



JHARKHAND UNIVERSITY OF TECHNOLOGY

(Science and Technology Campus)

Sirkha Toli, Namkum, Ranchi- 834010 (Jharkhand)

Website- www.jutranschi.ac.in:(Email id- jut.academicsection@gmail.com)

Letter No- JUT-517/2021/

Ranchi, Dated:

Notification

In pursuance of the decision taken under agenda no. 12 of 12th meeting of Academic Council held on 17-02-2022 (said proceeding of the meeting notified vide letter no. JUT-189/2019/182 Dated- 18.02.2022), it is hereby notified that syllabus and ordinances/regulations of Bachelor of Computer Application (B.C.A.) is being notified herewith.

This shall come into the force with effect from Academic Year 2022-23.

By order of the Vice-Chancellor

Sd/-

Director (Curriculum Development)
Jharkhand University of Technology,
Ranchi.

Letter No.-JUT-517/2021/239
Copy to:

/Ranchi, Dated -02/03/2022

- 1). P.A./P.S. to Principal Secretary to the Hon'ble Governor cum Chancellor, Governor Secretariat, Raj Bhawan, Ranchi for kind information.
- 2). P.A./P.S. to Additional Chief Secretary, Department of Higher and Technical Education, Yojana Bhawan, Doranda, Ranchi for kind information.
- 3). Office of the Vice-Chancellor for kind information / all officers and staff of the Jharkhand University of Technology, Ranchi for kind information and needful, establishment section is directed to upload a copy of said letter to the university website.

[Handwritten Signature]
02/03/22

Director (Curriculum Development)
Jharkhand University of Technology,
Ranchi.



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This shall come into the force with effect from Academic Year 2022-23.

By order of the Vice-Chancellor

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24/03/22

Director (Curriculum Development)
Jharkhand University of Technology,
Ranchi.



JHARKHAND UNIVERSITY OF TECHNOLOGY

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This shall come into the force with effect from Academic Year 2022-23.

By order of the Vice-Chancellor

Sd/-

Director (Curriculum Development)
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- 3). Office of the Vice-Chancellor for kind information / all officers and staff of the Jharkhand University of Technology, Ranchi for kind information and needful, establishment section is directed to upload a copy of said letter to the university website.
- 4). Chairman, UGC/AICTE for kind information.

20/03/22

Director (Curriculum Development)
Jharkhand University of Technology,
Ranchi.



JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI

[Est. by the Jharkhand University of Technology, ACT, 2011, published vide gazette No.-815 dated 08/12/2015]

DRAFT OF ORDINANCE GOVERNING

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) PROGRAMME

Effective from Academic Year 2022-23

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1.	SHORT TITLE AND COMMENCEMENT	
2.	DEFINITIONS: “JUT” means Jharkhand University of Technology. Further more like this are defined below:	
		<p>a) These regulations shall be called the “Jharkhand University of Technology regulations governing Three-Year Bachelor’s degree Programme”. These regulations should govern the study for the Degree of Bachelor of Business Administration (BBA) which shall be of three year’s duration. It shall consist of six semesters of six months duration each.</p> <p>b) These regulations shall come into force with immediate effect.</p> <p>a) “Academic Council” means the Academic Council of the University;</p> <p>b) “Advisory Committee” means an Advisory Committee comprising of prominent and knowledgeable members having expertise in the area of Management Studies from within and outside the University or College;</p> <p>c) “EC” means the Executive Council of the University;</p> <p>d) "Board of Studies" means the Board of Studies of the Department;</p> <p>e) "Affiliated College" means an Institution which has been granted affiliation by the University in accordance with the provisions of the JUT Act.</p> <p>f) "College" means an Institution maintained by, or admitted to the privileges of the Jharkhand University of Technology by or under the provisions of the JUT Act.</p> <p>g) "Constituent College" means any College established or maintained by the University for providing courses of study to qualifying students for admission to the University examinations in accordance with the Regulations and includes a College established or maintained by any other University in the State immediately before the commencement of the JUT Act and transferred to this University subsequently.</p> <p>h) “Institute or College” means an institution, organization, training center or other establishment providing teaching, research, and experimentation of practical training in management affiliated to the JUT;</p> <p>i) “Common Entrance Test” (CET) means an entrance test conducted by the Jharkhand University of Technology for admission to under-graduate degree</p>

	<p>programs as per the directions of the Government of Jharkhand from time to time;</p> <p>j) “BBA” means Bachelor of Business Administration in Regular mode Full-Time program as a Degree for 3 Year Programme awarded by JUT</p> <p>k) “Academic Calendar” means a Calendar of yearly activities related to education, holidays, semester start & end, Sem exams, etc. issued by JUT on the beginning of Academic Session.</p> <p>l) “Semester” means Six monthly working activities & education</p> <p>m) “Course” means the subject which is to be taught in BBA Programme</p> <p>n) “Course Advisor” means the Subject/ Course teacher</p> <p>o) “Course Code” means subject Code</p> <p>p) “Course Title” means subject title</p> <p>q) “Academic Council” means the Academic Council of the University;</p> <p>r) “Admission Brochure” means details of the BBA program with full information of fees, duration, programme structure with course design, semester details, academic calendar and all relevant details pertaining to BBA admission and its Programme.</p>
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3.	BACHELOR’S DEGREE PROGRAMME
	<p>In order to keep pace with the growing demand for the professional education, Jharkhand University of Technology has decided to introduce the Three-year Degree course in Bachelor of Business Administration (B.B.A.). The main objective of this programme is to fully equip the B.B.A. students with the latest trends in management skills so that the students may become successful management graduates and may be eligible for higher studies in management.</p>
(a)	The University offers a Three-Year degree Programme in Bachelor of Business Administration (B.B.A.).
(b)	The University will confer a BBA degree to candidates who are admitted to the Bachelor of Business Administration (BBA) full-time Program and fulfil all the academic and co-curricular requirements as prescribed by these Regulations.
(c)	The BBA program structure/regulation may be appended or amended in accordance with the decision of JUT as and when required with proper procedure.

