



UNIVERSITY OF CALCUTTA

Notification No. CSR/ 07 /18

It is notified for information of all concerned that the Syndicate in its meeting held on 28.05.2018 (vide Item No.09) approved the Admission and Examination Regulations for semester wise three year B.B.A. (Honours) course of study under CBCS under this University, as laid down in the accompanying pamphlet.

The above shall be effective from the academic session 2018-2019.

SENATE HOUSE
KOLKATA-700073
The 30th May, 2018

Paul
30/5/18
(Dr. Santanu Paul)
Deputy Registrar

REGULATIONS RELATING TO ADMISSION AND EXAMINATIONS FOR SEMESTER-WISE THREE YEAR B.B.A. (HONOURS), COURSE OF STUDY UNDER CHOICE BASED CREDIT SYSTEM(CBCS) CONDUCTED BY THE UNIVERSITY OF CALCUTTA .2018

- ❖ In exercise of the powers conferred by Section-54 of The Calcutta University Act 1979, the University of Calcutta hereby makes the following Regulations for Semester-wise **3 year B.B.A. (Honours) Course of Study under CBCS, 2018.**
- ❖ These shall apply to every candidate pursuing the above Course in this University.
- ❖ Not with standing anything contained in any other regulations or rules for the time being in force the study for the above Course shall be guided by these Regulations effective from the Academic Session 2018-2019.

1. Title and Commencement

1.1 These Regulations shall be called **THE REGULATIONS FOR SEMESTER-WISE THREE YEAR B.B.A. (Honours) DEGREE COURSE UNDER CBCS (CHOICE BASED CREDIT SYSTEM), UNIVERSITY OF CALCUTTA**

1.2 These Regulations shall come into force with effect from the academic session 2018-2019.

2. Duration of the Course

The 3-year B.B.A (Hons).Course shall be for a minimum duration of six (06) consecutive semesters of six months each/ i.e., three (3) years. The odd semester will start preferably in the month of **July** and the even semester in the month of **January** of every year.

A candidate pursuing a regular course of study for three-year semester-wise degree course shall have to clear all the semesters in all respects within a span of five years from the year of admission to the particular course and combination, failing which enrolment of the candidate shall stand cancelled.

3. Applicability of the Regulations

These new regulations shall be applicable to:

- 3.1) The students taking admission to the B.B.A,(Hons). Course from the academic session 2018-19.
- 3.2) The students admitted in earlier sessions but did not enroll for B.B.A. (Hons). Part I Examinations up to 2018.
- 3.3) The students admitted in earlier sessions of B.B.A. (Hons) and enrolled for Part I Examinations but did not appear in Part I Examinations up to 2018.
- 3.4) The students admitted in earlier sessions and appeared in B.B.A.(Hons) Part I Examinations in 2017 or earlier shall continue to be guided by the existing Regulations of Annual System .

4 Admission Regulations

Eligibility for Admission of Candidates and commencement of semester(s).

4.1) 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/semester B.B.A. (Hons.) Course of Study provided he/she has also passed in English and Mathematics /Business Mathematics/ Statistics having full marks not being less than 100 in each paper.

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.

4.2) Reservation Policy for admission in three year (six semesters) degree course of study shall be guided by the West Bengal State Higher Educational Institutions (Reservation in Admission), Act, 2013 and the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2014.

4.3) First semester classes 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. Classes for second semester through sixth semester shall commence ordinarily within seven days from the date of completion of lower semester examination of the year respectively (e.g. class of 2nd semester shall commence within seven days from the completion of 1st semester examination).

5. Attendance

5.1 A student attending at least 75% of the total number of classes* held shall be allowed to sit for the concerned Semester Examinations subject to fulfillment of other conditions laid down in the regulations.

5.2 A student attending at least 60% but less than 75% of the total number of classes* held shall be allowed to sit for the concerned Semester Examinations subject to the payment of prescribed condonation fees and fulfillment of other conditions laid down in the regulations.

