

TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar – 799022

Draft Rules and Regulation of 3 years (Six Semesters)
Bachelor of Business Administration (BBA) Degree Course under CBCS

1. These Rules and Regulations shall come into effect from the Academic session of 2015-2016 onwards.
2. The Bachelor of Business Administration shall be of three years duration and be divided into 6 Semesters.
3. The medium of instruction for BBA Programme shall be English and candidates shall have to write the answers in English only.
4. **Admission Criteria:**
 - I. Candidates who have passed 10+2 Examination or its equivalent course from any recognized Board/Universities with at least 45% marks in aggregate (5% relaxation of marks in case of ST/SC/OBC).
 - II. Selection shall be made through an admission test conducted by selection committee constituted by the University for the purpose (applicable for University only).
 - III. Selected candidates shall have to take admission within the prescribed time on payment of requisite course fee along with necessary documents as prescribed by the University from time to time.
5. **Examination System:**
 - I. Internal Assessment Marks shall be awarded on the basis of Students Behavior, Class Attendance, Class Test Performance (Written/Viva/ Assignments) from time to time. Department shall send this Internal Assessment Marks to the Controller of Examinations, T.U. before the completion of theory examination.
 - II. At the end of each semester, there shall be a “Semester End Examination” to be conducted by the Controller of Examinations, T.U.
 - III. Each student shall have to secure pass marks in every paper of the course separately.
 - IV. Pass Marks for each paper is 40.
 - V. Student shall not be allowed to reappear at the examination of a paper in which he/she has already secured pass marks.

VI. If a candidate secures 40% marks in aggregate in any semester but fails to secure 40% marks in not more than 2 papers, he/ she will be qualified to next semester with back in failed paper(s).

VII. Students shall be eligible for the next semester examination provided he / she does not have back papers exceeding two in the Semester Exam he / she has appeared; other wise he/she will be declared fail.

VIII. The candidate shall have to clear the back paper(s) in the next appropriate semester examinations along with his/her regular semester examination (odd to odd and even to even).

IX. If a candidate fails to qualify in any semester, as mentioned in VI and VIII, he / she shall be declared failed and his/her admission to the next semester shall automatically be cancelled.

X.

A. i. A Candidate may be declared qualified in a Semester if he/she does not have more than two back papers in a semester and not more than four back papers in total, provided the candidate has secured 40% marks in aggregate in each of the Semesters.

ii. If a candidate who qualifies in fifth semester should not have back paper in first semester.

iii. If a candidate who qualifies in sixth semester should not have back paper in second semester.

B. At the time of publication of 6th Semester result of a candidate, it may be declared RW:

i. If the candidate does not have more than four back papers in total and has passed in all the papers of 6th Semester.

ii. If the number of back papers of previous Semesters are three and number of back papers of 6th Semester does not exceed one. Aggregate marks of the 6th Semester of such students should not be less than 40%.

iii. If the number of back papers of previous semesters are two and number of back papers of 6th Semester does not exceed two. Aggregate marks of the 6th Semester of such students should not be less than 40%.

iv. A special final examination will be held within three months of the publications of the result of 6th Semester. The candidates those whose results were declared RW at the time of publication of the result of 6th Semester shall be eligible to appear at the Special Final Examination.

C. If a candidate fails to clear all the back papers in Special Final Examination, such

candidate shall appear in the failed papers in the appropriate Semester Examination, provided that he/she has not exceeded the stipulated chances/ numbers of maximum years for completion of the course as mentioned in this Rules and Regulations.

XI. A failed candidate shall appear only in next appropriate semester examinations (odd to odd and even to even).

XII. A candidate shall have to be qualified in all the semester examinations within a period of ten semesters from the date of admission to the 1st semester. If a candidate fails to qualify all the examinations within the stipulated chances, his/ her registration to the course shall automatically be cancelled.

XIII. To be eligible to appear at "Semester End Examination", each student shall have a minimum 75% attendance in the classes of both theory and practical separately.

If a student having attendance between 65% and less than 75% shall be declared as non-collegiate, non-collegiate fee along with other fees should be paid by him/ her as per the University Rules and Regulations.

If a student having attendance less than 65% shall be declared as dis-collegiate. Such candidate shall not be allowed to appear at the examination. However, he/she may take re-admission to that semester subject to availability of seats and on payment of requisite semester fees.

XIV. An affiliated college/institution shall submit application form duly filled-in by the candidates intending to appear at the said examination(s) within the last date fixed by the University to the Controller of Examinations along with required fees.

