

ORDINANCES FOR BACHELOR OF BUSINESS ADMINISTRATION(B.BA).

1. The duration of the course leading to the degree of Bachelor of Business Administration (BBA) shall be three academic years and each year shall have two semesters.
 2. The minimum qualification for session to the first semester of BBA program shall be 10+2 in any discipline with 50% marks in aggregate (For SC/ST candidates 45%).
 3. The last date for depositing of the fees shall be fixed by the Registrar Vice-Chancellor from time to time in consultation with the Head, Department of Business Administration.
 4. The examination for the first and third & fifth semesters shall ordinarily be held in the month of November/December and for the second and fourth & sixth semesters in the month of April/May or on such dates as may be fixed and notified by the Registrar of the University.
 5. Re-examination, if any, and/or back-paper examination for the courses of first, third & fifth Semester shall be held along with forthcoming regular first, third & fifth Semesters Examination of the next batch and for the courses of second, fourth & Sixth Semesters Examination of the next batch or on such dates as may be fixed by the Registrar.
 6. The Head of the Department of Business Administration shall forward to the Registrar at least one week before the commencement of the examination in each semester a list of the students who have satisfied the requirements. As per rules/regulations to appear in the examination.
 7. (i) Every candidate shall be examined in the course(s) as laid down in the scheme of Examination and syllabi prescribed by the Academic Council on the recommendations of 'the Board of studies in Business Administration from time to time. (ii) 30 percent marks in each written paper excluding Training Report, practical, viva-voce and project Report shall be assigned for Internal Assessment.
 8. The first semester examination shall be open to a regular student who:
 - (i) Has been on rolls in the Department during the Semester preceding the First semester examination.
 - (ii) Has attended not less than 75 percent of lectures, Seminars, case discussions etc in each Semester,
 - (iii) Has obtained pass marks as given in clause 11 (i) below in the internal assessment of the paper (s) for which he is a candidate.
- The Third and Fourth, fifth and sixth semester Examinations shall be open to a regular student who:
- (i) Has been on rolls of the Department during the Semester preceding third or fourth and fifth or sixth semester examination as the case may be:

(ii) Has attended not less than 75 Percent of lectures, Seminars, case discussions etc. in each semester;

(iii) Has obtained pass marks in the internal assessment of the paper(s) of the relevant semester of which he is a candidate vide clause 13 below; and

(iv) Has passed 50% papers of the first and second, third and fourth semesters taken together or covered under clause 13.

The medium of instruction and examination shall be English.

The minimum Percentage of marks to pass the examination in each semester shall be: (i) 40 percent in each written paper and Internal Assessment Separately. (ii) 40 percent in Training Report, Project Report, practical.

The amount of examination fee to be paid by a candidate for each Semester, for reexamination/back paper examination will be as per the norms of the University.

(i) Candidate who has completed the prescribed course of instruction in the department for any Semester Examination but does not appear/re-appear in the concerned paper(s) or having appeared fails, may be allowed, on the recommendation of the Head of the Department, to appear/re-appear in concerned paper (s) as the case may be, with the next regular examination when such examination is held, without attending the classes. Such a candidate, in the meantime may prosecute his/her studies for the next higher Semester(s) and appear in the examination(s) for the same along with the examination for corresponding lower Semester(s). If a candidate fails to pass in any. Semester examination even in the second chance as mentioned above, he may be allowed one additional chance on valid reason to appear in the examination, when held.

(ii) Provided that a candidate shall have to secure at least 40 percent marks separately as well as jointly with internal assessment in not less than 50 percent of the written papers appeared/prescribed in the first and second, third and fourth semesters as the case may be failing which he/she shall not be permitted to continue his studies for the third and fourth, fifth and sixth semesters as the case may be and shall be required to repeat all paper(s) of first and second, third and fourth, fifth and sixth semesters as the case may be, as a regular student as and when this/these paper(s) is/are offered. In such cases, the repetition of paper(s) will be allowed only once.

Explanation: 50 percent of five papers shall be taken as three (3) and that of seven papers as four (4) under this clause.

(iii) Provided that a candidate must have passed all the sixth semester examination since the date of joining the first semester within 6 years of his admission to the first semester of the BBA failing which he/she will be deemed to be unfit for the BBA Programme.

A Candidate, whose result is declared late for on fault of his/her, may attend classes for the next higher Semester provisionally at his own risk and responsibility, subject to his/her passing of the concerned Semester Examination. In Case a candidate fails to pass the concerned Semester Examination his attendance/Internal Assessment in next higher Semester in which he was allowed to attend classes provisionally shall stand cancelled.

15. A Candidate, who having passed any Semester examination discontinues his studies may be permitted to join the next Semester within two years of his passing the previous Semester Examination.

The Internal Assessment awards of a candidate who fails in any semester examination shall be carried forward to the next examination provided that a candidate who has not obtained pass marks in the Internal Assessment for any paper(s) will not be allowed to take examination in the said paper(s) in the relevant Semester unless he repeats the course in the paper (s) concerned and obtains the minimum pass marks in the Internal Assessment.

