

# GUJARAT UNIVERSITY, AHMEDABAD - 380009

## CHOICE BASED CREDIT SYSTEM (CBCS) Ordinances and Regulations (For the UG – B.B.A.(Hons.) Programme)

(For the candidates to be admitted from the academic year 2011-2012 onwards)

### Ordinances for B.B.A = O. B.B.A. & Regulations for B.B.A = R. B.B.A.

#### O. B.B.A 1. Eligibility :

1. For Admission : A pass in the Higher Secondary Examination (with Science or Commerce Subjects) conducted by the Government of Gujarat; or an examination accepted as equivalent thereto by the Executive Council/MHRD, India, subject to such conditions as may be prescribed thereof.
2. The candidate must have passed the above qualifying examination at a single sitting during the current year. **Two per cent will be deducted per attempt if the candidate has passed the examination in parts.**
3. The candidate must have obtained the following minimum aggregate marks (grand total ) at the above qualifying examination.

(i) For open category candidates	45%
(ii) For reserved category candidates	40%
4. The candidate must have passed the above qualifying examination with  
(1) English\* and (2) any one of the following subjects:
  - (i) Mathematics
  - (ii) Physics
  - (iii) Statistics
  - (iv) Business Mathematics
  - (v) Accountancy / Elements of AccountingSince the medium of instruction is English, the minimum cut-off marks in English for vernacular medium students shall be decided by the Admission Authority.

#### O. B.B.A. 2. Duration :

The course is for a period of three years. Each academic year shall comprise two semesters, viz., Odd and Even semesters. Odd semesters (I,III,V) shall be from June/July to October/November and Even Semesters (II,IV,VI) shall be from November/December to

April/May. There shall be not less than 90 working days for each semester. (Exclusive of the days for the conduct of University or external end-semester examinations). A candidate can avail a maximum of 12 Semesters (6 Years), in a continuous stretch of 6 Years from the date of admission to complete the Bachelor's Degree.

**O. B.B.A. 3. Areas of Specialization:**

1. Financial Management
2. Marketing Management
3. Human Resource Management
4. Taxation and Law
5. Banking and Insurance

**O. B.B.A.4.The CBCS System :**

All Programmes shall be run on Choice Based Credit System (CBCS). It is an instructional package developed to suit the needs of students to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

**O. B.B.A. 5. Courses in Programmes :**

The UG B.B.A. - programme consists of a number of courses. The term 'course' is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of Courses suggested for the UG B.B.A. - programmes.

Elective Courses (ECs) (as listed in R. B.B.A. 6.1)

Foundation Courses (FCs) (as listed in R. B.B.A.6.2)

Core Courses (CCs),

Subject Elective Courses (SECs), i.e., SPECIALISATION (as listed in R. B.B.A 5.)

The Elective Courses and Foundation Courses are meant to develop the students' communicative skill and Social or Environmental Awareness at the UG level. Core Courses are the basic courses compulsorily required for each of the programme of study. These will be related to the subject of the programme in which the candidate gets his/her degree

Year	Core courses	Subject Elective	Elective	Foundation	Total
<b>First</b>	7		1	1	9
	7		1	1	9
<b>Second</b>	7	-	1	1	9
	7	-	1	1	9
<b>Third</b>	6	1	1	1	9
	6	1	1	1	9
<b>Total</b>	<b>40</b>	<b>2</b>	<b>6</b>	<b>6</b>	<b>54</b>

## BBA Semester System Structure under CBCS with effect from June 2011

<b>Semester - I (F.Y.)</b>			
Course No.	Course Type	Subject	Credit
EC - 101	ELECTIVE	FROM THE LIST	2
FC- 101	FOUNDA-TION	FROM THE LIST	2
CC-101	CORE	PRINCIPLES OF MANAGEMENT-1	3
CC-102	CORE	FINANCIAL ACCOUNTING	3
CC-103	CORE	FORMS OF BUSINESS ORGANIZATION	3
CC -104	CORE	PRINCIPLES OF ECONOMICS (MICRO)	3
CC-105	CORE	IT TOOLS AND APPLICATIONS *	3
CC-106	CORE	GENERAL ENGLISH	3
CC-107	CORE	BASICS OF MATHEMATICS	3
	<b>Total</b>		<b>25</b>
<b>Semester - II (F.Y.)</b>			
EC-102	ELECTIVE	ENVIRONMENTAL STUDIES	2
FC-102	FOUNDA-TION	From the List	2
CC-108	CORE	PRINCIPLES OF MANAGEMENT-2	3
CC-109	CORE	COST ACCOUNTING	3
CC-110	CORE	GROWTH AND STRUCTURE OF INDUSTRIES	3
CC-111	CORE	PRINCIPLES OF ECONOMICS (MACRO)	3
CC-112	CORE	BUSINESS MATHEMATICS	3
CC-113	CORE	COMMUNICATION SKILLS	3
CC-114	CORE	PRACTICAL STUDIES **	3
	<b>Total</b>		<b>25</b>

