



DR. B. R. AMBEDKAR UNIVERSITY, AGRA

ORDINANCES

Bachelor of Business Administration (BBA)

Session 2017-18 on wards

1.0 ELIGIBILITY:

An intermediate (10+2) in any discipline or an equivalent qualification from a recognized board, with minimum 45% of marks. A relaxation for SC/ST candidate shall be available as per University norms.

2.0 ADMISSION PROCEDURE:

Admission to the programme shall be provided as per the guideline of 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 in five academic years

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 | 70 Marks |
| (ii) Internal Assessment | 30 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.

5.0 INTERNAL ASSESSMENT:

It shall be based on class/seminar(s) participation and Mid-Term test/assignment (s) etc. The distribution of marks for internal assessment will be as follows:

- | | |
|-------------------------|----------------|
| 02 Mid-Term Examination | 10*2= 20 Marks |
| Assignment (s) | 05 Marks |
| Attendance | 05 Marks |

Any of the following methods may be adopted to evaluate the assessments

- (a) Individual presentations.
- (b) Quizzes
- (c) Group discussions on current events.
- (d) Case studies.
- (e) Surprise test to keep the students updated
- (f) Mock exercises.

Mid term examination shall be conducted by the institutes twice before the end sem. examinations. If the Student fails to appear in mid sem examination, he/she will be given a chance to reappear in **One Mid Semester Exam Only** if reason is found satisfactory though the assessment will be made out of 6 marks instead of 10marks. However Re-mid examination shall not be held after end-semester examination of the concerned subject.

6.0 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, subject to a maximum of 04 papers in one attempt of a semester.
- c) 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 maximum three of the papers of the semester concerned and the marks so obtained by appearing in such cases will be final for that semester.
- d) 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.

7.0 INDUSTRY VISIT:

An Industry visit will be organized during the second Semester of the course, which shall be mandatory for the students.

8.0 SUMMER INTERNSHIP:

All the students will undergo through summer internship in an Industry for a duration of six to eight weeks after the **fourth semester** of the programme. The report of the internship will be submitted to the institute by the student within one month after finishing of the training.

9.0 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 topic for the project related to the course in consultation with subject teacher (s) which would be approved by the Head / Director of the institute and who would also allocate the project guide.

10.0 Viva Voce Examinations:

10.1 A comprehensive viva voce examination on the basis of first and second semester knowledge will be held at the end of the **second semester**. The Viva Voce examination will be evaluated by the External Examiner allotted by the University.

10.2 A viva voce examination based on the industry visit and the knowledge of the subject taught would be held at the end of the **third semester**.

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

(a) Report on Industry visit 50 Marks

(b) Presentation & Viva-Voce 50 Marks\

The Viva Voce examination will be evaluated by the External Examiner allotted by the University.

10.3 The Viva Voce Examination will be held on the bases of Cases / presentation in the **fourth semester**.

The distribution of marks for the Case Study/ Presentation would be as under:

(a) Case Study / Presentation Report 50 Marks

(b) Presentation & Viva-Voce 50 Marks

The Viva Voce examination will be evaluated by the External Examiner allotted by the University.

10.4 A comprehensive viva voce will be held at the end of the **fifth semester** on the bases of Summer Training.

The distribution of marks for the Summer Training Internship would be as under:

(a) Internship Report 50 Marks

(b) Presentation & Viva-Voce 50 Marks

The Viva Voce examination will be evaluated by the External Examiner allotted by the University.

10.5 A viva Voce examination would be conducted at the end of the **sixth semester** on the basis of Project Report. The distribution of marks for the project viva would be as under:

(a) Project Report 50 Marks

(b) Presentation & Viva-Voce 50 Marks

The Viva Voce examination will be evaluated by the External Examiner allotted by the University.

11.0 DIVISION:

The division will be awarded in the last semester only on the basis of all semester's performance of the examinee. If student secure 60% or above, he or she shall declared first. If the Percentage is below 60 and up to 50% he or she shall declared second, In the remaining semesters a candidate will be declared Pass or Fail / Re in the concerned paper(s).

13.0 GENERAL

Student who absents himself for a period of more than two weeks without any permission from the Head / 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 Head / Director of the institute.

Special emphasis should be given to the overall development of the student's interpersonal skill.

The following methods may be adopted to develop candidate's interpersonal skills:

- a) Brain storming sessions.
 - b) Individual presentations.
 - c) Quizzes for general awareness.
 - d) Group discussions on current events related to course.
 - e) Personality development sessions.
 - f) Guest lectures by experts.
 - g) Mock exercises sessions
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