

**Bachelor of Business Administration (BBA) Programme**  
(Under CBCS Semester System)

**Regulations & Syllabus**  
**With effect from 2018 Admission Batch**



**SAMBALPUR UNIVERSITY**  
**JYOTI VIHAR, BURLA**

## REGULATIONS

1. The Bachelor of Business Administration (BBA), under CBCS, a three year full-time professional Degree Programme, shall have six semesters. After successful completion of the six semesters, a BBA (Hons.) Degree will be awarded with Distinction to qualified students.

### 2. Duration:

The duration of the programme shall be 3 years with 6 semesters. Odd semester is from July to December (i.e. 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> semester) and even semester is from January to June (i.e. 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> semester). The examination shall be held tentatively in the month of December and May for odd and even semesters respectively.

### 3. Number of Papers (Semester wise):

During the course a student has to take the following papers with marks along with their respective credits as given below.

Semester	No. of Papers	Credit	Marks
I	4	16	400
II	4	16	400
III	5	18	450
IV	5	18	450
V	5	22	500
VI	4	16	400
TOTAL	27	106	2600

### 4. Eligibility Criteria for Admission:

The candidate should have passed +2 Examination of C.H.S.E., Odisha or its equivalent in any discipline with minimum 40% marks in aggregate. The selection would be based on the career and written test with equal weightage.

### 5. Attendance:

A student has to attend a minimum of 75% of classes in a Semester to be permitted to sit for the semester examination. However, a student with 60% of attendance would be permitted for end semester examination with submission of a medical certificate. In case a candidate is unable to acquire the stipulated attendance at the end of any semester, he/she shall not be allowed to appear the end semester examination of that semester.

### 6. Classes:

There will be approximately 40 classes of one hour duration for each 100 marks paper in a semester.

### 7. Examination:

A paper shall consist of three components as:

- |                     |     |
|---------------------|-----|
| (i) Internal Exam.  | 20% |
| (ii) Semester Exam. | 80% |

A candidate has to secure at least 40% marks both in Internal & End-term exam separately to pass the paper and 50% in aggregate in order to pass the examination. The class/division will be awarded on the average performance in the six semesters for BBA (Hons.).

	<b>For BBA (Hons)</b>
50% , but less than 60%	2nd Class (Hons)
60% and above	1st Class (Hons)

Students securing 50% marks in aggregate in first six semesters in first attempt shall be awarded Distinction at BBA (Hons.) examination. Distinction will not be awarded to candidates with back papers. There shall be no provision for third class. A student securing less than 40% in any paper shall be required to sit for the said paper twice within two consecutive next end-term examinations. However, if a candidate has failed in aggregate, he/she shall have the option of appearing either in all papers or in specified paper (s) of his/her choice. His/her class test and internal marks will remain valid. A student would be required to complete the course within five academic years from the date of admission.

**Special Examination:**

If a candidate fails to clear the paper(s), in two repeat chances, he/she has to sit for a special examination (one chance). In that case his/her previous Internal, Class test and End-term marks of all papers in that semester will be cancelled. He/she will have to reappear at all components (class test, internal test and end term test) again for all the papers in that semester. No more chances will be allowed to a student if he/she fails in the special examination. His/her studentship will be cancelled.

**Hard Case Rule:**

A case will be treated as hard case, if a candidate in a semester fulfills one of the following cases:

- a) The aggregate falls short of 50% by a maximum of 4 marks and the candidate has passed in all the papers.
- b) The aggregate is short fall by a maximum of 4 marks and failed in up to two papers by a maximum of 4 marks in all the papers taken together.
- c) There is failure in a maximum of two subjects by not exceeding 4 marks taken together having passed in the aggregate.

The hard case will be resolved by awarding extra marks to the tune of short fall in appropriate papers and accordingly revising the aggregate. When the aggregate only falls short, the extra marks to the extent of shortfall will be added to the paper in which the candidate has secured the highest mark.

**8. Evaluation process:**

**(i) Valuation System:**

The semester system of examination will have internal system of valuation with a Conducting Board to pass the result..

**(ii) Internal Examination:**

The duration of the examination will be of one hour and maximum marks will be 20 for a 100 marks paper and 10 for 50 marks paper. The concerned faculty member should ensure that the coverage prior to Internal examination is minimum first and second unit of the paper and the questions will be set from the covered units. The questions will be set in such a manner that to answer them knowledge of both the units will be required. If a candidate fails to appear or failed in the Internal examination, with the permission of the concerned course teacher he/she can appear at the compensatory Internal examination before the end semester examination. This would be held once only.

**(iii) End Semester Examination:**

The end semester examination will be held on consecutive days. There will be one sitting per day. The duration of the examination will be 3 hours for a 80 marks and 2 hours for a 40 marks paper.

**(iv) Question Paper Setting:**

The question paper should be set in such a manner that:

- a) The question paper should cover all the units.
- b) 20% of the question should be set from the first two units (covered till Internal exam)
- c) 80% of the question be set from the last three units (covered after Internal exam)

**(v) Dissertation and Viva-voce Presentation:**

During the 5<sup>th</sup> semester, each student will be required to prepare a dissertation on any topic/ problem of his/her interest under the guidance of a faculty member. The dissertation shall be evaluated for 80 marks and leaving 20 marks for viva voce examination of the 5<sup>th</sup> semester (i.e. 80% for report and 20% for viva). Absence in the viva will amount to failure in that paper. The dissertation evaluation and the viva voce will be conducted by the internal as well as external examiners.

**Grading System:**

Grade Mark Secured from 100 Points

Outstanding	‘O’	100-90	10
Excellent	‘E’	89-80	9
Very Good	‘A’	79-70	8
Good	‘B’	69-60	7
Fair	‘C’	59-50	6
Failed	‘F’	Below 50	0

*N.B. A Candidate has to secure 40% or above to pass in each of the Papers*

A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

A student’s level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

- (a) POINT - Integer equivalent of each letter grade
- (b) CREDIT- Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - (b) X (a) for each course item

CREDIT INDEX -  $\frac{\sum \text{CREDIT POINT of course items}}{\text{CREDIT INDEX}}$

GRADE POINT AVERAGE -  $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA) =  $\frac{\text{CREDIT INDEX for a semester}}{\sum \text{CREDIT}}$

CUMULATIVE GRADE POINT AVERAGE =

$\frac{\text{CREDIT INDEX for all semester upto a semester}}{\sum \text{CREDIT}}$

In addition to the points, marks / percentage would also be awarded and shall also be reflected in the Mark Sheet.

After successfully completion of the first six semester examination students would awarded Bachelor Degree in Business Administration In addition to grade specified Class / Division shall be awarded at BBA level as follows:

1. 50% and above but less than 60% - 2nd Class Hons.
2. 60% and above - 1st Class Hons.

(However, in case of Distinction, a student has to secure 50% of marks in the first six semesters in one / first chance)

The regulation is subject to modification as and when necessary. The Syllabus shall remain valid from 2018 Admission Batch onward.