5.3 A student attending less than 60% of the total number of classes* held shall not be allowed to sit for the concerned Semester Examinations and he /she has to take admission to the same Semester in the very next year for attending the classes and appearing at the said Semester Examination.

*Such attendance will be calculated from the date of commencement of classes or date of admission whichever is later.

6. Outline of Choice Based Credit System

B.B.A. (Honours)

Particulars	Number of papers	Marks	Credit Hours
Ability Enhancement Compulsory Course (AE)	Two Papers	200	2x2=4
Skill Enhancement Elective Course (SE)	Two Papers	200	2x4=8
Generic Elective (GE)	Four Papers	400	4 x 6=24
Core Course(C)	Fourteen Papers	1400	14x 6 = 84
Discipline Specific Elective (DSE)	Four Papers	400	4 x 6 = 24
Total		2600	144

Code used to refer the type of Paper.

Name of the type of Paper	Code
Ability Enhancement Compulsory Course Paper	AE
Skill Enhancement Elective Course Paper	SE
Generic Elective Paper	GE
Core Course Paper	C
Discipline Specific Elective Paper	DSE

7. Course Structure (Choices Stated there in)

Curriculum of Bachelors in Business Administration (Honours) under CBCS semester system

Sl. No.	Subject	FM	Type of Course	Credits	Paper Code
Semester I					
	Environmental Studies	100	Ability Enhancement	2	BBAA101AE1
	Principles of Management & Organisational Behaviour	100	Core	6	BBAA102C1
	Business Accounting	100	Core	6	BBAA103C2
	Entrepreneurship Development	100	Generic Elective	6	BBAA104GE1
		400		20	
Semester II					
	Business Communication	100	Ability Enhancement	2	BBAA201AE2
	Statistics for Business Decisions	100	Core	6	BBAA202C3
	Managerial Economics	100	Core	6	BBAA203C4
	Business Ethics	100	Generic Elective	6	BBAA204GE2
		400		20	
Semester III					
	Human Resource Management	100	Core	6	BBAA301C5
	Marketing Management	100	Core	6	BBAA302C6
	Management Accounting	100	Core	6	BBAA303C7
	Production and Operations Management	100	Generic Elective	6	BBAA304GE3
	Information Technology for Business	100	Skill enhancement	4	BBAA305SE1
		500		28	
Semester IV					

	Business Research	100	Core	6	BBAA401C8
	Macroeconomics	100	Core	6	BBAA402C9
	Financial Management	100	Core	6	BBAA403C10
	Tax Planning/ India's Diversity and Business	100	Generic Elective	6	BBAA404GE4
	E Commerce or Statistical Software / Summer Internship	100	Skill enhancement	4	BBAA405SE2
		500		28	
Semester V					
	Quantitative Techniques for Management	100	Core	6	BBAA501C11
	Legal Aspects of Business	100	Core	6	BBAA502C12
	Elective – I Discipline Specific Elective-paper a of 1/2/3/4	100	Disc. Specific Elective	6	BBAA503DSE 1/2/3/4(A)
	Elective – II Discipline Specific Elective-paper b of 1/2/3/4	100	Disc. Specific Elective	6	BBAA504DSE 1/2/3/4(B)
		400		24	
Semester VI					
	Business Policy & Strategy	100	Core	6	BBAA601C13
	Financial Institutions and Markets	100	Core	6	BBAA602C14
	Elective – III Discipline Specific Elective-paper c of 1/2/3/4	100	Disc. Specific Elective	6	BBAA603DSE 1/2/3/4(C)
	Research Project	100	Disc. Specific Elective (Applicable to all)	6	BBAA604DSE 1/2/3/4
		400		24	
TOTAL		2600		144	

DISCIPLINE SPECIFIC ELECTIVE COURSE:

DSE - I (Finance)	DSE – 2 (Marketing)	DSE-3 (Human Resource)	DSE-4(Management of Global Business)
Strategic Corporate Finance (503A)	Consumer Behaviour (503A)	HRD: Systems & Strategies (503A)	International Trade Policy & Strategy (503A)
b. Investment Analysis and Portfolio Management. (503B)	Advertising and Brand Management (503B)	b. Management of Industrial Relations (503B)	Global Business Environment (503B)
Investment Banking and Financial Services (603C)	c . Marketing of Services (603C)	c. Performance & Compensation Management (603C)	International Joint Ventures, Mergers & Acquisitions. (603C)

7.1 Summer Internship(s) and Research Project (s) will have two components of markings/evaluations i)viva-voce of 50 marks and ii) report writing of 50 marks, to be jointly evaluated by internal examiner(s) and external examiner (s) as the case be.

7.2 Semester Workload/ Credit Defined in terms of hour(s) /week(s)

Semester Work-load Each Semester : 15-18 weeks of academic work Theory / Tutorial : 1 Credit = 1 hr/week Project/Practical : 1 Credit = 2 hrs./week
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8. Examinations

8.1.1 The 3-year B.B.A. (Honours) Course of Studies under CBCS shall consist of Six (06) Semesters (Semester-I, Semester-II, Semester-III, Semester-IV, Semester-V and Semester-VI).

8.1.2 End Semester Examinations (both original and supplementary) are to be held ordinarily at the end of the concerned Semester, i.e., Semester-I, Semester-III, Semester-V in December-January (preferably) and Semester-II, Semester-IV, Semester-VI in June-July (preferably). Examination of compulsory language group of semester-2 shall be held in respective colleges during June-July (preferably).

8.1.3 End Semester Examinations will be held for 80% of the total marks in each paper/ subject/ Module and Internal Assessment shall be for 20% of the total marks of each paper/subject/module. 50% of the total marks assigned to Internal Assessment (i.e., 10 marks for a full paper of 100 or 5 marks for a Module of 50, as the case may be) will be assessed on the basis of Internal Examination in written form and remaining 50% will be assessed based on the class attendance (5 marks for attending 60% or more but less than 75% of the number of lectures delivered and 10 marks for attending 75% or more of lectures delivered, and such attendance will be calculated from the date of commencement of classes or date of admission whichever is later).

8.2.1 Paper setters, moderators, examiners for each paper will be appointed by the University Authorities on the recommendations of the Under Graduate Board of Studies.

8.2.2 Answer script to be examined by a single examiner for all theory papers (other than the papers with MCQ and OMR, if any).

8.3 The medium of instruction for B.B.A. (Hons) Course shall be English and candidates shall have to answer the examination papers in English only.

8.4 End Semester Examinations Duration

Theory Papers	Practical Papers	Papers with MCQ
For Full Marks of more than 50 : 3hours For Full Marks of up to 50 : 2 hours	Practical examination shall be based on continuous assessment as well as final / project viva-voce examination to be conducted by internal and / or external examiner(s)	For Full Marks of more than 50 : 2 hours For Full Marks of up to 50 :1 hour

8.5 A candidate pursuing Honours Course of Study has to secure 30% marks (excluding the marks in Internal Assessment) separately in Theory and Practical part of each paper (except AECC papers),

wherever applicable, at the End Semester Examinations, and a minimum of 30% marks in each paper (including marks in Internal Assessment) in order to earn the corresponding credit of the concerned paper and a minimum of 40% marks in aggregate (including marks in Internal Assessment) taking all the papers of all the Semesters as a whole to get the Honours Degree.

8.5.1. A candidate who fails to secure pass marks (as stated in Clause 8.5 above) in one or more papers of a semester may appear in those paper(s) when the concerned End Semester Examinations will be held next.

