

Bachelor of Business Administration (Online) Degree Programme
Rules & Regulations (Old syllabus)

1) Structure of study Programme

- a) An academic year of the study programme shall consist of two semesters of 15 weeks each.
- b) The maximum time limit allowed for completion of the study programme is six years.

2) Admission Criteria

- a) Passed in one sitting at GCE (A/L) examination in any stream.

OR

- b) Any other equivalent qualifications recognized by UGC

AND

Proof of competence in English to the satisfaction of the BoS.

3) Registration of Students and Cancellation/Withdrawal of Registration

- a) If a student wishes to withdraw his/her registration, s/he should make a written request to the SAR/CDCE within one month of the date of the commencement of the respective level of the degree programme.
- b) Requests for withdrawal/cancellation that have been submitted within the stipulated period and approved shall be entitled for a refund of up to 80% of the course fees.
- c) Registration shall lapse automatically if a candidate does not complete the study programme s/he is registered within the maximum period allowed.
- d) The CDCE shall have right to recommend, in consultation with the BOS, to the Senate through the faculty board of arts to withdraw/cancel registration of any student or to take any other suitable action of any misconduct, abuse or any act it considers as an offence under the regulations (by-laws) of the University including the regulations governing this programme.

4) Assessment of the Student Performance and Examinations

a) **Mode of Assessment**

Assessment for students is based on a combination of continuous assessment and an end semester examination.

b) **Eligibility to sit for an End-semester examination**

Those who have obtained a minimum of a "D" grade for the continuous assessment component shall be eligible to sit for the end semester examination. Those who are qualified to sit the end-semester examination shall apply within the stipulated period.

c) **Passing a course**

A student is required to obtain a minimum grade equivalent to a "C-" in order to successfully complete a course.

d) **Failure**

A student is considered to have failed an examination, if s/he does not fulfill 4(b) or 4(c) above. Further, those who have applied but failed to sit or the end semester examination without a valid reason acceptable to the BOS are also considered to have failed the particular course.

e) **Incomplete**

A student is considered to have gained an incomplete grade for a course under following conditions.

- (i) Eligible to sit for the end semester examination but not applied.
- (ii) Applied for the end semester examination but failed to sit and provided a valid reason within the stipulated time period.

f) **Re-taking courses**

A student who fails in a course is required to re-register for the same course in the next **offering** by paying the prescribed course fee. ***Students who have obtained a minimum of a "D" grade for the continuous assessment are allowed to do only the end semester examination.*** The maximum grade allowed for a re-take course is "C".

g) Assessment Scheme

The course grade guide is given bellow as of UGC circular no. 901.

Letter Grade	Grade Point	Range
A/A+	4.0	80-100
A-	3.7	70-79
B+	3.3	65-69
B	3.0	60-64
B-	2.7	55-59
C+	2.3	50-54
C	2.0	45-49
C-	1.7	40-44
D+	1.3	35-39
D	1.0	30-34
F	0.0	0-29

In this scheme, “D+” and “D” are considered weak passes. Grade “F” indicates failure.

GPA calculation: The GPA for each student is calculated using the formula.

$$\text{GPA} = \frac{\sum C_i g_i}{\sum C_i}$$

where C_i and g_i are the number of credits and the grade point for the i^{th} course respectively.

5) Requirement for completion

a) Bachelor of Business Administration

A student fulfilling the following requirements shall qualify for the Degree in Business administration.

(i) **At least a “C-” grade** or above for 21 courses and with a minimum of “D” grade for each of remaining *two* courses.

(ii) At least cumulative GPA of 2.0

b) Diploma and Certificates options

A student who is unable to complete the requirements mentioned in (5a) may obtain either a Diploma in Business Administration or Certificate in Business Administration. Such student shall request the CDCE to award him/her a certificate in Diploma or certificate in Business Administration after completing the course requirements of the first year and the second year respectively.

I) Diploma in Business Administration

A student fulfilling the following requirements within four year of initial registration shall qualify for the Diploma in Business Administration.

- (i) Completion of all 14 courses (54 credits) **with a minimum of "C-" grade**
And
GPA of at least 2.0 for all the courses offered

II) Certificate in Business Administration

A student fulfilling the following requirements within three years of initial registration shall qualify for the Certificate in Business Administration.

- (ii) Completion of all **8** courses **with a minimum of "C-" grade**
And
GPA of at least 2.0 for all the courses offered.

6) Classes & Awards

a) Award of classes for the BBA Degree Programme

A student who has fulfilled all the conditions stipulated in the "requirement to pass the BBA Degree" at the first attempt shall be entitled for classes if he/she fulfills the following additional requirements.

Category of Class	GPA
First class	≥ 3.7 at least C for all courses
Second class (Upper)	3.30-3.69
Second class (Lower)	3.00-3.29
Pass	2.00-2.99
Incomplete	< 2.00

However, any changes to the eligibility criteria of the University shall be applicable to the BBA (Online) degree programme as well where relevant.

b) Distinction and Merit Pass for Certificate and Diploma Levels

The requirements for distinction and merit passes:

Distinction: i) GPA of 3.7 and above
ii) At least "C-" grade or above for all courses offered at the first sitting.

Merit pass: i) GPA greater than or equal to 2.75 but less than 3.69
ii) At least "C-" grade or above for all courses offered at the first sitting.

Pass: GPA greater than or equal to 2.00 and less than 2.75 in order to fulfill the requirements.

7) Appeals and Requests of Students

- a) Student requests relating to academic matters shall be considered by the BOS on an individual basis. Such appeals should be made to the BOS through the SAR/CDCE to Director/ CDCE who shall place them before the BOS.
- b) Those who have applied but failed to sit for the end semester examination may appeal to the SAR/CDCE within a month from the commencement of the examination giving reasons and evidence to support their claim. If the appeal is accepted by the BOS they are eligible to obtain a Merit/Distinction/Class at the relevant examination.

Structure of the BBA (online) programme

Course code	Course Title	Credits*	Levels			
FND100	Business Mathematics & Statistics	4	Certificates (30 credits)	Diploma (54 Credits)	Degree (90 Credits)	
FND101	Business Communication	3				
BBA111	Organization & Management	4				
BBA112	Business Economics	4				
BBA113	Financial Accounting	4				
BBA114	Behavioral Sciences	3				
BBA115	Human Resources Management	4				
BBA116	Programming Fundamentals	4				
BBA221	Entrepreneurship	4	Diploma (54 Credits)			Degree (90 Credits)
BBA222	Financial Management	4				
BBA223	Management Science	4				
BBA224	Cost & Management Accounting	4				
BBA225	Marketing Management	4				
BBA226	Auditing & Taxation	4				
BBA331	Strategic Management	4				
BBA332	Management case studies & Seminar	4				
BBA333	Production & Operation Management	4				
BBA334	Management Information System	4				
BBA335	Business Risk & Insurance	4				
BBA336	Tourism Management	4				
BBA337	Project Management	4				
BBA338	International Business	4				
BBA339	Business Law	4				