

REGULATION FOR THE – BBA EXAMINATIONS UNDER CHOICE BASED CREDIT SYSTEM
(CBCS) (VOCATIONAL COURSE)

These regulations are applicable to all candidates admitted into the full time under graduate Program from the Session 2015 onwards.

1.INTRODUCTION:

University Grants Commission (UGC) has issued a public notice on 10.04.2015 for adoption of uniform CBCS programs. A good number of universities have already started implementing this new system of education under New education Policy (NEP). Vinoba Bhave University, Hazaribag has taken the decision to introduce the semester system in the BBA Course from the academic Session 2015.

Preamble:

- (a) The Regulation herein specified applies to BBA programs under Choice Based Credit System by the Vinoba Bhave University, Hazaribag, hereinafter, referred to as the University.
- (b) The College imparting undergraduate teaching, hereinafter, shall be referred to as college.
- (c) A participant of the program is a student who registered himself/herself with the University for a Course of study and attend the same.
- (d) Full – time program are those programs where the participants devote their entire available time for the studies as per schedule and are not employed.
- (e) ‘Program’ means undergraduate program.
- (f) ‘Course’ means a theory or practical subject that is normally studied .
- (g) An academic Year is divided into two semesters. In each semester courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for the conduct of examinations and evaluation purposes. Each week has minimum 30 working hours spread over 6 days or week.
- (h) 1 Credit = 15 Hours of Teaching i.e. 15 Credit Hours.
- (i) Core Course means “ A course which should compulsorily be studied by a candidate as a core requirement of the subject chosen”.

(j) Elective Course means “A course which can be chosen from a pool of courses and which may be very specific/ supportive to the subject or which enable an exposure to some other subject or nurture the candidate’s proficiency/skill is called an elective course”

(k) Elective Course is divided into three types:

- Discipline Specific Elective (DSE) Course: Elective Course offered by the main discipline / subject.
- Dissertation / Project : An elective course designed to acquire special / advanced knowledge to a project work under the advisory support of a teacher is called Project which is submitted as Dissertation.
- Generic Elective (GE): An elective course chosen generally from an unrelated discipline / subject, with an intention to seek exposure is called a GE. A core course offered in a discipline /subject may be treated as an elective and referred to as GE.

(l) Ability Enhancement Course (AEC): This course will be of two types:

- Ability Enhancement Compulsory Course (AECC): The course based upon the content that to knowledge enhancement e.g. i) English / MIL Communication & ii) Environmental Science.
- Skill Enhancement Course (SEC) : Value-based and / Skill-based Knowledge.

2.DURATION OF SEMESTER SYSTEM AND ACADEMIC YEAR FOR BBA COURSE:

- ❖ In each academic year, there shall be two Semester
- ❖ Entire course will be divided into six semesters.
- ❖ The total marks for BBA shall be 3100 .
- ❖ BBA course will carry minimum 140 credits.
- ❖ The pass marks will be 40 %.

The duration of Semester **I**, **III** and **V** shall be from July to December (**6 months**) during which Admission, Course Work, and Conduct of Examinations and Declaration of Results shall be completed including Semester Break. The duration of Semester **II**, **IV** and **VI** shall be from January to June (**6 months**) during which Admission, Course Work, Conduct of Examinations and Declaration of Results shall be completed, including Semester Break. Every College shall offer uniform pattern of Credit Loads and follow uniform Academic Calendar in each Semester. Academic Calendar shall be prepared by the University.

					Full Marks	INTERNAL MARKS		External Marks		
	Semester - I				Credit	Marks	Full marks	Pass marks	Full marks	Pass marks
BBA 311	Environmental studies	Foudation course	Compulsory	2	100	30	12	70	28	
BBA 312	General Principles of Management	Core Discipline		5	100	30	12	70	28	
BBA 313	Accounts I	Core Discipline		5	100	30	12	70	28	
BBA 314	Business Environment	Core Discipline		5	100	30	12	70	28	
BBA 315	Micro Economics	Elective course Inter Discipline		5	100	30	12	70	28	
Semester - II										
BBA 321	Language English/Hindi/ MIL	Foundation course	Compulsory	2	100	30	12	70	28	
BBA 322	Fundamentals of HRM	Core discipline		5	100	30	12	70	28	
BBA 323	Accounts II	Core discipline		5	100	30	12	70	28	
BBA 324	Introduction of Marketing	Core Discipline		5	100	30	12	70	28	
BBA 325	Business Statistics	Elective course Inter Discipline		5	100	30	12	70	28	
Semester - III										
BBA 331	Business Mathematics	Core discipline		5	100	30	12	70	28	
BBA 332	Fundamentals of Finance	Core discipline		5	100	30	12	70	28	
BBA 333	Fundamentals of Marketing	Core discipline		5	100	30	12	70	28	
BBA 334	Macro Economics	Elective course Inter Discipline		5	100	30	12	70	28	