As soon as possible after the termination of the examination the Registrar shall publish the result of the Semester Examination.

17. Each Candidate shall receive a copy of the detailed marks card on the declaration of the result.

The list of successful candidates after the Sixth Semester Examination shall be arranged as under in three categories on the basis of the aggregate marks obtained in the First, Second, Third, Fourth & Fifth & Sixth Semester Examination taken together, and the division obtained by the candidate will be stated in his/her Degree:

- (i) Those who obtain 60 percent or more marks: First Division;
- (ii) Those who obtain 50 percent or marks but less than 60 percent marks: Second Division;
- (iii) Those who obtain 40 percent or marks but less than 50 percentage: Pass

The improvement facility and grace marks will be allowed to the B .B.A. Students as per the general policy of the University.

The evaluation of Internal Assessment work shall be conducted in accordance with the guidelines laid down by the Board of studies in Business Administration. The head of the Department shall ensure that these guidelines are followed and made available to the students also at the appropriate time.

Every student of B.B.A. shall be required to undergo practical training in an approved business organization for not less than six weeks to maximum eight weeks, normally in the summer vacation after the end of the fourth Semester. The Candidates shall be required to undergo training in the various areas of the organization concerned. The work done by the candidate in the trainL'lg shall be submitted in the form of a training report. The Candidate shall be required to submit two copies of the training Report, type-written in double space in the office of the head of the department! Coordinator. The last date for submission of the training Report in the office of the H.O.D./Coordinator shall be two months from the date of completion of the training which in exceptionally case may extended by the *H.D.D.* The Training Report shall carry 100 marks,

fifty for report and fifty for viva-voce/ presentation and the evaluation shall be done as under:
Evaluation of report & viva-voce/presentation shall be done jointly by the external examiner, Head of the department & co-coordinator.

(a) The subject of the project shall be approved by the Head of the Department.

(b) The candidate shall be required to submit two copies of the project report, type-written in double space. The' last date for the submission of Project Report in the office of the Registrar Head of the Department shall be one month before the commencement of the sixth semester examination which in exceptional case may be extend by the Head of the Department.

(c) The Project report shall carry 100 marks, 70 marks for the project report and 30 marks for viva-voce. The external and internal examiners shall evaluate t'le Project Report jointly at the time of viva-voce. The external and internal examiners shall give awards from out or 35 for Project Report and 15 for viva-voce each. In case of any difference of opinion between the external and internal examiners, the Head of the Department will act as a moderator.

Not withstanding the integrated nature of this programme it is spread over three academic years, the regulations in force at the time a student joins the programme shall hold good only for the examination held during or at the end of the academic year and nothing in regulations shall be deemed to debar the University from amending the regulations and the amended regulations, if any, shall apply to all students, whether old or new.

Course Structure of BBA ***(Bachelor of Business Admillstration)***

BBA FIRST SEMESTER

	theory	INT.	Total
BBA-101-Principle & Practice of Management	70	30	100
BBA-102-Business Communication	70	30	100
BBA-103-Financial Accounting	70	30	100
BBA-104-Business Law	70	30	100
BBA-105-Business Economics	70	30	100
BBA-106-Computer fundamentals	50	30	100
	practical	20	

BBA SECOND SEMESTER

BBA-201-Organisational Behaviour	70	30	100
BBA-202-Business Environment	70	30	100
BBA-203-Business Mathematics	70	30	100
BBA-204-Environmental Management	70	30	100
BBA-205-Management Accounting	70	30	100
BBA-206-Profit Planning & Control	70	30	100

BBA THIRD SEMESTER

BBA-301-Production Methods	70	30	100
BBA-302-Manpower Management	70	30	100
BBA-303-Marketing Concept	70	30	100
BBA-304-Business Finance-I	70	30	100
BBA-305-Business Statistics	70	30	100
BBA-306-Computers Applications	50	30	100
	practical	20	

BBA FOURTH SEMESTER

BBA 40 I-Operation Research	70	30	100
BBA-402-Industrial Law	70	30	100
BBA -403 -Office Management	70	30	100
BBA-404-Sales & Distribution Management	70	30	100
BBA-405-Research Methodology	70	30	100
BBA-406-Business Finance-II	70	30	100

BBA FIFTH SEMESTER

BBA-501-Management Information System	70	30	100
BBA-502-Indian Economy	70	30	100
BBA-503-Banking Law and Practices	70	30	100
BBA-504-Advertising & Public Relations	70	30	100
BBA-505-Human Resource Development	70	30	100
BBA-506-Summer Training Report	50	50	100

BBA SIXTH SEMESTER

BBA-601-Corporate Planning & Strategic Management	70	30	100
BBA-602-International Marketing	70	30	100
BBA-603-Marketing of Services	70	30	100
BBA-604-Financial Institutions & Markets	70	30	100
BBA-605-Entrepreneurial Development	70	30	100
BBA-606-Project Report	50	50	100