



UNIVERSITY OF CALCUTTA

Admission and Examination Regulations for the B.B.A. (Hons.) Course of Study

1. B.B.A. (Hons.) Course shall be a 3-year Course extending over three academic **terms**, each term covering one academic year and the examination shall be held in three Parts, namely, B.B.A. (Hons.) Part-I, Part-II & Part-III at the end of the 1st Year Course of Study, the second year course of study, and the third year course of study respectively.
2. a) A candidate who has passed the Higher Secondary (10+2) or the equivalent in examination any stream with at least **60%** marks in aggregate (for General candidates) and (**55%** marks in aggregate for **Reserved** candidates) is eligible to seek admission to the 1st year B.B.A. (Hons.) Course of Study provided he/she has also passed in English **and Mathematics** having full marks not being less than 100 **in each paper**.

However, no candidate shall be allowed for admission after a lapse of more than 3years from the year of passing the previous qualifying examination or discontinuation of recognized regular course of study after passing the previous qualifying examination (Explanation: The year of admission shall not be taken into account while calculating 3 years from the year of passing the previous qualifying Examination).

Aggregate marks shall be calculated by adding the marks in top-four subjects in order of marks secured by a candidate. However, marks in compulsory Environmental Studies/Education shall not be taken into account for calculation of aggregate marks. The subject “Environmental Science”, studied as an elective subject of 100 marks, may be taken into account for the purpose of determining the aggregate marks.

b) 1st year class for B.B.A. (Hons.) course shall commence ordinarily within thirty days from the date of publication of results of the H.S. Examination of the year conducted by the West Bengal Council of Higher Secondary Education. 2nd year and 3rd year classes shall commence ordinarily within 7 days from the date of completion of Part-I/Part-II examination of the year and students should report for provisional enrolment to their respective Institutions accordingly.

3. The concerned Board of Studies shall supervise the admission process in different Colleges.
4. The medium of instruction for B.B.A. (Hons.) Course shall be English and candidate shall have to answer the examination papers in English only.
5. The total marks of B.B.A. (Hons.) Examination shall be 2000 (600 marks for Part-I, 700 marks for Part-II and 700 marks for Part-III).
6. Examination of each theoretical paper carrying full marks more than 50 shall be of 4 hours duration and that for paper of full marks up to 50 shall be of 2 hours duration. The Examination of the Term Paper, Project Work and Comprehensive Viva-Voce will be conducted by a Board of Examiners comprising internal and external examiners.

7. The marks of the Project Work will be apportioned as internal assessment (50 marks, based on project report writing) and seminar and viva-voce (50 marks). The marks for internal assessment will be awarded by the internal project guide and the marks for viva-voce related to the project work will be awarded jointly by the internal and external examiners.

8. (a) A candidate who has **pursued** a regular course of study for the first year of the three-year course shall have to appear at the Part-I examination within two years from the year of admission to the Course and shall have to clear Part-I examination within a span of three years from the year of first appearance at Part-I examination failing of which he/she shall have to **pursue** a fresh course of study from the first year provided however that such candidate shall not be entitled to seek such readmission to the first year class beyond six years of his/her passing the previous qualifying examination.

(b) A candidate who has **pursued** a regular course of study for the second year of the three-year course shall have to appear at Part-II examination within two years from the year of qualifying Part-I examination and shall have to clear Part-II examination within a span of three years from the year of first appearance at Part-II examination failing which he/she shall have to **pursue** a fresh course of study from the first year, **if otherwise eligible by the prevailing CSR.**

(c) i) A candidate on completion of the regular course of study shall appear at the Part-III examination within two years from the year of qualifying Part-II examination and shall clear the Part-III examination within a **span of (n+2)** years from the year of first appearance of Part-III examinations failing which he/she shall have to leave the course and prosecute a fresh course of study from the first year, if otherwise eligible **by the prevailing CSR.**

ii) A candidate shall have to clear Part-I, II & III Examinations within a span of **n+2 years, n is the duration of the course**, from the year of 1st **admission to the first year of the three-year course** subject to the provisions of Clauses 8(a, b & c).

9. (a) To appear at the Part-I/Part-II/Part-III examination one candidate shall attend at least 75% of the total number of theoretical and practical classes held for the respective year of study. A candidate attended less than 75% classes but at least 65% may be allowed to take the examination as a non-collegiate candidate subject to the condonation of the shortage of percentage by the appropriate authority and on payment of required “short percentage condonation” fees.

(b) Candidates intending to appear at the Part-I/Part-II/Part-III Examination shall have to apply to the University in prescribed forms along with requisite fees and within the date stipulated by the University.

© In order to pass each examination (Part-I/Part-II/Part-III), a candidate must obtain at least 50% of the total marks in the Project Work, Comprehensive Viva-Voce, Term Paper (On job training) and presentation separately and at least 40% of the total marks in each of the other papers (at least 40% marks separately in Theoretical & Practical portions) and 50% of the total marks of the examination in aggregate.)