	<p><u>BBA Programme Educational Objectives (PEO)</u></p> <ol style="list-style-type: none"> 1. To impart knowledge of the fundamentals of management theory and its application in problem-solving. 2. To select and apply appropriate tools for decision-making required for solving complex managerial problems. 3. To develop capabilities in students to independently conduct theoretical as well as applied research. 4. To develop a sound knowledge of the entrepreneurial process and inculcate creativity and innovation among students. <p><u>BBA Program Outcomes (PO)</u></p> <p>On successfully completing the program the student will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate the knowledge of management science to solve complex corporate problems using limited resources. 2. Review literature, define and analyze management research problems. 3. Identify business opportunities, design and implement innovations in the workspace. 4. Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to management practice. 5. Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
4.	Academic Session
	<ol style="list-style-type: none"> (i) Each academic year shall be divided into two semesters (Odd and Even) of approximately sixteen weeks duration excluding Semester examinations, evaluation, and grade finalization. (ii) The academic session in each semester shall be of at least seventy working days. The total number of teaching days, practical, and contact hours shall not include the number of days utilized for the admission/counseling process, the process of examination and examination itself, and declaration of results. (iii) The Odd semester (1st, 3rd, 5th) will normally commence from July month of every year, and (iv) The Even semester (2nd, 4th, 6th) will normally commence from January month of every year (v) Academic Session may be scheduled for the Summer Session/Semester as well. (vi) The schedule of academic activities for a Semester, including the dates of registration, mid-semester and end-semester examinations, inter-semester break and

		<p>other activities, etc. shall be referred to as the Academic Calendar, which shall be prepared by the Dean BBA and approved by the Academic Council, and announced at least TWO weeks before the commencement of the academic year in Admission Brochure / information.</p> <p>(vii) The Academic Calendar must be strictly adhered to, and all other activities including co-curricular and/or extra-curricular activities must be scheduled so as not to interfere with the Curricular Activities as stipulated in the Academic Calendar.</p> <p>(viii) Whenever any of the Teaching Days gets declared as a Holiday or otherwise when the classes get suspended, irrespective of whatsoever be the reasons, appropriate makeup for such loss shall be made by having the class/lab /teaching sessions conducted on a suitable date by following the particular Class Time Table of that Teaching Day which was so lost, as per Academic Calendar.</p>
5.	ADMISSION	
		<p>(i) The admissions to BBA (Regular) Full-time programs shall be as per regulations of the University and in accordance with the guidelines issued by the State and Central Government from time to time. The admissions shall be made by the University through centralized counseling on the basis of merit depending upon the availability of seats in the JUT and its affiliated organizations.</p> <p>(ii) Every student admitted to the Bachelor of Administration program shall have to submit the necessary documents such as Migration Certificate /Transfer Certificate (in original), as the case may be, and self-attested copies of other required academic certificates. After completing all necessary formalities, a permanent Enrolment Number shall be provided to him/her for all future references.</p>
6.	ELIGIBILITY	
		<p>a) A Student who has passed the 10 + 2 examination or equivalent in Arts, Science or Commerce with at least 45 percent marks (40 percent for candidates belonging to reserved category) in aggregate, will be eligible to apply for admission into the first Semester BBA Programme.</p> <p>b) Fees for BBA would be decided by the fee fixation/moderation committee of the University based on directions of Govt. of Jharkhand. The Hon. VC of JUT will have the authority to revise the fees or committee or its norms from time to time on request or need or on-demand.</p> <p>c) Foreign Nationals [FN] whose applications are received through Indian Council for Cultural Relation, Government of India, fulfilling the eligibility as per Clause 6(a), are also eligible to apply.</p>

		d) Non-Resident Indians [NRI] fulfilling the eligibility as per Clause 6(a) are also eligible under the self-financing scheme, for which applications are invited through their embassies
7.	DURATION OF THE PROGRAM	
		<p>a) The undergraduate program of Bachelors of Business Administration shall have six semesters duration unless specified otherwise. All candidates shall be awarded Bachelor's degree on successful completion of SIX semesters (THREE academic years)</p> <p>b) Each academic year shall have two semesters; odd and even semesters. Each semester shall have 16 weeks (06 days per week system) with 90 working days (excluding Sundays and other holidays).</p> <p>c) Students will receive a Bachelor's degree of Business Administration (BBA) on successfully completing all SIX semesters of this Undergraduate Program.</p> <p>d) A student, who fails to fulfill all the academic requirements for the award of the degree within the stipulated period from the date of his/her initial admission shall forfeit his/her seat.</p>
8.	NUMBER OF SEATS	
		<p>a) 60 seats per organization shall be allotted every year to JUT & its affiliated Institute or College, but the affiliated and constituent colleges must have approval for BBA by the AICTE.</p> <p>b) Any increase in the number of seats shall be based on the approval of Hon. VC, JUT.</p>
9.	RESERVATION OF SEATS	
		<p>a) The reservation of seats would be guided by, the reservation rules for admission of students coming from different sections of society as laid down and modified from time to time, by the Government of Jharkhand / Government of India (GoI).</p> <p>b) The explicit seat declaration should be defined and published in detail in Admission Brochure on yearly basis, based on Clause 9. (a).</p>
10.	FEES	
		<p>a) Fees for BBA programme would be decided as per Clause 6. (b).</p> <p>b) The explicit details of the various fees with full description regarding Form fees, admission fees, tuition fees, lab fees, hostel fees, library fees, canteen fees, sports fees, activity fees, mess fees, event-based fees, facility fees etc. has to be published in Admission Brochure. Provisions for installments and its payment of fees in installments</p>

		have also to be declared in this.
11.	REFUND OF FEES IN CASE OF PERMANENT WITHDRAWAL	
	<p>a) In the event of a student withdrawing permanently before the starting of the Course, the entire fee collected from the student, after a deduction of the processing fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the affiliated Institution or Colleges.</p> <p>b) It would not be permissible for affiliated Institution or Colleges to retain the School/ Institution Leaving Certificates in original. In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the affiliated Institution or Colleges must refund the fee collected after a deduction of the processing fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of a monthly fee and hostel rent, where applicable.</p> <p>c) The last date for withdrawal of BBA admission for the purpose of refund of fees shall be 30th June every year</p> <p>d) In case the vacated seat is not filled, the affiliated Institution or Colleges should refund the security deposit and return the original documents.</p> <p>e) Affiliated institutions or Colleges should not demand a fees for the subsequent years from the students canceling their admission at any point in time.</p> <p>(f) Fee refund along with the return of Certificates should be completed within 7 days.</p>	
12.	STRUCTURE OF THE BBA PROGRAM	
	(a)	The BBA program will have a curriculum and syllabi for the courses approved by the Academic Council.
	(b)	The curriculum shall broadly consist of following categories of courses:
	(i)	Compulsory Core Courses (CCC) are the courses which are to be compulsory studied by the students as a core requirement to complete the BBA programme.
	(ii)	Professional/Departmental Elective Courses (PEC) are the courses which may be very specific or specialized or advanced to obtain a specialization in the discipline/subject of study or which provides an extended scope or nurtures the candidate's proficiency/skill; and
	(iii)	Skill Development Course (SDC) comprising of courses which leads to knowledge enhancement and value based aimed at man making education.
	(c)	The student may be required to give requisite number of seminars and presentations during the programme.