**Foundation (any one)**

- Introduction Logic
- Soft Development
- Recreation Leisure Management

**Elective Course (one)**

- Health Education
- Learning World Languages
- Culture Civilization

**Foundation (any one)**

- Personalities Development
- Indian and Economic Development
- Stress Management

**Elective Course**

- Environmental Studies (option available)

<b>Semester - III (S.Y.)</b>				<b>Foundation (any one)</b> <ul style="list-style-type: none"> <li>• Fundamen</li> <li>• Entrepren</li> <li>• Developm</li> <li>• Hospitality</li> <li>• Management</li> <li>• Introductio</li> <li>• Technolog</li> <li>• Business.</li> <li>• E- Comm</li> </ul> <b>Elective Course (one)</b> <ul style="list-style-type: none"> <li>• Carbon C</li> <li>• Learning</li> <li>• Great Thinkers</li> <li>• Health &amp; Management</li> <li>• Disaster Management</li> </ul>
EC-201	ELECTIVE	From the List	2	
FC-201	FOUNDATIONS	From the List	2	
CC-201	CORE	INTRODUCTION TO MARKETING MANAGEMENT	3	
CC-202	CORE	FUNDAMENTALS OF FINANCIAL MANAGEMENT	3	
CC-203	CORE	BASIC HUMAN RESOURCE MANAGEMENT	3	
CC-204	CORE	MANAGERIAL ECONOMICS-1	3	
CC-205	CORE	COMPANY ACCOUNTS – I	3	
CC-206	CORE	ELEMENTARY STATISTICS	3	
CC-207	CORE	COMMERCIAL COMMUNICATION	3	
	<b>Total</b>		<b>25</b>	
<b>Semester - IV (S.Y.)</b>				<b>Foundation (any one)</b> <ul style="list-style-type: none"> <li>• Management</li> <li>• Information System</li> <li>• Export Management</li> <li>• Sales Distribution Management</li> <li>• Tourism Management</li> </ul> <b>Elective Course (one)</b> <ul style="list-style-type: none"> <li>• Introduction Humanitie</li> <li>• Introduction Science Technology</li> <li>• History of and cultur</li> <li>• Agriculture E</li> </ul>
EC-202	ELECTIVE	From the List	2	
FC-202	FOUNDATIONS	From the List	2	
CC-208	CORE	INDIAN FINANCIAL SYSTEM	3	
CC-209	CORE	MARKETING MANAGEMENT	3	
CC-210	CORE	BUSINESS STATISTICS	3	
CC-211	CORE	HUMAN RESOURCE MANAGEMENT	3	
CC-212	CORE	MANAGERIAL ECONOMICS-2	3	
CC-213	CORE	CORPORATE FINANCIAL STATEMENT	3	
CC-214	CORE	INDUSTRIAL EXPOSURE & VIVA VOCE ***	3	
	<b>Total</b>		<b>25</b>	

<b>Semester - V (T.Y.)</b>			
EC-301	ELECTIVE	INTER PERSONAL COMMUNICATION	2
FC-301	FOUNDATIONS	From the List	2
CC-301	CORE	MERCANTILE LAWS	3
CC-302	CORE	BUSINESS ENVIRONMENT	3
CC-303	CORE	ORGANISATIONAL BEHAVIOUR-1	3
CC-304	CORE	OPERATIONS RESEARCH AND QT	3
CC-305	CORE	INTERNATIONAL BUSINESS	3
CC-306	CORE	DIRECT TAX	3
CC-307	SUBJECT ELECTIVE	From the List	3
	<b>Total</b>		<b>25</b>

**Foundation (any one)**

- Auditing
- Emerging in Management
- Cooperative Management Administration
- Foreign Exchange Management

**Elective (Compulsory)**

- Inter Personal Communication

**Subject Elective one for Sem v &**

- Advanced Financial Management
- Advanced Marketing Management
- Advanced Resource Management
- Advanced Taxation and
- Banking Insurance

<b>Semester - VI (T.Y.)</b>			
EC -302	ELECTIVE	RESEARCH METHODOLOGY	2
FC-302	FOUNDATIONS	From the List	2
CC-308	CORE	INDUSTRIAL LAWS AND REGULATORY FRAMEWORK	3
CC-309	CORE	ORGANISATIONAL BEHAVIOUR-2	3
CC-310	CORE	STRATEGIC MANAGEMENT	3
CC-311	CORE	PRODUCTION AND OPERATIONS	3

**Foundation (any one)**

- Business Ethics
- Stock commodity operations
- Retail Management
- Event Management
- Portfolio Management