BBA 335	Fundamental of Computer Application	Foundation Course Skill Based		2	100	30	12	70	28
BBA 336	Business Communication	Foundation course	Compulsory	2	100	30	12	70	28
Semester - IV									
BBA 341	Research Methodology	Core discipline		5	100	30	12	70	28
BBA 342	Legal Aspects of Business	Core discipline		5	100	30	12	70	28
BBA 343	Fundamentals of International Business	Core discipline		5	100	30	12	70	28
BBA 344	Economic Development of India	Elective course Inter Discipline		5	100	30	12	70	28
BBA 345	Entrepreneurship	Foundation Course Skill Based		2	100	30	12	70	28
Semester - V									
BBA 351	Strategic Management	Core discipline		5	100	30	12	70	28
BBA 352	Business Ethics	Core discipline		5	100	30	12	70	28
BBA 353	MIS	Core discipline		5	100	30	12	70	28
BBA 354	Money & Banking I	Core discipline		5	100	30	12	70	28
BBA 355	Elective I -Sales And Distribution Management/industrial relation/concept of working capital	Elective Core Discipline		5	100	30	12	70	28
Semester - VI									
BBA 361	Fundamental of Production & Operation	Core discipline		5	100	30	12	70	28
BBA 362	Money & Banking II	Core discipline		5	100	30	12	70	28

BBA 363	Project Work (Summer Internship Programme)	Elective Core Discipline		5	100	30	12	70	28
BBA 364	Elective II - Consumer Behaviour/training and development/labour welfare Financial Market & Institution	Elective core discipline		5	100	30	12	70	28
BBA 365	Elective III-Individual Taxation/advertisement/measurements in human resource	Elective Core discipline		5	100	30	12	70	28
			total	140					

Basic structure of BBA: distribution of courses

1	Foundation Course Compulsory	03 Papers of 02 Credit Hrs. (3 x2)	06
2	Foundation Course (skill based)	02 Papers of 02 Credit Hrs. (2 x 2)	04
3	Core Discipline	18 Papers of 05 Credit Hrs. (18 x5)	90
4	Elective Course Core discipline	04 Papers of 05 Credits Hrs. (4 x5)	20
5	Elective Course Inter - Disciplinary	04 Papers of 05 credit Hrs. (4 x5)	20
	Total	31 Papers	140 Credits

3.Course Fee

A candidate found eligible for admission in BBA shall have to pay a **fee** of the course in each semester in addition to the University examination fee, the quantum of which shall be decided by the University subject to revision from time to time. The University shall issue guidelines for the purpose in the beginning of each academic session.

4. CREDIT VALUE AND CONTACT HOUR SYSTEM

i) For the maintenance of a standard teaching – learning system, Credit Value and Contact Hours shall be followed for assessment of the level of the learners.

ii) The minimum Credit for **BBA will be 140 Credits.**

iii) A **Contact Hour (CH)** is in correspondence to the **Credit value**; *for example*, a theory paper having **3 Credits** shall have a minimum of **3 Contact Hours** in a week. For Practical classes and Field works every **Two Hours** shall make **1(one)** Contact hour.

iv) One Contact Hour shall normally be of **60 minutes** duration.

v) Taking into consideration **15** working weeks in a semester, a paper having **4 Credits** shall have a total of **15 x 4 = 60 CH.**

5. EXAMINATION, EVALUATION AND DECLARATION OF RESULTS

i) Conduct of Examinations: University shall conduct the End – Semester Examinations. Internal Assessment shall be conducted by the College. For all the End – semester examinations, questions papers shall be presented by the University.

ii) Examination Routine for End – Semester Examination shall be notified by the University which shall be normally of **3** hours duration.

iii) Student Assessment and Progression: The performance of a student shall be evaluated on 30 :70 basis *i.e.* 30 Marks for Internal Assessment and 70 Marks for End – Semester Examinations.