(d)	The curriculum of BBA Programme shall be of 140 credits.		
	Sr. No	Program Component	Minimum Credits
	(i)	Compulsory Core Courses (CCC)	104
	(ii)	Professional/Discipline Electives Courses (PEC/DEC)	16
	(iii)	Skill Development Course/Ability Enhancement Courses(SDC/AEC)	20
		Total	140
(e)	The nature of courses, syllabus and credits shall be reviewed and updated periodically by the Board of Studies (hereinafter referred as BOS) of the concerned Department and recommend the same to the Academic Council for approval.		
(f)	A student will have to register in all the <i>core courses</i> listed in the curriculum of his/her stream of specialization and successfully complete all of them. However, the Departmental BOS may grant permission to a student not to register for some of the core courses and substitute them with some other courses, depending on the courses successfully completed by the student in the undergraduate program.		
(g)	Professional/Discipline Elective Courses will have to be taken from the courses offered by the Department in that particular semester. However, departments may permit the selection of electives other than those listed against the stream, provided they have relevance to the area of specialization and subject to the approval of the Faculty / Course Adviser after discussing with HoD (Head of Department)		
(h)	Medium of Instruction /Evaluation/etc. shall all be English only.		
(i)	For Course Structure and the Course title with Course Code to be taught in BBA program is placed as Annexure – 1.		
13. CREDIT SYSTEM			
(a)	All courses have a Lecture/Tutorial/Practical component (L-T-P) to indicate the contact hours. “T” and “P” components of a course may be void. A separate Laboratory course (0-0-P) may also be provided. All courses have credit counts (C) which reflect its weightage depending on the number of hours of instruction per week.		

(b)	<p>For calculating the credit, in general, each 01 Lecture and 01 Tutorial hour per week will be considered as 01 credit and 02 Practical hours as 01 credit.</p> <p>Contact Hours for 01 Credit (L-T-P) will be 10 Hours L + 05 Hours of T+P by Student Teacher Learning, where 10 hours of contact teaching by Course Advisor and 05 Hours of student activity advised by Course Advisor.</p> <p>Total Contact Hours for 01 Credit = 15 Hours. Suppose a subject is offered for 04 Credits then teaching hours will be 40 Hours and Student-led activities hours will be 20 Hours for that Course i.e. altogether 60 Hours for 01 Course of 04 Credits in 06 months. Same way:</p> <ul style="list-style-type: none"> (i) 01 Course of 02 Credits will be of 30 Hours (ii) 01 Course of 03 Credits will be of 45 Hours (iii) 01 Course of 04 Credits will be of 60 Hours (iv) 01 Course of 06 Credits will be of 90 Hours (v) 01 Course of 08 Credits will be of 120 Hours <p>Preferably 04 Credit Courses must be offered by Course Advisors. But at no circumstances 01 Credit Course will be offered.</p>
(c)	<p>A Lab course may consist of 12 experiments for a 02-credit lab (one session per week) or 06 experiments for a 01-credit lab (one session per 02 weeks).</p>
(d)	<p>Credit for the seminar, project work and industrial /practical training will be as specified in the curriculum approved by the Academic Council.</p>
14. Enrolment and Registration	
(a)	<ul style="list-style-type: none"> (i) Every student, after consulting his Faculty Advisor for his/her Semester Courses, is required to enroll and register with total details of courses required in that semester as per Admission Brochure or Programme Course Structure, which will be further forwarded for the consent of HoD (Head of Department) by the orders of Dean after the approval of the Vice-Chancellor. (ii) While in affiliated and constituent colleges the registration of students will be done by the committee chaired by HoD of the institution or college with discussion and consent of Principal / Director / Head of the Institutions as per provisions of Clause 14.(a). These registration details will be forwarded to COE & Registrar of JUT. (iii) These registered courses will be representing himself/ herself at the commencement

		of each semester and it is to be pursued by him/her, as per the program/course structure, on the dates fixed by JUT in its academic calendar.
(b)	<p>Lower and Upper Limits for Credits Registered in a Semester:</p> <p>(i) A student must register for a minimum of 16 credits and up to a maximum of 24 credits in each semester.</p> <p>(ii) However, the minimum/maximum credit limit can be relaxed by the DPGC on the recommendations of the faculty advisor, only under exceptional circumstances.</p> <p>(iii) But these changes of Clause 14.(b) (ii) will reflect in forthcoming batches of BBA programme NOT for ongoing batches.</p>	
(c)	<p>(i) The sole responsibility for enrollment and registration rests with the student. A student who does not enroll on the specified date for the purpose may be permitted late-registration, in consideration of any compelling reason (including medical reasons), within the next 15 days on payment of late fee as prescribed by the University.</p> <p>(ii) However, under no circumstance late registration after 21 calendar days from the scheduled date of registration shall be allowed.</p>	
(d)	The registration procedure involves:	
	(i)	Filling of the registration cum examination form prescribed by the University, mentioning the courses to be pursued in the semester including the backlog, extra or optional courses if any;
	(ii)	Payment of fees including examination fee and clearance of outstanding dues (mess, library and others if any), and
	(iii)	Submission of the registration cum examination form and signing of the registration roll as notified by the College/Institution concerned.
(e)	A student will be eligible for enrollment only if he/she has cleared all the dues of the College/Institute, Hostel, Library, etc. up to the end of the previous semester and completed the academic requirement of all the previous semesters, provided he/she is not debarred from enrolment, on disciplinary grounds.	
(f)	The list of all the registered students for the semester shall be sent to the University by the Colleges/Institutions/Departments on or before Last working day of September and Last working day of February respectively every year for further processing and necessary action.	

	(g)	The registration cum examination form of each candidate must accompany the required examination fee as specified by the University to appear in the end semester examination. The examination fee once paid shall not be refunded if a student is expelled or detained/debarred from appearing the end semester examination on account of shortage of attendance, discipline or any other ground whatsoever.
	(h)	A student must ensure that he/she has earned the minimum specified credits to register for a particular semester as specified in Clause 14(b). The number of courses for which they have registered should enable the student to earn the credits required to continue the program.
15. ATTENDANCE		
	(a)	<p>A student must attend every lecture, tutorial and practical class. To account for approved leave of absence (e.g. representing the University in sports, games or athletics, placement activities, etc.) and /or any other such contingencies like medical emergencies etc., the attendance requirement shall be a <i>minimum</i> of 75% of the classes actually conducted.</p> <p>However, the Vice-Chancellor may condone attendance to an extent of 10% only in special cases. Each subject shall be treated as a separate unit for the calculation of attendance.</p> <p>In case of affiliated Institutions or Colleges, Principal / Director / Head of the Institutions may also condone the 10% attendance but only after having consent of Hon.VC JUT.</p>
	(b)	A candidate, who does not satisfy the attendance requirement, mentioned as above, shall not be eligible to appear for the Examination of that subject and the candidate shall be required to repeat the subject during the summer term or whenever it will be offered next.
	(c)	In case of Affiliated Institutions or Colleges Principal / Director / Head of the Institutions shall notify regularly, and for JUT the HoD (Head of the Department); will give the list of such candidates who fall short of attendance. The list of the candidates falling short of attendance shall be sent to the Controller of Examination with a copy to Hon VC JUT of the University at least TWO weeks prior to the commencement of the examination.
	(d)	If a candidate represents his/her institution / University/ Jharkhand State/ Nation in Sports / NCC / NSS / Cultural or any officially sponsored activities he/she may be permitted to claim attendance for actual number of days participated, based on the recommendation of the Head of the Institution concerned. If a candidate is selected to participate in national level events such as Republic Day Parade etc., he/she may be permitted to claim attendance for actual number of days participated based on the recommendation of the head of the Institution concerned.