**Elective (Compulsory)**

		MANAGEMENT		<ul style="list-style-type: none"> <li>• Research Methodology</li> </ul> <b>Subject Elective one)</b> <ul style="list-style-type: none"> <li>• Advanced Management</li> <li>• Advanced Marketing Management</li> <li>• Advanced Resource Management</li> <li>• Advanced and Law</li> <li>• Banking Insurance</li> </ul>
CC-312	CORE	MANAGEMENT ACCOUNTING	3	
CC-313	CORE	GRAND PROJECT, PRESENTATION & VIVA VOCE ****	3	
CC-314	SUBJECT ELECTIVE	From the List	3	
	<b>Total</b>		<b>25</b>	

\*For Sem. 1-CC-105 (IT Tools & Application) each practical batch should not have more than 35 students, such that each batch gets 4½ hours in a week.

For Sem. 1-CC-102 (Fundamentals of Computers) each student should be given at least 10 hours of Tally 7.2 Practical. The batch size may be decided as per the available infrastructure of the institute.

\*\*For Sem. 2-CC-112 (Practical studies), each batch for practical studies should not have more than 40 students. For every batch 3½ hours per week have to be allocated for Communication practical (as specified in the syllabus of that subject) and 1 hour to be allotted for project work (as specified in the syllabus of that subject).

\*\*\*For Sem.-4-CC-212 (Industrial Exposure & viva voce), each practical batch should not have more than 40 students. For every batch, 1½ hours per week have to be allocated for Communication skills/soft skills (as specified in the syllabus of that subject) and 3 hours have to be allotted for project work (as specified in the syllabus of that subject).

\*\*\*\*For Sem.-6-CC-313 (Grand Project, Presentation & Viva Voce), each practical batch should not have more than 10 students. For every batch 4 ½ hour per week has to be allocated for the grand project.

### **Selection of students to the Foundation and Elective Course (EC) :**

a. The Academic Committee of the institute /college shall follow a selection procedure on a first come first served basis, fixing the maximum number of students, giving counseling to the students, etc., to avoid overcrowding to particular course(s) at the expense of some other courses.

b. The failed candidates in one FC / EC are permitted to opt for another FC and /or EC in another programme. Or they are permitted to continue with the same FC and EC.

c. The Colleges shall provide all information relating to the FCs and ECs in each

programme to all the students so as to enable them to choose their FCs and ECs as rescribed semester-wise in the structure.

#### **O. B. B.A. 6. Environment studies:**

The UGC recommended Certificate Course, on Environmental Studies, is to be offered in the second semester of all the UG Programmes as an elective course compulsorily.

**O. B. B.A. 7. Extension and Extra-Curricular Activities :** These should be carried out outside the class hours. e.g. NSS, NCC, participation in Youth Welfare activities/Sports activities. Representation at National or International Level, will be assigned two additional credits/year. (May be implemented later). These credits will be in addition to the 150 credits of the programmes, they will be mentioned in the mark-sheet but will not be included in the calculation of SGPA and CGPA.

#### **O. B.B.A. 8. Semesters :**

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 conduct of examinations and evaluation purposes. Each week has 30 working hours spread over 5/6 days a week consisting of lectures, class participation, library work, special counseling, Sports, NSS, NCC, youth welfare and social activities.

#### **O. B.B.A. 9. Credits :**

The term 'Credit' refers to the weigh-tage given to a course, usually in relation to the instructional hours assigned to it. For instance a four-hour theory course per week will be assigned four credits; three credits to a three hour theory course per week. However, in no instance the credits of a course can be greater than the hours allotted to it. For all practical courses one and a half hours of course will carry a credit of one.

The total minimum credits, required for completing a UG B.B.A. programme is 150. The details of credits for individual components and individual courses are given in R. B.B.A. – 1 & 2.

#### **O. B.B.A. 10. Course :**

Each Course is to be designed variously under lectures/tutorials/laboratory or field work/seminar/practical training/assignments/term paper or report writing, etc., to meet effective teaching and learning needs.

#### **O. B.B.A. 11. Examinations :**

i. There shall be University examinations at the end of each semester; for odd semesters in the month of October/November; for even semesters in April/May. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in October/November or April/ May.

ii. A candidate should get enrolled/registered for the first semester examination. If

enrollment/registration is not possible owing to shortage of attendance beyond condonation limit/regulations prescribed OR belated joining OR on medical grounds, the candidates are not permitted to move to the next semester. Such candidates shall re-do the semester in the subsequent turn of that semester as a regular student. However, a student of First Semester shall be admitted in the Second Semester, if he/she has successfully kept the term in first semester. To move to the Third Semester, a student has to clear all Credits of first semester. Likewise, to move to the Fourth Semester, a student is required to obtain all the credits of second semester. Similarly, after clearing all the credits of third semester, a student can move to the fifth semester and he/she shall be allowed to move to the sixth semester after clearing all the credits of fourth semester.

