

ORDINANCE

of

BACHELOR OF BUSINESS ADMINISTRATION

FROM THE ACADEMIC SESSION 2011-12

**MAHARSHI DAYANAND UNIVERSITY
ROHTAK (HARYANA)**

ORDINANCE

THREE YEAR BACHELOR OF BUSINESS ADMINISTRATION

1. 3-Year Bachelor of Business Administration
2. 3-Year Bachelor of Business Administration (Computer Aided Management)
3. 3-Year Bachelor of Business Administration (Business Economics)
4. 3-Year Bachelor of Business Administration (Industry Integrated)

A. ADMISSION AND ELIGIBILITY

1. The duration of the Bachelor of Business Administration Programme (BBA) shall be three academic years. Each year shall be divided into two semesters. Thus, the BBA Programme shall comprise of six semesters spread over three years. On the completion of all the six semesters, the students will be awarded the Bachelor's Degree in the Business Administration. **A candidate can complete all the six semesters within a maximum period of 6 years from the date of admission to the first semester of the programme.**

The BBA (II) shall have the following 5 streams. A candidate seeking admission to this programme may choose anyone of these streams:

1. Entrepreneurship
 2. Financial Services and Banking
 3. Insurance
 4. Information Technology
 5. Sales and Customer Care Management
2. Admission to the first semester of the Programme shall be open to candidates who have passed

Senior Secondary Examination i.e. 10+2 with at least 40% marks (pass marks in case of SC/ST candidates) in aggregate from a recognized Board of Education OR an equivalent examination.

3. The first to sixth semester examination shall be open to a regular student who:
 - a) bears a good moral character;
 - b) has been on the rolls of the Institute for the concerned semester;
 - c) has at least 75% attendance in the class during the concerned semester;
 - d) The candidate may be promoted to the next semester class automatically unless detained from examination by the University or on any legitimate grounds.

B. EXAMINATION

4. Every candidate shall be examined in the subject(s) as laid down in the Scheme of Examinations/Syllabus prescribed by the Academic Council from time to time.
5. The external examiner(s) will set the question papers as per the criteria laid down in the Scheme of Examinations for the programme.
6. **The medium of instruction and examinations shall be English ONLY.**

7. The last date of receipt of admission forms and fees shall be fixed by the Vice-Chancellor.
8. The amount of examination fee to be paid by a candidate for each semester shall be as per the decision of the University from time to time.
9. The Examinations for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June or on such dates as may be fixed by the Vice-Chancellor.

All Supplementary examinations (Odd/Even semesters) will be held for re-appear/failed candidates along with regular semester examinations.

10. The Director/Principal of the Institute/College shall forward to the Controller of Examinations, as per the schedule of examinations of the University, a list of the eligible students who have satisfied the requirements of rules for appearing in the Examinations.
11.
 - a) As soon as possible, after the termination of the examinations, the Controller of Examinations shall publish a list of candidates who have passed the Semester Examinations.
 - b) Each successful candidate shall receive a copy of the Detailed Marks Card on having passed the Semester Examinations.
12. The list of successful candidates after the sixth semester examinations shall be arranged as under in three divisions on the basis of aggregate marks obtained in the first to sixth semester examinations (for the award of BBA (CAM/BE/II) Degree) taken together and the division obtained by the candidate will be stated in his degree:
 - (a) Those who obtain 40% marks but less than 50% marks – THIRD DIVISION
 - (b) Those who obtain 50% marks but less than 60% marks – SECOND DIVISION
 - (c) Those who obtain 60% or more marks – FIRST DIVISION;
 - (d) Those who pass all the semesters examination (1st to 6th semester at the first attempt obtaining 75% or more marks in the aggregate shall be declared to have passed with – DISTINCTION.

C. EVALUATION

13.
 - a) The Director/Principal of the concerned Institute/College shall forward the Internal Assessment marks/Workshop awards of the students, as per the scheme of examinations, wherever specified, to the Controller of Examinations as per the following criteria:

i) Seminar presentation and class participation	10 marks
ii) Case analysis and presentation	05 marks
iii) Surprise test(s)	05 marks
 - b) The Director/Principal of the Institute/College will preserve the records on the basis of which the, Internal Assessment awards/Workshop etc. have been prepared for inspection, if needed by the University up to one month from the date of declaration of the semester examinations results. This record, including the attendance, will be disposed off after one month.