16. ASSESSMENT AND EVALUATION			
	(a)	Each course of the program has two components of evaluation i.e. Internal Assessment (Component -I) and External Assessment (end semester examination/evaluation - Component-II).	
	(b)	The Internal assessments (Component-I) is a continuous process throughout the semester and involves components as attendance, mid semester examinations, home assignments, quizzes, surprise quiz, case analysis, field study & survey, Community Connect, Event participations or Event organizing / management, digital / virtual engagements, seminar or conference participations and the like.	
	(c)	<p>In order to maintain transparency in internal evaluation, the tests and quiz answer sheets will be shown to the students.</p> <p>For Extra-curricular activities or activities not related to direct teaching like – case study & analysis, field study & survey, Community Connect, Event participations or Event organizing / management, digital / virtual engagements, seminar or conference participations and the like – participation certification will do the needful.</p> <p>But these activities will only be entertained /permitted by the Course Advisor only who is taking the particular subject or Course.</p> <p>If a student is not convinced with the marks awarded, he/she can request the HoD or concerned authority to get it re-evaluated on request.</p>	
	(d)	The assessment in component-II will be based on the performance in the end semester examination/Viva-voce examination/Presentation as the case may be. The evaluation in theory courses which involves written examination shall be carried out by the external examiner whereas in case of practical, projects, training, etc. it shall be carried out jointly by the course coordinator and external examiner.	
	(e)	<p>For each subject, there is a passing minimum as follows:</p> <p>(i) For Internal Assessment 50% (20 out of 40 marks)</p> <p>(ii) For External / end semester major examination 40% (24 out of 60 marks)</p> <p>(iii) Overall, 45% is required for passing (45 out of 100 marks).</p>	
	(i)	Theory Courses:	
		Component	Category
			Max. Marks
		(a) Attendance	04

			(b) Teachers Assessment [As per Clause 16 (b)]	16
		I	(c) Mid Term Examinations/Tests (One Mid-term Exam of 2 hrs.)	20
		II	End Term Examination	60
			Total	100
	(ii)	Projects, Seminar, Training, Viva-Voce, Summer / Winter Internship and the like Evaluation		
		Component	Category	Max. Marks
		I	Internal Evaluation / Mid Term Examination: The distribution and weightage to be decided by Course Advisor	20
		II	End Term Examination / Evaluation by External Examiner only	80
			Total	100
		Note: However, for special academic reasons, some courses may have different weightage for different components of evaluation from that given above and may be decided by the course coordinator.		
(f)	(i)	SIP / Viva-Voce / Project / Dissertation etc. of concerned semesters examination / evaluation will be done by the Course Advisors with the consent of an External Examiner at the time of examination.		
	(ii)	A panel of External Examiners is to be prepared by Dean, BBA, JUT for the approval of Hon. VC JUT.		
	(iii)	Hon. VC of JUT will approve or mark the experts (external examiners) from the panel list for conducting exams for JUT & its affiliated institute or colleges or organizations.		
	(iv)	These approved External Examiners will go to the affiliated Institution or Colleges to conduct the concerned SIP / Viva-Voce / Project / Dissertation etc.		
(g)		The Seminar and Colloquium courses will be examined by the teacher(s) associated with the course and one or more Examiners from among the teachers of the department to be recommended by the Board of Studies of the department concerned.		

17. END SEMESTER EXAMINATIONS			
(a)	The end semester examination shall be conducted by the University.		
(b)	A student can only appear in the end-semester examination of a course if he/she		
(i)	has registered for that course and paid the necessary fees;		
(ii)	has minimum prescribed attendance;		
(iii)	Has secured minimum prescribed marks in Internal assessment and the (Component-I)		
18. GRADING SYSTEM			
(a)	Relative grading will be followed if the number of students registered for a course is greater than 10		
(b)	<p>The letter grade and the grade point to each student studying a course shall be awarded based on the statistical parameters, mean (\bar{x}) and standard deviation (σ) of the distribution of marks. These parameters are defined as follows:</p> $\bar{x} = \frac{\sum_{i=1}^n x_i}{n} \quad \sigma = \sqrt{\frac{\sum_{i=1}^n (x_i - \bar{x})^2}{(n-1)}}$ <p>Where x_i is the aggregate of marks obtained both from continuous assessment if applicable and the end semester assessment by the student in a course. n is the number of students appeared in the course.</p>		
	Total Marks secured by the Candidate	Grade	Point Value of Grade
	$x_i \geq (\bar{x} + 1.75\sigma)$	O	10
	$(\bar{x} + 1.00\sigma) \leq x_i < (\bar{x} + 1.75\sigma)$	E	9
	$(\bar{x} + 0.25\sigma) \leq x_i < (\bar{x} + 1.00\sigma)$	A	8
	$(\bar{x} - 0.50\sigma) \leq x_i < (\bar{x} + 0.25\sigma)$	B	7
	$(\bar{x} - .25\sigma) \leq x_i < (\bar{x} - 0.50\sigma)$	C	6
			Qualitative Assessment
			Outstanding
			Excellent
			Very Good
			Good
			Average/Fair

		$\left(\bar{x} - 2.0\sigma\right) \leq x_i < \left(\bar{x} - 1.25\sigma\right)$	D	4	Pass (minimum pass grade)
		$x_i < \left(\bar{x} - 2.0\sigma\right)$	F	-	Unsatisfactory (fail)
		-	I	-	Incomplete/Detained due to Shortage of attendance.
		-	Z	-	Absent in the End Semester/ Pending due to other reasons
		-	S	-	Grade “S” is awarded on satisfactory completion of audit courses.
		-	U	-	Grade “U” is awarded for not completing extra-curricular or general Proficiency activity satisfactorily.
(c)	If the number of students registered for a course is ≤ 10 , absolute grading system will be followed				
	Total Marks Secured by the Candidate	Grade	Point Value of Grade	Qualitative Assessment	
	91 and above	O	10	Outstanding	
	81 and above but less than 91	E	9	Excellent	
	71 and above but less than 81	A	8	Very Good	
	61 and above but less than 71	B	7	Good	
	51 and above but less than 61	C	6	Average/Fair	
	40 and above but less than 51	D	4	Pass (minimum pass grade)	
	Below 40	F	-	Unsatisfactory (fail)	
(d)	The minimum grade for successfully completing a theory subject is “D” and Practical/ Project/Seminar is “C”.				
(e)	A student is considered to have completed a course successfully and earned the credits if he / she secure a letter grade other than F, I and Z in that Course.				