For the movement in the said semester as described above, the candidate must have satisfactorily kept the term of the previous semester.

**O. B.B.A. 12. Condonation :**

Students must have 75% of attendance in each course for appearing in the examination. Students who have 74% to 65% of attendance shall apply for condonation in the prescribed form with the prescribed fee(Rs.100/Corse). Students who have 64% to 50% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 50% of attendance are not eligible to appear for the examination. It is furthered clarified that the students, who have 75% or more of attendance shall be given five out of five marks in internal evaluation. Students (if condoned), who have 74% to 65% of attendance shall be given 4 to 3 marks in internal evaluation. Students (if condoned), who have 64% to 50% of attendance shall be given 2 to 1 marks in internal evaluation.(As per O.B.B.A. 14 )

**O. B.B.A. 13. Question Paper Pattern:**

A Question Paper shall have four questions corresponding to four units of each theory course. Question No.5 shall have objective type of questions or short questions to be asked from all the four units of the theory course by giving equal weight-age.

**O. B.B.A. 14. Evaluation:**

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation for each course shall be done by a continuous internal assessment (CIA) by the concerned course teacher as well as by an end-semester examination and will be consolidated at the end of the course. The components for continuous internal assessment are:

One Test	15 Marks (Second/repeat test for genuine absentees)
Assignments /Quiz	10 Marks
Attendance	5 Marks
Total	30 Marks

Attendance shall be taken as a component for continuous assessment, although the students



should put in a minimum of 75% attendance in each course. In addition to continuous evaluation component, the end-semester examination, which will be a written-type examination of at least 3 hours' duration for theory papers would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end-semester examination is **30 : 70**. The evaluation of laboratory component, wherever applicable, will also be based on continuous internal assessment and on an end-semester practical examination.

**O. B.B.A. 15. Passing Minimum :**

The passing minimum for CIA (Continues Internal Assessment) shall be 40% out of 30 marks (i.e., 12 marks), where the candidate is required to appear for the internal test at least once. Failed candidates in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing tests and by submitting assignments. The passing minimum for University or External Examinations shall be 40% out of 70 marks (i.e. 28 marks)

**O. B.B.A. 16. Grading :**

Once the marks of the CIA (Continues Internal Assessment) and End-Semester Examinations for each of the courses are available, they will be added. The marks thus obtained will then be graded as per details provided in R. BBA 3 and R.BBA 9: VI (A) & (B). From the First semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated respectively by Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). These two are Calculated by the following formulae:

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where 'Ci ' is the Credit earned for the Course i in any semester ; 'Gi' is the Grade Point obtained by the student for the Course i and 'n' is the number of Courses passed in that semester.

CGPA = SGPA of all the Courses starting from the first semester to the current semester.

Note:

- (1) The SGPA and CGPA shall be calculated separately for the following three parts:  
Part I: ECs; Part II: FCs and Part III CCs, SECs.
- (2) The SGPA and CGPA shall be calculated only when the student has successfully cleared all the courses.

**O. B.B.A. 17. Classification of Final Results :**

- I. For each of the three parts, there shall be separate classification on the basis of CGPA as indicated in R.B.B.A. 4.
- II. For purposes of declaring a candidate to have qualified for the Degree of Bachelor of

Business Administration in the First class/Second class/Third class or First class with Distinction, the marks and the corresponding CGPA earned by the candidate in Part III alone will be the criterion, provided he/she has secured the prescribed passing minimum in ECs and FCs. It is further provided that the candidate should have scored First/Second Class separately in both the grand total and end-semester (External) examination.

- III. Grade in Part IV Extension and Extra Curricular Activities shall be shown separately and it shall not be taken into account for classification.
- IV. The marks for the course as elective (compulsory) course of Sem – II on “Environmental Studies” will be given in a separate certificate by the college/institute as per the guidelines of UGC, MHRD and the Hon’ble Supreme Court of India. The college/institute shall charge Rs.100/-, separately to meet the expenditure incurred towards the completion of this course, as per UGC/MHRD guide lines.
- V. Internal and end semester examination for elective courses shall be conducted by the respective colleges.

**O. B.B.A. 18 Conferment of the Bachelor’s Degree :**

- (i) A candidate shall be eligible for the conferment of the Bachelor of Business Administration (BBA Hons.) only if he/she has earned the minimum required credits for the programme prescribed therefore. (i.e. 150 credits).
- (ii) A candidate shall be required to pay Rs.500/- towards the conferment of the Degree of B.B.A., which shall enhance by a 10% increase every three years and rounded off to the next 10/- rupees stage.

