semester System)**

The B.B.A - M.B.A. Integrated Course, in actual, comprises two courses i.e. BBA as first course and MBA as second course. The second course follows the first course. The students may give their option at the end of Fourth semester either to opt for second course or leaving after first course.

- 1.1 \neq The duration of the course leading to the Degree of Bachelor of Business Administration–Master of Business Administration (B.B.A - M.B.A. Integrated) shall be five academic years. except in the case of Lateral Entry Admissions in which the minimum duration of the course shall be four academic years. The students will have the option to move out of the course after completion of BBA degree of three years duration and after passing second and third year of the BBA course in the case of those admitted under lateral entry to BBA course, as the case may be.

Each year shall be divided into two semesters. There shall be actual teaching for a minimum of 90 days in each Semester excluding admission, preparation and examination days. The examination for the First, Third, Fifth, Seventh and Ninth Semesters shall ordinarily be held in the month of December /January and for the Second, Fourth, Sixth, Eighth and Tenth Semesters in May/June, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.

- 1.2 Supplementary Examination will be held for re-appear candidates having re-appear in not more than 50% papers of their semesters, as under:-

Semester	To be held
First, Third, Fifth & Seventh Semester	Alongwith the Third, Fifth, Seventh & Ninth Semester
Second, Fourth, Sixth & Eighth Semester	Alongwith the Fourth, Sixth, Eighth & Tenth Semester
Ninth Semester	Alongwith or any Odd Semester
Tenth Semester	Alongwith or any even Semester

The dates fixed under this Clause shall be notified by the Controller of Examinations.

- 2 The last date(s) by which the examination forms and fees must reach the Controller of Examinations shall be as fixed by the University.

- 3.1 The minimum qualification for admission to the First Semester course shall be :-

Senior Secondary Certificate Examination (10+2 Standard) with five subjects including English as one of the subjects in any discipline from Board / University or an examination recognized as equivalent thereto, by this University.

- @ 3.2 The candidates with Diploma in any stream viz. 3 years after 10th or 2 years/one year after 10+2 or 2-year vocational course of ITI after 10+2 or equivalent examination with 50% marks in aggregate, from a recognized Board/University will be **allowed Lateral Entry in 3rd Semester** of BBA course.

£ 3.3

A candidate who has been placed under Compartment or re-appear in one subject only in 10+2 Examination or any other examination recognized as equivalent thereto, obtaining at least 40% marks in B.Com, 40% marks in BBA, 45% marks in B.Sc. (HCM) in the aggregate considering the minimum pass marks in re-appear paper, may be allowed to admit provisionally for Part-I of the course concerned. Such a candidate shall be allowed to clear the Compartment / re-appear subject in two consecutive chances from concerned University / Board. If such a candidate fails to clear / qualify in Compartment / re-appear subject at the Supplementary Examination, he / she shall be permitted to continue his / her studies for Part-I of the course concerned and to appear again in the compartment /re-appear subject alongwith Part-I of the above courses at the Annual Examination. If he / she does not clear his / her Compartment / re-appear subject even in the Second Chance, his/her provisional admission / result of Part-I shall be cancelled ab-initio.

4. The First and Subsequent Semester Examination shall be open to a regular student who:-
- (i) has passed the requisite qualifying examination as laid down in Clause 3 above, if he/she is a candidate for the First Semester Examination, **or**, has passed the preceding Semester Examination if he/she is a candidate for the Second/Third/Fourth/Fifth/Sixth/Seventh/Eighth/Ninth/Tenth semester. This is, however, subject to Clause 7 below.
 - (ii) has his/her name submitted to the Controller of Examinations by the Director/Principal of the Institute concerned and produces the following certificates signed by the Director/Principal of the Institute:-
 - (a) of good character;
 - (b) of having remained on the rolls of the Institute for the semester preceding the examination;
 - (c) of having attended not less than 75% of lectures delivered in each Paper, Seminars, Field Trips etc. This requirement shall be fulfilled separately for each course of study (course to be counted upto the date of commencement of the preparatory holidays i.e. 7 days before the commencement of examination). A deficiency upto 10% may be condoned by the Director/Principal of the Institute in exceptional cases;