(f)	In a laboratory course, if a student obtains ≥ 51 marks and is graded as “D” or “F” based on relative grading, he/she will be graded as “C”.
(g)	A student who obtains “F” grade has to reappear for the Component-II only. Such a student need not attend the classes and marks obtained in sessional tests, assignments, quizzes and attendance will be carried for the subsequent attempts of the student.
(h)	Grade “I” (Incomplete) is awarded to a student if he/she has shortage of attendance or does not obtain the minimum pass marks in the internal assessment (Component-I). Such a student has to re-register for the course during the summer term or whenever it is offered next.
(i)	The grade “Z” is awarded to a candidate if he/she is reported to have compelling grounds to absent himself/herself from the end semester examination on account of:
(i)	Illness or accident which disabled him from appearing at the examination or
(ii)	Any exigency in the family at the time of the examination, which, in the opinion of the Institute, required the student to be away from the campus
	<p>Provided his/her attendance and performance in internal assessment are complete and satisfactory. Such a student shall have to appear only in the end semester examination only during the summer term or along with the next semester examinations provided he/she registers for the same.</p> <p>The grade shall be converted in to appropriate letter grade depending upon his/her combined performance in the sessional and end semester examination.</p>
19. DECLARATION OF RESULTS	
(a)	The result shall be announced by the Controller of Examination.
(b)	<i>The F/I grade once awarded stays in the record of the student and shall be deleted when he/she completes the course successfully later.</i> The grade acquired by the student will be indicated in the grade card of the appropriate semester with an indication of the month and the year of passing of that course.
20. PERFORMANCE INDICES	
(a)	At the end of every semester, a student’s academic standing shall be determined by Semester Grade Point Average (SGPA), and a Cumulative Grade Point Average (CGPA).

(b)	<p>The SGPA is the credit-weighted average of grade points of all courses pursued by the student during a semester and is computed as follows:</p> $SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$ <p>where, “C_i” is the course Credits allotted to the subject, „G_i“ the grade-points earned and “n” is the number of courses pursued by the student during the semester. It would indicate the performance of the student in the semester to which it refers.</p>
(c)	<p>The CGPA is the credit-weighted average of grade points of all courses except “Graduating Course” passed by a student in all the semesters since admission. Starting from the second semester, at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:</p> $CGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$ <p>where, “m” is the total number of subjects the student has registered from the first semester onwards up to and including the semester S.</p>
(d)	<p>Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such.</p>
21. SUMMER TERM AND SUPPLEMENTARY EXAMINATION	
(a)	<p>Students who could not earn the required minimum credits at the end of the even semester have two options to continue with the studies. They are permitted to re-register for the course, when it is offered in the next academic year or complete the course if offered during the summer term.</p>
(b)	<p>Summer term courses will be announced by the Departments/Affiliated Colleges in consultation with the University at the end of the even semester. A student will have to register for summer term courses by paying the prescribed fee within the stipulated time.</p>
(c)	<p>The student who has been awarded grade “F”, “I” or “Z” in a subject during the regular semester, shall be eligible for the summer term provided they have completed pre-requisites if any for the courses offered.</p>
(d)	<p>A student shall be allowed to register for a maximum of Four courses during a summer term.</p>

(e)	The assessment procedure in any summer term course will be the same as in the regular semester courses. However, absolute grading will be applied for the students appearing for the Supplementary Examination.
(f)	A student failing in the supplementary examinations will have to re-register for the course whenever it will be offered next.
(g)	Summer courses shall be conducted by giving a crash course in the subject (optional for theory and compulsory for other courses) for a minimum of 18 contact hours and will be conducted either by the colleges individually or by some in clusters. Supplementary examination for summer term and other courses shall be conducted immediately after the summer term by the University.
(h)	Summer course is not a student right and will be offered based on availability of faculty and other institute resources.
(i)	Marks sheets will be issued only once in a year; however, a soft copy will be available at the end of each semester.
22.	RE-VIEW OF ANSWER SCRIPTS
	<p>In case any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of End semester examination answer script, within the stipulated time after the declaration of the results of the examination.</p> <p>The Controller of Examinations shall facilitate the review of the answer script and if any discrepancy is noticed during review the same shall be rectified and the originally awarded grade shall be amended accordingly.</p>
23.	RE-REGISTRATION FOR BETTERMENT
(a)	A student may re-register to reappear in Component - II (theory part only) for improving the Grade in any course/courses subject to the following conditions:
(i)	The student has obtained the lowest grade “D” in the course concerned, and
(ii)	The CGPA \leq 6.5
(b)	A Student can re-register in a course at any time before the completion of his graduation program provided the University permits for it.
(c)	For re-registering for a course, the student has to pay the requisite fee as prescribed by the University.

	(d)	A student cannot re-register for betterment in courses like Professional Practice in Industries, summer internship, courses having course Structure 0-0-P, mini-Project, Project Work, etc.
	(e)	In case of re-registration for betterment, the student is exempted from attending the course and the marks obtained in Component - I by the student earlier for that course will be carried forward.
	(f)	The grade obtained by the student while repeating will be final and in no case the grade obtained in previous attempt will be considered. However, such an improvement is not considered for the award of Rank or Gold medal.
24. PROGRESSION TO HIGHER SEMESTER		
	(a)	A student has to earn a minimum of 50% of total credits in a semester to move to the next semester
	(b)	A candidate who fails or does not appear in one or more courses of any End Semester examination will be provisionally promoted to the next higher semester with the failed course(s) as carry over course(s). Such candidate will be eligible to appear in the carry-over course(s) in the next regular End Semester examinations of those course(s), if chances are available
25. DETENTION		
	(a)	A student shall be detained in a subject/course and will not be allowed to appear in the end semester examination (Component-II) if he/she secures less than minimum pass marks in internals assessment (Component-I) and/ or 75% of attendance in that course.
	(b)	In case of the marks in continuous evaluation of any subject of a semester being less than 40% or the attendance is less than 75 %, the student has to repeat the subject.
	(c)	A student shall be detained in a semester if he/she remains absent continuously for more than 6 (six) weeks in a semester without sanctioned leave from the authorities concerned. He/she has to repeat the semester.
26. TERMINATION FROM THE PROGRAM		
	(a)	A student shall be terminated from the program at the end of a semester if he/she
	(i)	A candidate shall be allowed maximum six (6) years to complete the BBA Programme from the date of admission to the first semester, irrespective of the number of examinations appeared by the student, viz., 1st and 2nd Semester Examinations shall have to be cleared in 6 consecutive chances, 3rd and 4th Semester Examinations shall have to be cleared in 5 consecutive