8.5.2. If a candidate pursuing Honours Course of Study secures 30% marks (excluding the marks in Internal Assessment) separately in Theory and Practical part of each paper (except AECC papers), wherever applicable, at the End Semester Examinations, and a minimum of 30% marks in each paper (including Internal Assessment), but fails to secure a minimum of 40% marks in aggregate then, such candidate may re-appear at the 5th End Semester Examinations or 6th End Semester Examinations or Both, when such examinations will be held next, within the stipulated period of five years in order to get 40% or more in aggregate of all Semesters and get the Honours Degree. In case such examinee fails to obtain at least 40% or more in aggregate of all Semester and having exhausted all chances as per clause 2, he will be declared disqualified under BBA (Hons) course and is construed to have failed in the course i.e., B.B.A. (Hons).

8.5.3. In order to clear the Course and get the B.B.A. (Honours), a candidate shall have to earn the credits of AE Papers (i.e., Language and Environmental Studies) by appearing in the examinations of the papers concerned. For calculation of SGPA and CGPA, marks obtained in AE Papers shall not be taken into account. However, credits and marks obtained in the papers will be shown separately in the Mark Sheet.

8.5.4. A candidate who is eligible to appear at any of the End Semester Examinations does not enroll or does not appear at the examinations or fails to secure pass marks at the concerned examinations, as stated in Clause 8.5 above, will be allowed to attend the classes in the next higher semester, as applicable.

8.5.5. Internal Assessment has to be done in the semester in which a candidate becomes eligible to appear in the concerned end semester examination. The candidates remaining absent in the written examination for Internal Assessment will be awarded zero (0) marks in the written examination. Marks obtained in Internal Assessment (i.e., marks for attendance and marks of written examination taken together) shall be retained for the entire duration of his/her enrolment.

8.5.6 . If a candidate secures pass marks in Practical Paper(s)/Module(s) /Project Work but fails to secure pass marks in other papers, the marks of Practical Paper(s)/Module(s) /Project Work along with Internal Assessment of the other papers shall be retained.

8.5.7. A candidate may appear at any higher End Semester examination without appearing at lower End Semester Examinations subject to Clause 5.3.

8.5.8. A candidate may appear at any higher End Semester examination without appearing at lower End Semester Examinations subject to Clause 5.3.

8.5.9. An Examination shall be held always under the current syllabus

8.6 Rules pertaining to Affiliated Colleges.

a) An affiliated College/Institution shall submit application forms in prescribed format duly filled in by the candidates intending to appear at the said examination(s) to the Controller of Examinations within the last date fixed by the University.

b) Admit Card for an examination shall not be issued to the college concerned in favour of a candidate unless his/her application is duly filled-up in all respects and particularly in regard to:

i) date of admission to the first semester class with current subject combination, ii) year of first appearance in the examination of the semester concerned and iii) year(s) of appearance (s) in the semester-I/semester-II/ and semester –III / semester-IV/ semester - V/ semester-VI Examinations as the case may be together with the results thereof and such other information as may be required from time to time and duly endorsed by the Principal testifying his/her a) good conduct, b) requisite attendance record in theoretical and practical/tutorial classes in each of the subjects in which he/she intends to appear and c) eligibility under this regulations for appearance at the concerned examination and in the said subject(s).

8.7. The modus-operandi of evaluation of theory paper(s) for end semester examination, re-examination and FSI be centralized(preferably) under the aegis of the Controller of Examinations or as he (his office) deems fit.

9. Re-examination

9.1 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.

9.2 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.

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

9.4 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.

9.5. Re-Examination is applicable only for Theoretical papers of different End Semester Examinations of 3-year B.B.A (Hons). Re-examination/ review is not permissible for Internal Assessment, Practical Examination(s), Summer Internship, and Research Project.

10. Cancellation of Examination

Candidate may apply for cancellation of enrollment of the concerned end semester examination within the fifteen days from the date of completion of theory papers of the said examinations.

11. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

Point Grade System shall be followed for the purpose of Grade Point Calculation, as shown below

Percentage of Marks	Grades	Numerical Grade Points
≥ 90% to 100%	A++	9.0 – 10
≥ 80% but < 90%	A+	8.0 – 8.9
≥ 70% but < 80%	A	7.0 – 7.9
≥ 60% but < 70%	B+	6.0 – 6.9
≥ 50% but < 60%	B	5.0 – 5.9
≥ 40% but < 50%	C+	4.0 – 4.9
≥ 30% but < 40%	C	3.0 – 3.9
< 30%	F	XXXXXXXXXXXXX

11.1) Numerical Grade Point shall not be calculated in respect of a failed paper

11.2) The multiplicative factors shall be 0.10 for all Grades for the purpose of calculating numerical Grade Point.

Example:

If the student secures P% , where $P \geq 30$ his/her grade point will be $[3.0 + \{(P - 30) \times 0.1\}]$ or simply $30 \times 0.10 = 3$.

If a student scores 52% in a particular paper, his/her grade point for the paper will be $(3.00 + 0.1 \times 22) = 5.20$ or simply, $52 \times 0.10 = 5.2$.

Semester Grade Point Average (SGPA)

The Semester Grade Point Average (SGPA) will be the weighted average of the numerical grade points obtained in all the papers of the given semester, where Weights refer to the *Credits* assigned to the concerned papers. If the Numerical Grade Points obtained by a student in different papers of a Semester are denoted by P_i and the credit of the corresponding papers are denoted by c_i , the SGPA will be $(\sum P_i \times c_i / \sum c_i)$ where $i=1$ to n , and $n=$ no. of papers in the Semester. The SGPA shall be shown in the mark sheet up to the third decimal point.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) over six semesters shall be *the weighted average of the six SGPA's*.

The grade of the candidate on the basis of CGPA will be as follows.

CGPA	Letter Grade	Remarks
9.000 - 10.000	A++	Outstanding
8.000 - 8.999	A+	Excellent
7.000 - 7.999	A	Very Good
6.000 - 6.999	B+	Good
5.000 - 5.999	B	Average
4.000 - 4.999	C+	Fair
3.000 - 3.999	C	Satisfactory
0.000 - 2.999	F	Fail

Both SGPA and CGPA will be rounded off to the third place of the decimal and will be shown as such on the mark sheet. The mark sheet issued at the end of each semester shall include the total marks obtained in each paper / module as well as the SGPA, the total marks obtained in that semester and the credit earned in the Semester concerned. The final marks sheet, on completion of six Semesters, shall include the SGPA of Six Semesters, CGPA, Letter Grade, the marks obtained, total marks and the total Credits earned.

12. Grace Marks

12.1 A candidate who fails to obtain pass mark (in terms of clause 8.5) in any paper(s) in any semester for **shortage of one mark** shall be awarded **one grace mark** in such paper(s)

12.2 A candidate who fails to obtain **40%, 45%, 50% 55% or 60% marks** in aggregate at the end of six semesters for **shortage of one mark** shall be awarded **one grace mark** in the paper in which the candidate obtains **the lowest mark** in any of the Semester(s) in which the candidate appears last.

13. A). Degree

13.1 If a candidate pursuing **Honours Course** of Study clears all the papers and secures 40% and above marks in aggregate of all semesters will be declared as obtaining **B.B.A. (Honours)Degree** with his /her CGPA and corresponding Letter Grade (C+ , B, B+ , A, A+ or A++).

13.2) **Diploma/Certificate Format**

(Roll No.)

(Diploma No.)

UNIVERSITY OF CALCUTTA

SEAL

This is to certify that(Name)..... obtained the degree of Bachelor of Business Administration (Three year Course) with Honours under Semester System Examination.....(Year).....in this University and that he/she obtained Grade with CGPA.....

Senate House

Vice-Chancellor

(Date of Publication of Result)

University of Calcutta