BBA Course Structure				MARKS						Sem. Total
				Th.	Pr.	Int.	Project	Project Viva	Total	
1st Year	SEM-1	BMGT101C	Principles and Practice of Management (4 credit)	70	-	30	-	-	100	400
		BMGT102C	Business Communication(4 credit)	70	-	30	-	-	100	
		BMGT103C	Financial Accounting(4 credit)	70	-	30	-	-	100	
		BMGT104C	Managerial Economics(4credit)	70		30			100	
	SEM-2	BMGT201C	Cost and Management Accountina(4 credit)	70	-	30	-	-	100	400
		BMGT202C	Quantitative Techniques for management(4 credit)	70	-	30	-	-	100	
		BMGT203C	Business Environment (4 credit)	70	-	30	-	-	100	
		Code	Basic Computer (Skill 1)(4credit)	70	-	30	-	-	100	

2nd Year	SEM-3	BMGT301C	Organization Behavior (4 credit)	70	-	30	-	-	100	400
		BMGT302C	Business Law (4 credit)	70	-	30	-	-	100	
		BMGT303C	Financial Management (4 credit)	70	-	30	-	-	100	
		BMGT304C	Marketing Management (4 credit)	70	-	30	-	-	100	
	SEM-4	BMGT401C	Research Methodology (4 credit)	70	-	30	-	-	100	400
		BMGT402C	Human Resource Management (4 credit)	70	-	30	-	-	100	
		BMGT403C	Operations Management (4 credit)	70	-	30	-	-	100	
		BMGT404C	Entrepreneurship Development and small Business Fundamentals (4 credit)	70	-	30	-	-	100	

3rd Year (Specialization)	MARKETING	SEM-5	BMGT501C	Consumer Behavior (4 credit)	70	-	30	-	-	100	400
			BMGT502C	Advertising and Sales Promotion (4 credit)	70	-	30	-	-	100	
			BMGT503C	Retail Management (4 credit)	70	-	30	-	-	100	
			BMGT504C	Project Report (Internal) (4 credit)	-	-	-	70	30	100	
		SEM-6	BMGT601C	Services Marketing (4 credit)	70	-	30	-	-	100	400
			BMGT602C	Rural Marketing (4 credit)	70	-	30	-	-	100	
			BMGT603C	Sales Management and Personal Selling (4 credit)	70	-	30	-	-	100	
			BMGT604C	Project Report - II (External) (4 credit)	-	-	-	70	30	100	
	FINANCE	SEM-5	BMGT505C	Financial Statement Analysis (4 credit)	70	-	30	-	-	100	400
			BMGT506C	Indian Financial System (4 credit)	70	-	30	-	-	100	
			BMGT507C	Business Taxation (4 credit)	70	-	30	-	-	100	
			BMGT508C	Project Report (Internal) (4 credit)	-	-	-	70	30	100	
		SEM-6	BMGT605C	Advanced Financial Management (4 credit)	70	-	30	-	-	100	400
			BMGT606C	Banking and Insurance Management (4 credit)	70	-	30	-	-	100	
			BMGT607C	International Business Finance (4 credit) Planning	70	-	30	-	-	100	
			BMGT608C	Project Report - II (External) (4 credit)	70	-	30	-	-	100	
HRM	SEM-5	BMGT509C	Human Resource Planning (4 credit)	70	-	30	-	-	100	400	
		BMGT510C	Human Resource Development (4 credit)	70	-	30	-	-	100		
		BMGT511C	Wages and Salary Administration (4 credit)	70	-	30	-	-	100		
		BMGT512C	Project Report - I (Internal) (4 credit)	-	-	-	70	30	100		

			BMGT609C	HumanResourceManagement (4 credit)	70	-	30	-	-	100	
			BMGT610C	Organizational Development(4 credit)	70	-	30	-	-	100	400
		SEM-6	BMGT611C	Labor Laws(4 credit)	70	-	30	-	-	100	
			BMGT612C	ProjectReport - II(External)(4 credit)	-	-	-	70	30	100	
TOTAL COURSE MARKS:										2400	

Paper Setting, Moderation and Evaluation of Answer Scripts & Results:

Question Pattern & Distribution of Marks:

a. For Theory Papers:

- i. **Question No.1:**5 Objective Type Questions to be answered.Each question carries 2 marks. **2 x5 = 10**
- ii. **QuestionNo.2:**5 Long AnswerType Questions to be answered out of 8 questions.Each Question carries 12 marks. Each question may be subdivided into parts.
12x5=60

Theory marks: 70, Internal Assessment Marks:30(Total=100)

- I. The duration of Examinations shall be three hours for each theory paper of 70 marks.
- II. There shall be a Board of moderators appointed by the Controller of Examinations,T.U. to moderate all the questions of subject papers.
- III. There shall be two sets of question for each paper to be set. One by Internal paper setter and another by the External paper setter.
- IV. Answer Scripts should be evaluated by the Examiners as appointed by the Controller of Examinations, T.U.

