

# **DR. B. R. AMBEDKAR UNIVERSITY, AGRA**

Seth Padam Chand Jain Institute of Commerce,  
Business Management & Economics,  
KHANDARI, AGRA –282 002

## **ORDINANCES**

### **Bachelor of Business Administration** **(B.B.A.)**

#### **1.0 ELIGIBILITY:**

A bachelor degree (10+2) in any discipline or an equivalent qualification from a recognized board. With Minimum 50% of Marks at (10+2) Level. A relaxation for SC/St Candidates shall be available as per University norms.

#### **2.0 ADMISSION PROCEDURE:**

Admission to the programme shall be provided through the Entrance Test conducted by the University.

#### **3.0 DURATION OF COURSE:**

- (a) The duration of course will be of three years spread over in six semesters.
- (b) The maximum period allowed to a candidate for successful completion of course will be five years from the date of admission.

#### **4.0 EXAMINATION:**

Generally 50% paper setters/examiners shall be internal and 50% external. Each paper will be of three hour duration in the end semester examination. The marks allotted for each paper shall be as follows:

|      |                      |          |
|------|----------------------|----------|
| (i)  | Term end examination | 75 Marks |
| (ii) | Internal Assessment  | 25 Marks |

The minimum pass marks in the term end examination in each paper (including project viva- voce) will be 40%. However to clear the semester, the candidate has to obtain atleast 50% marks in aggregate.

The answer books of term end examination will be deposited to the university for evaluation as per norms.

#### **5. INTERNAL ASSESSMENT:**

It shall be based on class/seminar(s) participation and Mid-Term test/assignment (s) etc. All the assignment (s) will be submitted in candidates own handwriting/typed. The distribution of marks for internal assessment will be as follows:

|                           |          |
|---------------------------|----------|
| Mid-Term Examination      | 10 Marks |
| Assignment (s)            | 05 Marks |
| Seminar/presentations (s) | 05 Marks |
| Attendance                | 05 Marks |

Mid term examination shall be conducted by the institutes once before the end sem. examinations. Students who fail to appear in mid sem examination under the circumstances beyond the control of the candidate will be allowed by the Director of the institute to reappear as a special case but their assessment will be made out of 6 marks instead of 10. However Re-mid examination shall not held after end-semester examination of the concerned subject.

In case, the internal marks of the candidate are either less than 40% or more than 90%, the Director of the institute may review the internal assessment so as to ensure that the candidate is neither unduly favoured nor punished on any ground other than academic performance of the candidate.

6. A Comprehensive Viva Voce Based on the Knowledge of I & II Semester shall be held by an External Examiner at the End of II Semester Comprising of 100 Marks.

7. **ATTENDANCE:**

It is mandatory that the Attendance should be 75% failing which the University reserves the right to not allow the students to appear in Examination.

8. **BACK PAPERS:**

- (a) The candidate will be promoted in the next semester even if he/she fails in the semester concerned. The candidate can reappear in the back paper (s) of the concerned semester with odd / even semester respectively.
- (b) A candidate can re-appear in back paper (s) examination subject to a maximum of two attempts in consecutive years.
- (c) The students who are appearing in the final semester examination and gets a back in any paper (s) of final semester he / she may be allowed to appear in back paper (s) examination of this final semester which will be held with the special permission of Vice Chancellor.
- (d) If a candidate fails to maintain 50% marks in aggregate in the semester concerned but has attained minimum 40% marks in each individual paper (s) then the candidate shall have to appear again in all the papers of the semester concerned and the marks so obtained by appearing in such cases will be final for that semester.
- (e) However the University has the right to conduct a special examination for back paper (s) at suitable time in the interest of students if it deems fit

## **9.0 SUMMER INTERNSHIP:**

All the students will undergo a summer internship in an Industry for a period of about six to eight weeks after the fourth semester of the programme. The report of this internship will be submitted to the Institute by the student within one month after completion of training for which the student will have to make a presentation and attend a viva-voce in the Fifth semester, which will be based on Project Report of Summer Internship. The viva voce is to be evaluated out of 100 marks by an external examiner appointed by the University.

The distribution of 100 Marks for Summer Internship would be as under :

- (a) Internship Report 50 Marks
- (b) Presentation and Viva Voce 50 Marks

## **10 PROJECT REPORT:**

During the course of study the students would be required to carry out a project consisting of preliminary but original research work. The students may choose the project related to the course subject in consultation with subject teacher (s) which would be approved by the Director of the institute and who would also allocate the project guide.

### **10.1 PROJECT MARKS:**

The distribution of marks for the project viva would be as under:

- (a) Project Report 50 Marks
- (b) Presentation & Viva-Voce 50 Marks

### **10.2 DIVISION:**

The division will be awarded in the last semester only on the basis of sum total of marks obtain in all the semesters. In the remaining semesters a candidate will be declared Pass or Fail/Re in the concerned paper(s).

## **11.0 GENERAL**

Student who absents himself for a period of more than two weeks without any permission from the Director of the institute, his/her name will be struck off from the rolls. Re-admission may be allowed on the payment of Rs. 1,000/- at the discretion of the Director of the institute.

The following methods will be adopted to develop candidates interpersonal skills:

- (a) Class lectures for theoretical knowledge.
  - (b) Brain storming sessions.
  - (c) Individual presentations.
  - (d) Case studies.
  - (e) Providing assignments.
  - (f) Guest lectures by experts.
  - (g) Surprise test to keep the students updated.
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