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

(The students will have option to appear in OP (101) (Communication Skills), either with the First or Second Semester)

(OP-301 (Business Role Play) shall be evaluated internally by a team of faculty members appointed by the Director/Principal. The Head of Corporate Resource Center shall chair the Evaluation Committee. The student will have the option to appear in the examination either with 9th or 10th semester)

Explanation:

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all semester classes will have the preparatory holidays from the same date i.e. 7 days before the date on which the first examination of any semester commences.

5.1 40% marks in each paper excluding Seminar/Communication Skills/Role Play Report and Viva-Voce shall be assigned for Internal Assessment. The break-up of marks shall be as under:-

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|---|----------|
| (i) Sessionals | 20 Marks |
| (ii) Attendance
(Marks will be awarded proportionate to attendance.) | 10 Marks |
| (iii) Class participation, Assignments, Case Studies etc. | 10 Marks |

5.2 The Director/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 semester examination.

5.3 The Director/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 Semester Examination results.

5.4 The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The Internal Assessment award of a candidate who fails in one or more papers of any semester examination shall be carried forward to the next examinations. He/she will, however, be allowed to improve his/her marks of sessional examinations at the time of appearing in the Re-appear Papers.

6. A candidate whose result is declared late for no fault of his/her, may either attend classes of the next higher semester provisionally at his/her own risk and responsibility, subject to his/her passing the concerned semester examination or join the classes of next higher semester 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 semester examination his/her attendance/Internal Assessment in the next higher semester in which he/she was allowed to attend classes provisionally shall stand cancelled.

7.1 A candidate who has failed in not more than 50% paper(s) of I and II Semesters or III and IV Semesters or V and VI Semesters, or VII and VIII Semesters, shall be promoted provisionally to the III, V, VII & IX Semesters, as the case may be, only if he/she has earned exemption in the papers as mentioned below:

From Semesters I and II to Semester III : If he has earned exemption in at least 50% papers (theory and practicals taken together) of Semesters I and II.

From Semesters III and IV to Semester V : If he has passed all the papers of Semester I and II and has earned exemption in at least 50% papers of Semesters III and IV (theory and practicals taken together).

From Semester V and VI to Semester VII	: If he has passed all the papers of Semester I to IV and has earned exemption in at least 50% papers of Semesters V and VI (theory and practicals taken together).
From Semester VII and VIII to Semester IX	: If he has passed all the papers of Semesters I to VI and has earned exemption in at least 50% papers of Semesters VII and VIII(theory and practicals taken together).

While re-appearing in the examination the candidate shall be exempted from re-appearing in the paper(s), Seminar, Dissertation/Project Report, Training Report and Viva-Voce in which he/she has obtained at least **50%** marks including the marks for Internal Assessment, wherever prescribed.

- 7.2 Subject to Clause 16 below, a candidate who has failed in one or more paper(s) **or** having been eligible fails to appear in a semester examination shall be allowed two additional chances only to pass the semester examination.
8. 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.
9. The Functional Viva shall be conducted after the Second, Fourth, Sixth and Eighth Semester by a Board of internal teachers to be appointed by the Director/Principal of the Institute.
10. The evaluation of the Sessional Work and Seminars shall be conducted in accordance with the guidelines laid down by the Board of Studies in Management. The Director/Principal of the Institute shall ensure that these guidelines are followed and proper record is maintained.
11. The question papers will be set and answer books examined by the External examiner(s) approved by the Academic Council on the recommendation of the Board of Studies.
- 12.1 The subject of Dissertation and Supervisor will be as approved by the Committee consisting senior teachers of the Institute including the Director/Principal of the Institute provided the candidate who has offered Dissertation will also submit his/her synopsis indicating the thrust area of his/her search to be undertaken within one month of commencement of third, fifth and ninth Semester
- 12.2 The candidate shall be required to submit two copies of his/her Dissertation. The last date for receipt of Dissertation in the office of the Controller of Examinations shall be 30th April, in the Sixth and Tenth semester.