Total marks of each of the paper is 100 (Written Examination Mark=70 and Internal Assessment Mark=30).

Candidates shall have to submit the "Project Report" for their Project Examination duly certified by the concerned teacher and Head of the Department in duplicate prior to commencement of the Examination.The candidates are required to present the "Project Work" before the Examiners (Internal&External) and defend the same in Project Viva-voce Examination. At least one Internal Examiner and one External Examiner shall be present in the Project Examination. Marks of Project Examination shall be awarded to the students by the examiners jointly.

V. Result shall be declared on the basis of CREDIT system as given below

GRADE PATTERN:

Letter Grades and Grade Points:

i. Two methods – relative grading or **absolute grading** – have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile. **Under the absolute grading, the marks are converted to grades based on pre-determined class intervals.**

ii) A 10 point grading system with the following letter grades as given below:

	Letter Grade	Grade Point
80%andabove	O (Outstanding)	10
70%andabovebutbelow80%	A+ (Excellent)	9
60%andabovebutbelow70%	A (Very Good)	8
55%andabovebutbelow60%	B+ (Good)	7
50% and above but below 55%	B (Above Average)	6
45% and above but below 50%	C (Average)	5
40%andabovebutbelow 45%	P (Pass)	4
Below40%	F (Fail)	0
	Ab (Absent)	0

(iii) A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

‘X’ shall be shown in the result column of the failed candidates. Grade shall be given to each paper of every semester and also for the semester taking the total marks of all the papers of the concerned semesters.

Computation of SGPA and CGPA

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the course undergone by a student, i.e

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

(ii) The CGPA is also calculated in the same taking into account all the course undergone by a student over all the semesters of a programme, i.e.

VII) Illustration of Completion of SGPA and CGPA and Format for Transcripts

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
Semester I					
BMGT 101C	04	A	8	32	
BMGT 102C	04	B+	7	28	
BMGT 103C	04	B	6	24	
Computer Skill 1	04	B	6	24	
Total	16			108	108/16= 6.75
Semester II					
BMGT 201C	04	B	6	24	
BMGT 202C	04	C	5	20	
BMGT 203C	04	B+	7	28	
BMGT 204C	04	A+	9	36	
Total	16			108	108/16= 6.75
Semester III					
BMGT 301C	04	A+	9	36	
BMGT 302C	04	O	10	40	
BMGT 303C	04	A	8	32	
BMGT 304C	04	A	8	32	
Total	16			140	140/16= 8.75
Semester IV					
BMGT 401C	04	B	6	24	
BMGT 402C	04	A+	9	36	
BMGT 403C	04	B	6	24	
BMGT404C	04	A+	9	36	
Total	16			120	120/16 = 7.5
Semester V					
BMGT 501C	04	C	5	20	
BMGT 502C	04	A	8	32	

BMGT 503C	04	B+	7	28	
BMGT504C	04	A	8	32	
Total	16			112	112/16 = 7
Semester VI					
BMGT 601C	04	B+	7	28	
BMGT 602C	04	A	8	32	
BMGT 603C	04	B	6	24	
BMGT 604C	04	C	5	20	
Total	16			104	104/16 = 6.5
Grand Total	96			692	692/96 =7.2

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit : 16; SGPA: 6.75	Credit : 16; SGPA: 6.75	Credit : 16; SGPA: 8.75	Credit : 16; SGPA: 7.5	Credit : 16; SGPA: 7	Credit : 16; SGPA: 6.5

Thus **CGPA** = $(16 \times 6.75 + 16 \times 6.75 + 16 \times 8.75 + 16 \times 7.5 + 16 \times 7 + 16 \times 6.5)/96 = 7.2$

6. Hon'ble Vice-Chancellor's decision shall be final if there are any discrepancies regarding rules and regulation of the course.