iv) Activities for Internal Assessment Tests: The Internal Assessment for 30 marks shall be made in the following categories of activities :

a) Class Tests / Unit Test	=	20	Marks
b) Seminars/NCC/NSS/Sports/ Cultural activities	=	05	Marks
c) Attendance	=	<u>05</u>	<u>Marks</u>
Total	=	30	Marks

i)The internal assessment in theory papers shall be based on Mid – Semester Examination of one and half hour duration per paper to be conducted by the examination Department of the college. Mid – Semester Examinations shall be conducted usually in the month of March and August.

ii)If a student misses the Mid – Semester Examination due to some valid reasons (to be ascertained by the Head of the Department of the college on the basis of documental proof provided by the student), the Principal of the College may arrange a special Mid – Semester Examination for such student. However, only one such special Mid – Semester Examination shall be held for all such cases and it should be conducted within one fortnight from the date of completion of the Mid-semester examination on payment of special examination fee fixed by the University.

iii)No candidate will be permitted to appear in the examination without a valid Admit Card. The **Admit Card** should be presented to the invigilators/other authorized officials for verification. The candidate's identity will be verified in respect of his/her details on the Admit Card. If the identity is in doubt, the candidate may not be allowed to appear in the examination. The authorities may at their discretion provisionally permit the candidate to appear in the examination after completing formalities including taking thumb impression/ several signatures for further verification. No extra time will be granted for these formalities to be completed. *A person found to impersonate a candidate shall be handed over to the Police under an FIR lodged by the University/College. The candidate in reference shall be debarred from future examination of the University.*

iv)Re – evaluation of the answer script shall not be ordinarily allowed.

v)A student can apply for the scrutiny of his / her answer script, after paying the required fee for it, within 15 days of the publication of the results. The paper shall be scrutinized by the Examination Department of the University to see if any question (or part thereof) has been left unmarked or , whether marks obtained have been transcribed correctly.

6.Eligibility criteria for End – Semester Examinations: A student shall be deemed qualified to appear at the End - Semester Examinations only if he/she secures minimum qualifying marks in the Internal assessment Tests and maintains 75% attendance separately in every subject. For valid reasons, 5% relaxation of the attendance may be considered by the Principal of the College.

7. Medium of Examination:- The medium of instruction and the medium of examination in all the non-vocational courses shall be Hindi/English.

8. Reservation:- The reservation of the seats for different BBA shall be as per admission rules of the University.

09. Admission to the Next Semester: Advancement to the next Semester shall be permitted only with a maximum of Two Backlog Papers from the preceding Semester. Further, entry to the next Semester shall be regulated at the level of 4th, 5th, and 6th Semesters as explained under :

- (i) Admission to 4th Semester shall be allowed only after clearing First Semester Backlog Paper (s) during Third Semester.
- (ii) Admission to 5th Semester shall be allowed only after clearing Second Semester Backlog Paper (s) during 4th Semester.
- (iii) Admission to 6th semester shall be allowed only after clearing Third semester backlog paper (s) during 5th semester.
- (iv) Backlog paper(s) of 4th Semester needs to be cleared during 6th Semester.
- (v) Backlog paper (s) of 5th and 6th Semesters need to be cleared during subsequent examinations for these semesters within three subsequent examinations of the concerned semester with a maximum of only one chance.

10.) Question Paper Setting and evaluation : (i) Head of the concerned University Department shall submit a list of the Panel of Question Paper Setters and Answer Script Evaluators in consultation with the Departmental Council to the Controller of Examinations (COE) of the University as a routine process, preferably in the beginning of each Semester.

ii) The End – Semester Question Papers in sealed envelopes shall be collected on the specified date by the Principal of the college or his messenger from the University Headquarter. The same shall be deposited in the nearest Treasury Office / Strong Room under his custody and shall be collected on the day of the Examination.

11.) Completion of Internal Assessment: Internal Assessment shall be completed by the Principal of the College well before commencement of the End – Semester Examination.

12.) Evaluation :- (i). Internal Evaluation of Answer Scripts shall be completed within 15 working days at the College level after the conduct of examination for a particular paper and each evaluator shall submit the marks sheet within the stipulated period to the Principal of the college for tabulation of Marks at the College level. The College Principal shall submit the Detailed Result Sheet to the COE of the University within 20 days after the completion of mid-semester examination.

(ii). Answer Scripts of End – Semester Examinations shall be submitted to the University for Completion of the necessary coding formalities and evaluation process.