**O. B.B.A. 19 University examination :**

- (i)The University shall conduct the External (End Semester) Examinations for all the Semesters. Alternatively, the university shall conduct the External Examination for semester V and VI only and the Internal as well as the External Examinations for the Semester I to IV shall be conducted by the concerned Colleges themselves. However the common format of question paper and marksheet suggested and / or prepared by the University has to be followed by all the Colleges for Sem. I to IV External Examinations.
- (ii) The examination fees for all end semester examinations shall be Rs.500/-(Rs.250 for theory-+ Rs.250 for practicals/ term work/ project etc.) for all subjects.( Which shall be enhanced by a 10% increase every three years and rounded off to a next 10/- rupees stage.)

**O. B.B.A. 20. Self- Financing System:**

The above Ordinance shall be applicable also for the candidates undergoing the programmes under the Self–Financing System.

**O. B.B.A. 21. Grievance Redressal Committee :**

The college/institute shall form a Grievance Redressal Committee for each course in each department with the Course Teacher and the HOD as the members. This Committee shall

solve all grievances relating to the Internal Assessment marks of the students.

**O. B.B.A. 22 Transfer of Credits :**

In case of elective courses, the students are permitted to transfer their course credits from the Centre for Distance Education (CDE) of any University to the regular stream and *vice-versa*. Similarly, they are also permitted to transfer their course credits from other state or central universities after verification of eligibility criteria.

**O. B.B.A. 23 Revision of Ordinances, Regulations and Curriculum :**

The University may from time to time revise, amend and change the Ordinances, the Regulations and the Curriculum, if found necessary. The existing ordinance for passing the examination/ paper under annual pattern of courses shall also remain effective for the CBCS programmes.

**R. B.B.A. 1 – Details of the number of courses and credits per course**

Sr. No.	Study Components	Number of Courses	B.B.A.		Total Hours on Weekly Basis
			Credits per Course	Total Credits	
1	Elective Course (EC)	06	02	12	12
2	Foundation Course (FC)	06	02	12	12
3	Core-Course(CC) (Theory)	36	03	108	108
	Practicals (I,II,IV,VI)	04	03	12	18
4	Subject Elective Course(SEC)	02	03	06	08
		54		150	158

Note: (I) Total weekly hours of 158 include 12 hours of teaching of Elective Courses, which may/shall be carried out by the candidate inter or intra colleges .

(II) The workload taken up by the in-house faculty of the college/institution for conducting elective courses shall be counted as actual workload.

**R. B.B.A. 2- U.G. BBA programmes-course structure under CBCS**

Sem.	Course	Instructional hour/week	Credit	Exam Hours	Marks		
					Int.	Extn.	Total
1	Elective (EC) 101	2	2	2	-	-	100
	Foundation (FC) 101	2	2	2	-	-	100
	Core Course-1 (CC-101)	3	3	3	30	70	100
	CC -102	3	3	3	30	70	100
	CC -103	3	3	3	30	70	100
	CC -104	3	3	3	30	70	100
	CC -105	3	3	3	30	70	100
	CC - 106	3	3	3	30	70	100
	CC - 107	3	3	3	30	70	100
2	Elective (EC)102	2	2	2	-	-	100
	Foundation (FC) 102	2	2	2	-	-	100
	Core Course-1 (CC-108)	3	3	3	30	70	100
	CC - 109	3	3	3	30	70	100
	CC - 110	3	3	3	30	70	100
	CC - 111	3	3	3	30	70	100
	CC - 112	3	3	3	30	70	100
	CC - 113	3	3	3	30	70	100
	CC - 114	3	3	3	30	70	100
3	Elective (EC) 201	2	2	2	-	-	100
	Foundation (FC) 201	2	2	2	-	-	100
	Core Course-1 (CC-201)	3	3	3	30	70	100
	CC -202	3	3	3	30	70	100
	CC - 203	3	3	3	30	70	100
	CC - 204	3	3	3	30	70	100
	CC - 205	3	3	3	30	70	100
	CC - 206	3	3	3	30	70	100
	CC - 207	3	3	3	30	70	100
4	Elective (EC)202	2	2	2	-	-	100
	Foundation (FC) 202	2	2	2	-	-	100
	Core Course-1 (CC-208)	3	3	3	30	70	100
	CC - 209	3	3	3	30	70	100
	CC - 210	3	3	3	30	70	100
	CC - 211	3	3	3	30	70	100
	CC - 212	3	3	3	30	70	100
	CC - 213	3	3	3	30	70	100
	CC - 214	3	3	3	30	70	100
5	Elective (EC) 301	3	2	2	-	-	100
	Foundation (FC)301	2	2	2	-	-	100
	Core Course-1 (CC-301)	3	3	3	30	70	100
	CC - 302	3	3	3	30	70	100
	CC - 303	3	3	3	30	70	100
	CC -304	3	3	3	30	70	100
	CC -305	3	3	3	30	70	100
	CC - 306	3	3	3	30	70	100
	Subject Elective (SEC) -307	4	3	3	30	70	100
6	Elective (EC)302	3	2	2	-	-	100
	Foundation (FC) 302	2	2	2	-	-	100
	Core Course-1 (CC-308)	3	3	3	30	70	100
	CC - 309	3	3	3	30	70	100
	CC - 310	3	3	3	30	70	100
	CC - 311	3	3	3	30	70	100
	CC - 312	3	3	3	30	70	100
	CC - 313	3	3	3	30	70	100
	Subject Elective (SEC)- 314	4	3	3	30	70	100