10. Options available to candidates who have appeared at the Part-I examination as a whole.

<u>Conditions</u>	<u>Available options</u>
a. Candidates passing the examinations as per clause 9C	To continue in the second year and appear at Part-II examination subject to the fulfillment of other eligibility conditions.
b. Candidates Passing all the papers but failing to obtain at least 50% marks in aggregate.	i) May withdraw from Second year class and appear at Part-I examination as a whole subject to the fulfillment of other eligibility conditions. ii) May continue in the Second year class and appear at Part-II examination along with at most two papers of Part-I examination of his/her choice subject to fulfillment of other conditions.
c. Candidates failing in more than two papers irrespective of aggregate marks.	Shall withdraw from Second year class and appear at the Part-I examination as a whole subject to the fulfillment of other conditions.
d. Candidates failing in at most two papers but obtaining at least 50% marks in rest of the papers taken together.	i) May withdraw from Second year class and appear at Part-I examination as a whole subject to the fulfillment of other eligibility conditions. ii) May continue in the Second year class and appear at Part-II examination along with the failed papers of Part-I examination subject to the fulfillment of other conditions.
e. Candidates failing in at most two papers and also failing to obtain 50% marks in aggregate in rest of the papers taken together.	Shall withdraw from Second year class and appear at Part-I examination as a whole subject to fulfillment of other eligibility conditions.

11. Options available to candidates who have appeared at the Part-II examination as a whole.

<u>Conditions</u>	<u>Available options</u>
a. Candidates passing the examinations as per clause 9C	To continue in the third year class and appear at the Part-III examination subject to fulfillment of other eligibility conditions.
b. Candidates Passing all the papers but failing to obtain at least 50% marks in aggregate.	i) May withdraw from Third year class appear at Part-II examination as a whole. ii) May continue the Third year class and appear in at most two papers of Part-II examination of his/her choice and may continue the third year class and appear at the Part-III Examination subject to fulfillment of other conditions.
c. Candidates failing in more than two papers irrespective of aggregate marks.	Shall appear at the Part-II examination as a whole subject to the fulfillment of other conditions.
d. Candidates failing in at most two papers but obtaining at least 50% marks in aggregate in rest of the papers taken together.	i)May withdraw from Third year class and shall appear at Part-II examination as a whole subject to the fulfillment of other eligibility conditions. ii)May continue in the third year class and appear at the Part-III examination along with the failed papers of Part-II examination subject to the fulfillment of other conditions.
e. Candidates failing in at most two papers and also failing to obtain 50% marks in aggregate in rest of the papers taken together.	Shall withdraw from Third year class and appear at Part-II examination as a whole subject to fulfillment of other eligibility conditions.

12. Options available to candidates who have appeared at the Part-III examination as a whole.

<u>Conditions</u>	<u>Available options</u>
a. Candidates Passing all the papers but failing to obtain at least 50% marks in aggregate.	i) May appear at Part-III examination as a whole subject to the fulfillment of other eligibility conditions. ii) May appear at most two papers of Part-III examination of his/her choice subject to fulfillment of other conditions.
b. Candidates failing in more than two papers irrespective of aggregate marks.	Shall appear at the Part-III examination as a whole subject to the fulfillment of other eligibility criteria.
c. Candidates failing in at most two papers but obtaining at least 50% marks in rest of the papers taken together.	i) May appear at Part-III examination as a whole subject to the fulfillment of other eligibility conditions. ii) May appear at the failed papers of Part-III examination subject to the fulfillment must of other eligibility conditions.
d. Candidates failing in at most two papers and also failing to obtain 50% marks in aggregate in rest of the papers taken together.	Shall appear at Part-III examination as a whole subject to fulfillment of other eligibility criteria.

Partly qualified candidates in Part-I and /or II, if any, may also continue to the next higher year class and appear at the next higher part examination along with their failed papers or paper of his/her choice as per clause 10b (ii), 11b(ii) & 12a(ii) above.

13. Candidate passing the paper on Project work (paper - XVIII) at Part-III examinations but have to reappear at the Part-III examinations as a whole may keep the marks obtain at the Project work (paper - XVIII) in his or her credit and appear in the other papers of the Part-III examinations.

14. The University will publish list of successful candidates of each examination. Candidates securing, at least 60% of the aggregate marks at the Part-I, Part-II & Part-III Examinations, taken together, and or obtaining minimum qualifying/ pass marks in a paper or in the aggregate examination.

15. A candidate shall be declared to have obtained the Degree of Bachelor of Business Administration (Three year course) with Honours and shall get a Degree certificate in format specified hereunder:

This is to certify thatobtained the degree of Bachelor of Business Administration (Three Year) Course with Honours in the University in the year 20..... and that he/she was placed in class with specialization in

Vice-Chancellor

16. Candidate unable to clear each part of the B.B.A.(Hons.) Examination Part-I,II&III in one chance shall not be entitled to any position in order of merit.

17. Re examination

a) Candidates are eligible to have a maximum of two theoretical paper of an Examination re-examined provided he/she has appeared at the said examination as a **whole** and has obtained atleast 40% marks in aggregate in rest of the paper taken together.

b) Candidates seeking **re-examinations** may apply to the University in **prescribed** form along with requisite fees, fixed by the University with in such date as stipulated by the University.

c) Change in marks will be given effect unless there is deterioration in **the** status of **the** result.

d) In case marks awarded in a paper on reexamination exceeds the original marks obtained by more than 15%marks of the total marks in the paper or falls short of the original marks by more than 5% marks in the paper, the script will be referred to a third examiner and the candidate will be awarded the average of the best two of the marks awarded by the three examiners.