13. Declaration of Results: The University shall announce results once for all or College – wise.

14. Improvement: Improvement may be allowed to desirous students by surrendering their previous Marks – Sheet. This option may be exercised within two academic years only. In case the students fail to improve his / her score, marks secured in the previous examination shall be retained.

15. Admission for End – Semester Examinations: Every eligible student shall take admission into every End – Semester Examinations in the prescribed format as shown in **Annexure IV**.

16. INSPECTION OF EXAMINATIONS

- i) The University shall deployed **Flying Squad Teams** to the Examination Centers from time to time during the Examination to check the fair conduct of Examinations. Reports of the University Flying Squad shall be taken seriously on the matter of Examinations.
- ii) Disciplinary action shall be imposed on any of the constituent and affiliated Colleges under the University for the negligence on the matters of examination and for non – fulfillment of the prescribed academic standards.

17. THE NATURE AND TYPE OF QUESTION

. In all **eight questions** of equal value will be set, out of which a student shall have to answer **five questions**.

18. Letter Grades and Grade Points :

- i. Two methods- relative grading or absolute grading –have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges and universities can use any one of the above methods.
- ii. The UGC recommends a 10-point grading system with the following grades as given below:

Table-XI : Grades and Grade Points

Letter Grade

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)	–	0
Ab (Absent)	–	0

- iii. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- iv. For non credit courses 'Satisfactory' or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- v. The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such a AICTE, MCI, BCI, NCTE etc.

Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA } (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme i.e.

$$\text{CGPA } (S_i) = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

- i. Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point
Course-1	3	A	8	$3 \times 8 = 24$
Course-2	4	B+	7	$4 \times 7 = 28$
Course-3	3	B	6	$3 \times 6 = 18$
Course-4	3	O	10	$3 \times 10 = 30$
Course-5	3	C	5	$3 \times 5 = 15$
Course-6	4	B	6	$4 \times 6 = 24$
	20			= 139

Thus, $SGPA = 139/20 = 6.95$

Illustration for SGPA

Semester-1	Semester-2	Semester-3	Semester-4	Semester-5	Semester-6
Credit : 20	Credit : 22	Credit : 25	Credit : 26	Credit : 26	Credit : 25
SGPA : 6.9	SGPA : 7.8	SGPA : 5.6	SGPA : 6.0	SGPA : 6.3	SGPA : 8.0

$$\text{Thus, } SGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$$

- ii. Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CCPA, the HEIs may issue the transcript for each semester and a consolidated transcript indicating the performance in all semester.

19. ELIGIBILITY

- 1) Students who have passed the 10+2 Examination or any other equivalent examination from any recognized University/Board shall be eligible to seek admission to the First Semester of the Three Year BBA **Course**.
- 2) Students desiring to study BBA should have secured a minimum of 50% Marks in the concerned subject in the 10+2 level examination.

20. OLD COURSE

- (1) The present BBA Course shall be phased out year by year beginning from Academic Session, 2015 onwards.
- (2) Only **two chances** shall be given to failed students of the Old Course to complete the Course in the following year itself. **No third chance will be given thereafter.**
- (3) If a learner wants to continue, he / she can re – start from the First Semester. Second year students can also drop the Old Course and join in the new semester system beginning from the First Semester.
- (4) No admission shall be allowed in the Old Course beginning from the Academic Session, 2015.

Re- Registration

1. After completion of five years from the first registration if a student has not cleared all the papers required for completion of the course, he/she can get re – registered for a period of three years more. Such re – registration facility is available only once and immediately after the completion of five years from the registration.
2. Re –registration candidates will have to appear for Mid – Semester and End-Semester Examinations along with the regular students A student, who discontinues the academic programme for any reason and rejoins the programme at a later date, shall be governed by the rules, regulations, course of study and syllabi in force at the time of his/ her rejoining programme.

ADMIT CARD

1. An Examinee shall be issued an admit card by the examination department of the University which he has to produce during the examination.
2. The examination department may issue a duplicate admit card on payment of a fee decided by the college, if it is satisfied that a examinee's Admit Card has been lost or destroyed.

EXAMINATION FEE

1. A student taking an End – Semester examination shall have to pay a fee decided by the University.

The University can, at any time, substitute, alter, amend, add or delete any of the provisions of this Regulation subject to such conditions as may be prescribed thereafter by the UGC and the Academic Council of this University.