		chances, 5th and 6th Semester shall have to be cleared in 4 consecutive chances. If a candidate clears the 6th semester examination before clearing all the courses of the previous semester results of the 6th semester examinations of that candidate shall be kept withheld and his/her results shall be announced only after he/she clears the courses of the previous semesters.
	(ii)	If it is found to have produced false documents or having made false declaration at the time of seeking admission.
	(b)	A student may be rusticated from the University/College on disciplinary grounds based on the recommendations of any committee or examination committee by the Vice Chancellor/Head of the Institution.
	(c)	Mercy Appeal: If the name of a student is removed from the rolls of the University/College, he/she may appeal to the Vice-Chancellor/Head of Institution stating the reasons for not being able to abide by the regulations or earn the requisite credits and the Vice-Chancellor/Head of Institution, if satisfied with the reasons, may allow the continuation of admission of the student only once during the tenure of the program or extend the total duration of the program beyond 8 semesters.
27.	Moderation Committees	
	(a)	Question Paper Moderation Committee: There shall be a Question Paper Moderation Committee of the University consisting of the following members to moderate the Question Paper (s) of the Mid Semester & End-Semester Examination.
	(i)	Dean concerned – (Convener)
	(ii)	One subject expert not below the rank of Associate Professor of the same / allied discipline to be nominated by the Vice-Chancellor.
	(iii)	One subject expert who shall invariably be the paper setter
	(b)	Result Moderation Committee: There shall be a Result Moderation Committee for the concerned School/Department consisting of the following members to moderate course-wise results of the End-Semester Examinations, if required, in view of extremely poor performance by a large number of students:
	(i)	Controller of Examination - (Convener)
	(ii)	One subject expert not below the rank of Associate Professor of the same / allied discipline to be nominated by the Vice-Chancellor.
	(ii)	One subject expert who shall invariably be the paper setter

		The above Committee will examine the result of the courses and in case of abnormal situation; it may suggest suitable measures to amend the result or award grace marks in appropriate component as the case may be. The controller of Examinations will place the evaluated answer scripts along with the brief solution and marking scheme before the Committee for appropriate decision.
28. Graduating Requirement		
		A student shall be considered to have completed the program requirement successfully if he/she has:
	(i)	cleared all courses prescribed for him/her in the discipline;
	(ii)	earned a minimum credit specified for the degree; and
	(iii)	obtained a minimum CGPA of 4.5 (4.5 for ordinary degree).
29. Award of BBA Degree		
	(a)	A student who fulfills the following requirements shall be awarded the BBA degree in the appropriate discipline by the University:
	(i)	successfully acquired minimum credits as specified in the curriculum corresponding to the branch of his/ her study within the stipulated time;
	(ii)	earned the specified credits in all the categories of subjects;
	(iv)	secured a CGPA of 4.5 in passed subjects only;
	(v)	no dues outstanding to the Institute, Hostels, Libraries, etc. and
	(vi)	no disciplinary action is pending against him / her.
	(b)	The degree shall be awarded after the same is recommended by the HoD concerned to be approved by Academic Council of the University.
30. Classification of Awards		
	(a)	A student is awarded 1 st Class with distinction if he/she passes all the required courses in first attempt within the permitted period and has CGPA more than 8.5. Even if a student takes a “break of study” on valid reasons and pass all courses in first attempt, shall be eligible to get 1 st class with distinction .
	(b)	A student is awarded Ist Class if he/she:

	(i)	has a CGPA more than 6.2 ($6.2 \times 9.5 = 58.9\%$) at the completion of the required number of credits and
	(ii)	has passed all the subjects within the normal duration is not more than two attempts.
	(c)	All the other candidates who qualify for the degree shall be awarded, second class.
	(d)	To convert CGPA into equivalent marks a multiplication factor of 9.5 is adopted. Ex: CGPA 6.2 is equivalent to $6.2 \times 9.5 = 58.9\%$ of marks.
31. Award of Medals		
	(a)	University may award Gold and Silver medals to the highest and second-highest rank holders respectively as per CGPA and other academic conditions in each program of specialization.
	(b)	Ranks/Positions shall be awarded at the end of the terminal semester. Only those students who fulfill the following conditions shall be eligible for ranks/positions:
	(i)	earned the required minimum credits as per the schedule given in the curriculum without any break; and
	(ii)	passed every scheduled course in a single attempt and obtained CGPA of 9.5 or above.
	(c)	A student fulfilling all the conditions stated in sub-clause 26(b) and obtaining CGPA of 9.5 and above may be recommended by the Academic Council for Outstanding Performance.
32. Credit Transfer		
	(a)	University offers Credit Accumulation and Credit Transfer frame work for promoting and facilitating inter University transfer and mobility of students across different Indian Universities and educational institutions.
	(b)	The procedure and conditions for transfer/ accepting of credits earned by a student shall be as follows:
	(i)	Credit transfer from Jharkhand University of Technology (herein after referred to as JUT) to other University: Student from JUT can take transfer to another University under the following conditions:

		<ul style="list-style-type: none"> • JUT has signed an agreement with the University.
		<ul style="list-style-type: none"> • A student has to pay the fees for all the remaining years when he/she Seeks transfer. • Universities recognized under section 12(b) of the UGC Act. • Universities as members of the Association of Indian Universities. • Institutions established by the State and Central Governments.
		<ul style="list-style-type: none"> • However, a student, after seeking transfer from JUT can return to JUT after a semester or year. Based on courses done in the other University, equivalent credits shall be awarded to such students.
	(ii)	<p>Credit transfer from another University to JUT: The University will accept the transfer of credits earned by a student from the following Institutions/Universities:</p> <ul style="list-style-type: none"> • Universities recognized under section 12(b) of the UGC Act. • Universities as members of the Association of Indian Universities. • Institutions established by the State and Central Governments. • Any Institution/University with which JUT has a signed Agreement.
	(c)	When a student seeks transfer from other University to JUT, equivalent credits based on the courses studied by him/her shall be assigned.
	(d)	To graduate from JUT, a student must study at least half of the minimum duration prescribed for a program at JUT.
33. Transitory Ordinance		
<p>Candidates admitted prior to the implementation of these regulations shall be governed by the regulations under which they were admitted. Students who fail in the courses that are no more offered in these new Regulations and new curriculum will be allowed to pass the alternative courses, and in case there are no alternative courses, the old courses may be offered.</p> <p>For such candidates, any marks obtained earlier shall not be taken into account for passing the course(s) and they will have to obtain marks in all components of evaluation afresh. A student admitted previously may apply to the University to be governed by these regulations.</p>		
34. INTRODUCTION OF NEW ELECTIVES		
The university may explore the possibility of introducing new electives to its BBA programme.		