- 12.3 The Dissertation will be submitted twice, one after sixth semester (four credits) and another after tenth semester (six credits). The Dissertation evaluation at the end of sixth semester will comprise of Internal assessment (two credits) based on preparation of synopsis, day to day progress and pre-submission Seminar to be presented by the students and evaluation by an external examiner based on the review of the project report followed by viva-voce (two credits). The Dissertation evaluation at the end of tenth semester will comprise of Internal assessment (three credits) based on preparation of synopsis, day to day progress and pre-submission Seminar to be presented by the students and evaluation by an external examiner based on the review of the project report followed by viva-voce (three credits).
- 12.4 The marks obtained by the candidate for the Dissertation shall be taken into account when he/ she appears in any future examination under 'Re-appear' Clause 10 above.
13. Candidates for B.B.A. - M.B.A. Integrated course shall be required to undergo six-eight weeks Practical Training normally in the summer vacation after Fourth and Eighth Semester Examinations are over, in a Business Enterprise, approved by the Principal of the Institute. The candidate shall give a certificate to the effect that the Summer Training Report submitted by the candidate is an original work of the candidate and is not similar to one which has already been submitted by other candidates. They shall be required to submit two copies of comprehensive Training Report upto 30th November of the Fifth and Ninth Semester examination, for evaluation by Internal Examiner to be appointed by the Principal of the Institute.
14. The amount of examination fee to be paid by a regular/re-appear candidate for each semester shall be as prescribed by the University.
15. The medium of instruction and examination shall be English.
16. ¥ A candidate must pass all the ten semester examinations within a period of **seven years** including five years for BBA Degree of his/her admission to the First Semester of B.B.A. - M.B.A. Integrated Course failing which he/she will be required to repeat the whole course de novo.
- ≠ Provided that the candidate admitted in 3rd Semester under Lateral Entry shall have to complete his/her BBA degree within a period of four years of his/her admission to 3rd semester of the course.
17. **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:

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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:

$$\frac{\text{Grade points earned in the current semester}}{\text{Total credits in the semester}}$$

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 :-

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

$$= \frac{\text{Total Grade Points earned since his entry}}{\text{total credits}}$$

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.

$$\text{Percentage of marks obtained by a student} = (9.0 \times \text{C.G.P.A.})$$

18. After the termination of the examination, the Controller of Examinations shall publish the result of candidates as expeditiously as possible and issue Detailed-Grade-Sheet on having passed the Semester Examination.
19. A successful candidate may publish his original result of the Dissertation, if permitted by the Principal of the Institute as a paper in a Journal of repute.

20. 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.

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- * **Approved by the AC vide Res. No. 8(8) dated 05.04.2010 and BOM vide Res. No. 4(8) dated 13.04.2010**
- ** **Approved by the AC vide Res. No. 19 dated 29-11-2010 and BOM vide Res. 5 No. dated 19-2-2011**
- £ **Approved by the AC vide Res. No. 15 dated 10-10-2011 and BOM vide Res. No. 14 dated 12-10-2011**
- ≠ **Approved by the AC vide Res. No. 13 dated 25-10-2012 and BOM vide Res. No. 11 dated 18-1-2013**
- @ **Approved by the AC vide Res. No. 14 dated 19-6-2013 and BOM vide Res. No. 13 dated 28-6-2013**
- ® **Approved vide AC Res. No. 14 and BOM Res. No. 8 dated 17-7-2015**
- ¥ **Approved by the AC vide Res. No. 9 dated 26-6-2017 and BOM vide Res. No. 6 dated 6-7-2017**