### **R. B.B.A. 3- Grading of the Courses**

<b>Percentage / Marks (Normalized)</b>	<b>Grade Points</b>	<b>Grade</b>	<b>Description</b>
Above 85	8.5 – 10.0	O+	Outstanding
70 – 84.99	7.0 – 8.49	O	Excellent
60 – 69.99	6.0 – 6.99	A	Very good
55 – 59.99	5.5 – 5.99	B+	Good
48 – 54.99	4.8– 5.49	B	Fair
40 – 47.99	4.0 – 4.7	C	Average
Below 40	0.0	D ( Dropped)	Dropped or Fail

### **R. B.B.A. 4- Final Result**

<b>CGPA From-to</b>	<b>Letter Grade</b>	<b>Classification of Final Result</b>
8.5-10	O+	First class with Distinction
7.0-84.99	O	
6.0-6.99	A	First Class
5.5-5.99	B+	Higher Second Class
4.8-5.49	B	Second Class
4.0-4.79	C	Pass Class
Below 4.0	D	Dropped or Fail

### **R. B.B.A. 5 - U. G. B.B.A Programme – Subject Elective Courses (SECs)**

1. Advanced Financial management
2. Advanced Marketing management
3. Advanced Human resource management

4. Advanced Production management
5. Taxation
6. Banking and Insurance

## **R.B.B.A. 6 .1 - U. G. B.B.A. Programme – Elective Courses (ECs)**

### **SEMESTER 1**

1. Health Education
2. Learning from World Leaders
3. Culture & Civilization

### **SEMESTER 2**

- 1.Environmental Studies

### **SEMESTER 3**

- 1.Carbon Credit
- 2.Learning from Great Indian Thinkers
- 3.Disaster Management
- 4.Health & Fitness Management

### **SEMESTER 4**

- 1.Introduction to Humanities
- 2.Introduction to Science and Technology
- 3.History of Gujarat and Culture
- 4.Agriculture Economics

### **SEMESTER 5 (Compulsory)**

- 1.Inter-Personal Communication

### **SEMESTER 6 (Compulsory)**

- 1.Research Methodology

## **R.B.B.A. 6 .1 - U. G. B. B.A. Programme – Foundation Courses (FCs)**

### **SEMESTER 1**

1. Introduction to Logic
2. Soft Skills Development
3. Recreation & Leisure Time Management

### **SEMESTER 2**

1. Personality Development
2. Indian & Global Economic Development
3. Stress Management

### **SEMESTER 3**

1. Fundamentals of Entrepreneurship Development
2. Hospitality Management
3. Introduction to Technology in Business.
4. E - Commerce

### **SEMESTER 4**

1. Management Information System
2. Export Management
3. Sales and Distribution Management
4. Tourism Management

### **SEMESTER 5**

1. Auditing
2. Emerging Trends in Management
3. Co operative Management & Administration
4. Foreign Exchange Management

### **SEMESTER 6**

1. Business Ethics
2. Stock and Commodity Market Operations
3. Retail Management
4. Event Management
5. Portfolio Management

## **R. B.B.A. 7. – Course Structure :**

- I. The B.B.A. programme is full time three years Under Graduate Programme.
- II. The medium of instruction shall be English.
- III. The programme consists of Six Semesters - Semester I and II in the First Year of the Programme, Semesters III and IV in the Second Year and V and VI Semesters in the Third Year of the programme.
- IV. The total programme consists of 150 credits equally divided into 25 credits per semester.
- V. The programme consists of the following types of courses
  - (i) Core courses: Common for all students.
  - (ii) Elective course & SECs: The college/institute can offer as per the availability of manpower and infrastructure.
  - (iii) Foundation courses for all students as per college/institute's available manpower/infrastructure.