35.	QUALITY MANAGEMENT FOR FACULTY MEMBERS (QMFM)
(a)	<p>Teachers Eligible to teach in BBA Programme:</p> <p>(i) The teachers who will be eligible to teach in BBA program of JUT in JUT or JUT affiliated Institutions & College will be broadly based on eligibility criteria of AICTE/UGC. The payment / Salary structure for these eligible faculty members will also be based on UGC / AICTE norms.</p>
	<p>(ii)The college/institute must have sufficient number of competent faculty members with requisite qualification. During the 1st, 2nd and 3rd years; 2, 4 and 6 faculty members respectively must be employed. At all times, at most 50% faculty members may be part time. It should be ensured that the part time faculty members together take up a workload equivalent to that of full-time faculty members. Before introducing any specialization, it must be ensured that there are sufficient faculty members with the requisite qualification to handle the specialization course. Prior approval must be sought from the University authorities before introducing any specialization. The faculty members shall be appointed by the colleges/institutes as per the norms prescribed by the University.</p>
(b)	<p>Pay Scale of payment of Salary for Faculty Members who teach in BBA Programme, by the Institutions or Colleges affiliated by JUT:</p> <p>At least Minimum Pay Grade / scale should be given to teachers for different posts as per UGC or AICTE or Jharkhand State pay matrix level.</p>
(c)	<p>Teaching Workload for Faculty Members who teach in BBA Programme, by the Institutions or Colleges affiliated by JUT:</p> <p>(i) For the Post of Professor: 12 Hours per week of Teaching load</p> <p>(ii) For the Post of Associate Professor: 14 Hours per week of Teaching load</p> <p>(iii) For the Post of Assistant Professor: 16 Hours per week of Teaching load</p>
(d)	<p>Motivational Programme for Faculty Members who teach in BBA Programme, by the Institutions or Colleges affiliated by JUT:</p> <p>(i) Should be given 01 additional increment or good incentive equivalent to it</p>

	<p>on for each publication.</p> <p>(ii) Should be given 02 additional increment or good incentive equivalent to it on each TEXT / Reference Book publication.</p> <p>(iii) Should be given 01 additional increment or good incentive equivalent to it on getting Best paper Award in any International / National level Seminar / Conference or International / National level Seminar / Conference Webinars.</p> <p>(iv) Relaxation in teaching workload (upto 04 Credits) for giving research opportunity / activities for publications / participations in Webinars / Seminars / Conferences FDPs etc on Six monthly basis</p>
36.	<p>BBA Programme Course Structure with Course titles</p> <p>The BBA programme Course Structure to be broadly followed is attached as Annexure 01, which is to be followed by JUT and its affiliated organizations.</p>
37.	<p>Powers to Modify</p> <p>Notwithstanding all that has been stated above, if any difficulty arises, in giving effect to the provisions of these regulations, the Honorable Vice-Chancellor may by order make such provisions inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient, to remove the difficulty.</p> <p>Every order made under these Regulations shall be subject to ratification by the Appropriate University Authorities and Councils. Such actions of Honorable Vice-Chancellor shall not be treated as precedence under any circumstances.</p>

Annexure I: BBA Programme Course Structure with Course titles

The curriculum of BBA Programme is designed to have a maximum of 140 credits.	
Program Component	Minimum Credits
Compulsory Core Courses (CCC)	104
Professional/Discipline Electives Courses (PEC/DEC)	16
Skill Development Course (SDC)/Ability Enhancement Courses (AEC)	20
Total	140 Credits
The nature of courses, syllabus, and credits shall be reviewed and updated periodically by the Board of Studies (hereinafter referred to as BOS) of the concerned Department and recommend the same to the Academic Council for approval.	

- The specialization courses being offered are:**
- a) **Human Resource Specialization (Elective-A)**
 - b) **Finance Specialization (Elective-B)**
 - c) **Marketing Specialization (Elective-C)**
 - d) **Information Technology Specialization (Elective-D)**

[A]

SEMESTER WISE CREDIT DISTRIBUTION

Semester	Compulsory Core Course (CCC)	Discipline/Professional Elective Courses (PEC/DEC) (Specialization)	Skill Development Courses (SDC)	Total Credits
I	24 Credits	Nil	Nil	24
II	24 Credits	Nil	Nil	24
III	20 Credits	Nil	04 Credits	24
IV	20 Credits	Nil	04 Credits	24
V	08 Credits	08 Credits	08 Credits	24
VI	08 Credits	08 Credits	04 Credits	20
Total Credits	104	16	20	140

Sample / Example for Course / Subject wise Credit Distribution

Semester	Compulsory Core Course (CCC)	Discipline/Professional Elective Courses (Specialization) (PEC)	Skill Development Courses (SDC)	Total Credits
I	06 Courses / Subjects (6 x 4 Credits each=24)	Nil	Nil	24
II	06 Courses / Subjects (6 x 4 Credits each=24)	Nil	Nil	24
III	05 Courses/ Subject (5 x 4 Credits each=20)	Nil	01 Course/ Subject (1 x 4 Credits each=04)	24
IV	05 Course/ Subject (5 x 4 Credits each=20)	Nil	01 Course/ Subject (1 x 4 Credits each=04)	24
V	02 Course/ Subject (2 x 4 Credits each=8)	02 Courses / Subjects (2 x4 Credits each=8)	02 Course/ Subject (2 x 4 Credits each=8)	24
VI	02 Course/ Subject (2 x 4 Credits each=8)	02 Courses / Subjects (2 x4 Credits each=8)	01 Course/ Subject (1 x 4 Credits each=4)	20
Total Courses with Credits	26 Courses / Subjects of CCC with 104 Credits	04 Courses / Subjects of OEC with 16 Credits	05 Courses / Subjects of SDC with 20 Credits	140 Credits

ANNEXURE-I

BBA SEMESTER-I / 1st Sem (First Year)

Each subject carries 100 marks out of which 60 marks for External Examination and 40 marks for Internal Assessment. Here L=Lecture; T=Tutorial; P=Practical; TA=Teacher Assessment; MTE= Mid Term Exam; ETE=End Term Exam.

Sl No.	Course Code	Course Title / Subject	Periods			Internal Assessment			External Exam	Total	Credit	Type of Course
			L	T	P	TA	MTE	Total	ETE			CCC / PEC / SDC
1	BBA101	Principles of Management [PM]	4	0	0	20	20	40	60	100	4	CCC
2	BBA102	Business Communication [BC]	3	1	0	20	20	40	60	100	4	CCC
3	BBA103	Business Economics [BE]	3	1	0	20	20	40	60	100	4	CCC
4	BBA104	Introduction to Business Accounting [IBA]	3	1	0	20	20	40	60	100	4	CCC
5	BBA105	IT for Managers [ITM]	2	1	2	20	20	40	60	100	4	CCC
6	BBA106	Marketing Management [MM]	4	0	0	20	20	40	60	100	4	CCC
Total									600	24		

BBA SEMESTER-II /2nd Sem(First Year)

Sl No.	Course Code	Course Title / Subject	Periods			Internal Assessment			External Exam	Total	Credit	Type of Course
			L	T	P	TA	MTE	Total	ETE			CCC / PEC / SDC
1	BBA201	Human Resource Management [HRM]	4	0	0	20	20	40	60	100	4	CCC
2	BBA202	Environmental Science [ES]	4	0	0	20	20	40	60	100	4	CCC
3	BBA203	Basics of Cost Accounting [BCA]	3	0	2	20	20	40	60	100	4	CCC
4	BBA204	Business Statistics[BS]	3	0	2	20	20	40	60	100	4	CCC
5	BBA205	Digital Marketing [DM]	4	0	0	20	20	40	60	100	4	CCC
6	BBA206	Legal Aspects of Business [LB]	4	0	0	20	20	40	60	100	4	CCC
Total									600	24		

BBA SEMESTER-III / 3rd Sem(Second Year)

Each subject carries 100 marks out of which 60 marks for External Examination and 40 marks for Internal Assessment. Here L=Lecture; T=Tutorial; P=Practical; TA=Teacher Assessment; MTE= Mid Term Exam; ETE=End Term Exam.