14. a) The internal assessment/workshop/training report/project report awards of a candidate who fails in any semester/paper(s) shall be carried forward to the next examinations.
- b) Candidate(s) who fails to obtain pass marks in the Internal Assessment in any paper(s) will not be allowed to take examination in the said paper(s) in the concerned semester. He/she will, however, be provided an opportunity to appear before the Committee comprising three faculty members, to be constituted by the Director of the concerned Institute, to re-assess performance of the candidate as per the criteria laid down under Clause 13(a), corresponding to schedule given for supplementary examinations in **clause 9** and the internal assessment given by the Committee shall be final. The candidate will reappear in external examination paper(s) in the next semester if passed.
- c) A candidate who fails to obtain pass marks as specified in clause 19 in training report/project report shall be provided opportunity to undergo training/project report again and resubmit fresh training report/project report next time.
- (d) A candidate who fails to obtain pass marks in practical/viva-voce shall have to re-appear before the board of examiners as laid down in Clause 17 and 18, respectively, as per schedule specified for supplementary examinations in clause 9 next time.
15. (a) Every student of BBA shall be required to undergo a practical **training in an industrial** organization approved by the Institute for **four weeks** normally **in the Summer Vacation, after the end of the fourth semester examinations**. The candidates shall be required to undergo training in the various areas of the organization concerned. The organization may assign a specific project to the candidate, which will be completed by him/her during the period of training. The work done by the candidate during the training period shall be submitted in the typed form two copies of **a training report**. The last date for the receipt of training report in the office of the Controller of Examinations shall be one month after the date of completion of training.
- (b) The evaluation of the Training Report shall be done by the external examine(s).
16. The Summer Training Report, wherever specified will be submitted as under:
- a) The typing should be done on both sides of the paper (instead of single side printing)
- b) The font size should be 12 with Times New Roman font.
- c) The Training Report may be typed in 1.5 line spacing. But the References/Bibliography should be typed in single space.
- d) The paper should be A-4 size.
- e) Two copies meant for the purpose of evaluation may be spiral bound and submitted to the Controller of Examination.
17. (a) The comprehensive viva-voce shall be conducted by a Board of Examiners to be appointed by the Vice-Chancellor on the recommendation of the Chairman, UG Board of Studies of the University, consisting of the following members:
- i) One Internal Faculty, nominated by the Director/Principal of the concerned Institute/College;

- ii) One External Examiners from the academic field; and
- iii) One Executives from reputed organizations.

(One member shall form the quorum.)

(b) The marks obtained by the candidate for the viva-voce shall be taken into account when he appears in any future examiner under re-appear clause.

18. The practical examiner(s) of the courses (relating to IT/Computer or wherever specified) shall be conducted by the following Board of Examiners, consisting of two members:
- a) One internal faculty member(to be appointed by the Director of the concerned Institute); and
 - b) One external examiner (to be appointed by the Vice-Chancellor on the recommendations of the UG Board of Studies in Management.

D. PROMOTION AND REAPPEAR

19. The minimum percentage of marks to pass the examination in each semester shall be:
- a) 40% in each written papers and internal assessment/computer practical/workshop;
 - b) 40% in Training Report and Viva-Voce/Comprehensive Viva-voce, separately;
 - c) 40% in the total of each semester examination.

E. OTHER PROVISIONS

20. There will be no improvement facilities available to BBA students. However, grace marks will be allowed as per University Rules.
21. Nothing in this Ordinance shall debar the University from amending the Ordinance and the same shall be applicable to all the students whether old or new.
22. Any other provision not contained in ordinance above shall be governed by the rules and regulations framed by the University from time to time.
23. The programme(s) listed in the opening Para of the Ordinance will be governed by the respective Scheme of Examination(s).