## **R. B.B.A. 8. - Clearing and carrying forward the Semesters :**

Rules for carrying forward the semesters are given below:

- I. A candidate must have at least 75% overall attendance in the programme (except O-BBA:12) and should have satisfactory performance in class participation of each course and must have appeared in internal written test/examination to be eligible for grant of term.
- II. In case, a candidate obtains D in any one course/all courses in the first semester, he/she shall be allowed to continue to proceed to the second semester provided he/she has kept his/her terms of the first semester successfully.
- III. The candidate shall be allowed to proceed to the third semester only after clearing all the courses of the first semester.
- IV. In case, a candidate obtains D in any one course/all courses in the second semester, he/she shall be allowed to continue to proceed to the third semester provided he/she has kept his/her term of the second semester successfully.
- V. The candidate shall be allowed to proceed to the fourth semester only after clearing all the courses of the second semester.
- VI. In case a candidate obtains D in any one course/all courses in the third semester, he/she shall be allowed to continue to proceed to the fourth semester provided he/she has kept his/her term of the third semester successfully. Similarly a candidate is allowed to move to the fifth semester provided he/she has kept his/her term of the



fourth semester successfully and a candidate is allowed to move to the sixth semester after he/she has successfully kept the term of fifth semester even if he/she has failed in any one or all courses of the fifth semester .

- VII. The candidate shall be eligible for the award of the degree after successful clearance of all the courses of semesters I, II, III, IV, V and VI by the sixth semester examination of the third year programme or till expiry of registration/enrollment. Whenever a candidate fails in a course due to failure to obtain the minimum marks in the internal component of the examination, the marks obtained in attendance and class participation shall be carried forward for the consideration of the repeat examination. The student has to appear in the internal test only to complete the requirement of the internal assessment.

**R. B.B.A. 9 - Assessment and Evaluations :**

- I. Each course will be assessed on basis of 100 marks. In case of CCs and SECs the marks would be divided between internal and external assessment.
- II. There shall be one end-semester external examination of each CC (all semesters) and SEC(semester-v and vi) course consisting of 70% (70 marks) weight-age in theory and practical courses.
- III. Each Theory & Practical course shall have internal assessment of 30% weightage based on the following:
  - Internal written test - 15% (15 marks)
  - Attendance - 05% (5 marks)
  - Assignment/Quiz - 10% (10 marks)
- IV. Every student will be required to pass in the external examination and internal assessment separately in each course.
- V. The minimum passing standard will be 40% for the external and internal component of each course, i.e., 28 marks out of 70 (external - 28% of 70 marks) and 12 marks out of 30 (internal - 40% of 30 marks).
- VI. (A)The grades for each course would be decided on the basis of the percentage of marks obtained in the end-semester external and internal examinations as per following table:

Percentage / Marks (Normalized)	Grade Points	Grade	Description
Above 85	8.5 – 10.0	O+	Outstanding
70 – 84.99	7.0 – 8.49	O	Excellent
60 – 69.99	6.0 – 6.99	A	Very good
55 – 59.99	5.5 – 5.99	B+	Good
48 – 54.99	4.8– 5.49	B	Fair
40 – 47.99	4.0 – 4.79	C	Average
Below 40	0.0	D ( Dropped)	Dropped or Fail

#### VI (B) Final Result

CGPA From-to	Letter Grade	Classification of Final Result
8.5-10	O+	First class with Distinction
7.0-84.99	O	
6.0-6.99	A	First Class
5.5-5.99	B+	Higher Second Class
4.8-5.49	B	Second Class
4.0-4.79	C	Pass Class
Below 4.0	D	Dropped or Fail

**NOTE: The student must score class separately in both end semester examination and in grand total.**

VII. The credit grade points are to be calculated on the following basis:

**Grade point obtained x credits for the course = credit grade points.**

The grade points would be calculated up to two decimal places only. The calculation is given in examples below:

**Examples : Conversion of marks into grade points**

$$65=60+5=6.0+5 \times (0.99/9.99)=6.0+5 \times 0.1=6.0+0.5=6.5$$

$$57 = 55 + 2 = 5.5 + 2 \times (0.49 / 4.99) = 5.5 + 2 \times 0.1 = 5.5 + 0.2 = 5.7$$

$$72 = 70 + 2 = 7.0 + 2 \times (1.49 / 14.99) = 7.0 + 2 \times 0.1 = 7.0 + 0.2 = 7.2$$

$$44 = 36 + 8 = 3.6 + 8 \times (1.19 / 11.99) = 3.6 + 8 \times 0.1 = 3.6 + 0.8 = 4.4$$

VIII. The semester grade point average (SGPA) will be calculated as a weighted average of all the grade points of the semester courses. That is, Semester Grade Point Average (SGPA) = (sum of grade points of all six courses of the semester)/total credit of the semester as per example given below :

**Semester - I**

Course No.	Credit	Marks out of 100(%)	Grade	Grade Point	Credit Grade Point
CC – 101	3	65	A	6.50	19.50
CC – 102	3	60	A	6.00	18.00
CC – 103	3	62	A	6.20	18.60
CC – 104	3	57	B+	5.70	17.10
CC – 105	3	55	B+	5.50	16.50
CC – 106	3	72	O	7.20	21.60
CC – 107	3	58	B+	5.80	17.40
FC – 101	2	44	C	4.40	8.80
EC – 101	2	60	A	6.00	12.00
<b>Total Credits Without FC &amp; EC</b>	<b>21</b>				<b>128.70</b>