Sl No.	Course Code	Course Title / Subject	Periods			Internal Assessment			External Exam	Total	Credit	Type of Course
			L	T	P	TA	MTE	Total	ETE			CCC / PEC / SDC
1	BBA301	Organizational Behavior [OB]	4	0	0	20	20	40	60	100	4	CCC
2	BBA302	Management of Human Values [MHV]	3	1	0	20	20	40	60	100	4	CCC
3	BBA303	Management Accounting [MA]	3	1	0	20	20	40	60	100	4	CCC
4	BBA304	Ethics & Corporate Social Responsibility [ECSR]	3	1	0	20	20	40	60	100	4	CCC
5	BBA305	Green Marketing [GM]	2	1	2	20	20	40	60	100	4	CCC
6	BBA306	Personality Development & Communication skills [PDVV]	3	0	2	20	20	40	60	100	4	SDC
Total									600	24		

BBA SEMESTER-IV / 4th Sem (Second Year)

Each subject carries 100 marks out of which 60 marks for External Examination and 40 marks for Internal Assessment. Here L=Lecture; T=Tutorial; P=Practical; TA=Teacher Assessment; MTE= Mid Term Exam; ETE=End Term Exam.

Sl No.	Course Code	Course Title / Subject	Periods			Internal Assessment			External Exam	Total	Credit	Type of Course
			L	T	P	TA	MTE	Total	ETE			CCC / PEC / SDC
1	BBA401	Research Methodology [RM]	3	0	2	20	20	40	60	100	4	CCC
2	BBA402	Consumer Behavior [CB]	3	1	0	20	20	40	60	100	4	CCC
3	BBA403	Sales & Distribution Management [SDM]	3	1	0	20	20	40	60	100	4	CCC
4	BBA404	Investment and Portfolio Management [IPM]	3	1	0	20	20	40	60	100	4	CCC
5	BBA405	Business Environment [BE]	2	1	2	20	20	40	60	100	4	CCC
6	BBA406	Summer Internship Project[SIP]	1	1	4	20	20	40	60	100	4	SDC
Total									600	24		

1. Students Summer Internship Project (SIP) Report done in 3rd Semester Break will be submitted at the beginning of 4th Semester
2. SIP Report will be evaluated by External Examiner at the End of the 4th Semester Exams.

BBA SEMESTER-V / 5th Sem(Third Year)

Each subject carries 100 marks out of which 60 marks for External Examination and 40 marks for Internal Assessment. Here L=Lecture; T=Tutorial; P=Practical; TA=Teacher Assessment; MTE= Mid Term Exam; ETE=End Term Exam.

Sl No.	Course Code	Course Title / Subject	Periods			Internal Assessment			External Exam	Total	Credit	Type of Course
			L	T	P	TA	MTE	Total	ETE			CCC/ PEC/ SDC
1	BBA501	Strategic Management [SM]	4	0	0	20	20	40	60	100	4	CCC
2	BBA502	Integrated Marketing Communication [IMC]	3	1	0	20	20	40	60	100	4	CCC
3	BBA503	PEC/DEC-1	3	1	0	20	20	40	60	100	4	PEC
		Elective-A- Organizational Change and Development OR [OCD] Elective-B- Financial management [FM] OR Elective-C- International Business Management [IBM] OR Elective-D- Database Management System[DBMS]										
4	BBA504	PEC/DEC-2	3	1	0	20	20	40	60	100	4	PEC
		Elective-A- Industrial Relation [IR] OR Elective-B- Investment Banking & Finance [IBF] OR Elective-C- Rural Marketing [RM] OR Elective-D- Web Technology[WT]										
5	BBA505	Production and operation Management[POM]	2	1	2	20	20	40	60	100	4	SDC

6	BBA506	SDC/AEC-1 MOOC*	4	0	0	20	20	40	60	100	4	SDC
Total										600	24	

MOOC*- 12 weeks duration-(4 Credits) (LIST IS PROVIDED BY THE SWAYAM PORTAL OF UGC)

*Note: Anyone subject from the list of MOOC subjects is to be qualified during the Semester-V to Semester-VI through the Swayam Portal of UGC. For this subject, the Institute or the Department concerned will appoint a coordinator to track the activities of the student and will ensure that all students of the program have qualified the MOOC subject in the specified time period

BBA SEMESTER-VI / 6th Sem (Third Year)

Each subject carries 100 marks out of which 60 marks for External Examination and 40 marks for Internal Assessment. Here L=Lecture; T=Tutorial; P=Practical; TA=Teacher Assessment; MTE= Mid Term Exam; ETE=End Term Exam.

Sl No.	Course Code	Course Title / Subject	Periods			Internal Assessment			Exter nal Exam	Total	Credit	Type of Course CCC / PEC / SDC
			L	T	P	TA	MTE	Total	ETE			
1	BBA601	Project Management [PM]	4	0	0	20	20	40	60	100	4	CCC
2	BBA602	Customer Relationship Management [CRM]	3	1	0	20	20	40	60	100	4	CCC
3	BBA603	PEC/DEC-3	3	1	0	20	20	40	60	100	4	PEC
		Elective-A -Human Resource Development [HRD] OR Elective-B - Banking concepts and Practice [BCP] OR Elective-C - Sales & Distribution Management [SDM] OR Elective-D -Data Networking and communication[DNC]										
4	BBA604	PEC/DEC-4	3	1	0	20	20	40	60	100	4	PEC

		Elective-A- Performance and compensation Management [PCM] OR Elective-B- Financial Planning and performance [FPP] OR Elective-C- International Marketing [IM] OR Elective-D- Fundamentals of Artificial Intelligence & Machine Learning [AI & ML]										
5	BBA605	*Complete Comprehensive Viva [CCV]	0	0	0	0	0	0	0	100	4	SDC
			Total							500	20	

***** Complete Comprehensive Viva [CCV] will be conducted by external examiners at the end of sixth semester.**