IX. SEMESTER GRADE POINT AVERAGE (SGPA) = Total Credit Grade

$$\text{Points Without FCs and ECs} = 128.70 / 21 = 6.13$$

$$\text{SGPA Sem. I} = 6.13$$

$$\text{SGPA Sem. II} = 5.63$$

$$\text{SGPA Sem. III} = 6.01$$

$$\text{SGPA Sem. IV} = 5.50$$

$$\text{SGPA Sem. V} = 5.61$$

$$\text{SGPA Sem. VI} = 5.72$$

$$\text{Total SGPA} = 34.60$$

$$\text{Cumulative Grade Point Average (CGPA)} = 34.63 / 6 = 5.77$$

$$\text{CGPA} = 5.77 \quad \text{Grade} = \text{B+} \quad \text{Class} = \text{Higher Second Class}$$

**NOTE**

(1) SGPA is calculated only if the candidate passes in all the courses i.e. get minimum C grade in all the courses.

(2) CGPA is calculated only when the candidate passes in all the courses of all the semesters

X. The cumulative grade point average will be calculated as the average of the SGPA of all the six semesters, as shown above.

XI. For the award of the class CGPA shall be calculated on the basis of :

(a) End Semester External Examination Marks

- (b) Total Marks obtained (End-Semester External Examination Marks) + (Marks for internal assessment) for each course. The final Class for B.B.A. Degree shall be awarded on the basis of the lowest CGPA of (a) & (b) of fifth and sixth semester examinations. However, the marks of elective courses as well as foundation courses shall not be counted for the award of class, provided a candidate has secured at least minimum passing marks in Elective and Foundation courses both in internal and external examinations.

#### **R. B.B.A. 10 – Syllabi Revision :**

- I. Syllabi of every course should be preferably changed after every two years. For example a syllabus changed in 2011 should preferably be revised in 2013/14.
- II. Revised Syllabi of each semester should be implemented in a sequential way.
- III. In courses where units/topics relate to governmental provisions, regulations or laws, changes to accommodate the latest developments are automatic under intimation to the Registrar and Vice-Chancellor of Gujarat University.
- IV. All formalities for revisions in the syllabi should preferably be completed before the end of the 2nd/4th semester for implementation in the next academic year.
- V. During every revision, up to 20 per cent of the entire syllabi of each course can be changed to ensure that students who have studied the old syllabi can also appear for examinations in the revised syllabi.
- VI. In case the syllabus of any course is carried forward without any change, it shall be included in the revised syllabi.
- VII. New/additional areas and courses of elective optional can be introduced on the basis of recommendations of the Board of Studies.

#### **R. B.B.A .11 – Format of Question paper for 4 Units:**

Q.1 From Unit -1	A OR A	7 marks
	B OR B	7 marks
Q.2 From Unit -II	A OR A	7 marks
	B OR B	7 marks
Q.3 From Unit -III	A OR A	7 marks
	B OR B	7 marks
Q.4 From Unit -III	A OR A	7 marks
	B OR B	7 marks
Q.5 shall be	14 questions of 1 mark each. There should be atleast 3 questions of 1 mark each from all the 4 units, remaining 2 questions of 1 mark can be from any unit	

(i) Wherever found necessary, a question of 7 marks can be split into 2 or 3 sub-questions considering the weight-age of topic and time allotted for answering such questions.

(ii) Special structure for CC-102 Financial Accounting (out of 70)

Q.1 (from unit-1)	14 marks
Q.2 (from unit-2)	14 marks
Q.3 (from unit-3)	14 marks
Q.4 Objective questions	10 marks (from units 1-3)
Q.5 (unit-4) TALLY-Practical exam	18 marks

(iii) Details regarding the practical course external exams for all the six semesters:

Course-code	subject	Marks for external exam	Duration of exam	Remarks
CC-102	FINANCIAL ACCOUING	18	1 hour	TALLY 7.2 Batch size:15
CC-105	IT TOOLS AND APPLICATION	70	2 hours	No Theory Exam for External Evaluation.
CC-112	PRACTICAL STUDIES	35(CS practicals )	1 and 1/2 hours	Batch size : 15
		35(project work)	1 and 1/2 hours	Batch size : 15
CC-212	INDUSTRIAL EXPOSURE AND VIVA-VOCE	35(CS practicals )	1 and 1/2 hours	Batch size : 15
		35(project work)	1 and 1/2 hours	Batch size : 15
CC-313	GRAND PROJECT PRESENTATION AND VIVA	70	1 and 1/2 hours	Batch size : 10

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