

# VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)  
Sudhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- [www.uktech.ac.in](http://www.uktech.ac.in))



## Ordinance

for

*Three-year full time*

***BACHELOR OF BUSINESS ADMINISTRATION (BBA)***

(w.e.f. Session 2024-25)

***Ordinance***  
***for***  
**Bachelor of Business Administration (BBA)**  
(For admission in 2024-25 and onwards)

**1. Admission**

1.1 Admission to BBA 1<sup>st</sup> semester (1<sup>st</sup> year) will be made as per the rules prescribed by the Academic Council of the VMSB Uttarakhand Technical University, Dehradun.

1.2 Admission on migration of a candidate from any other University to this University is not permitted.

**2. Eligibility for Admissions to BBA**

2.1 Any candidate having passed the Intermediate (10+2) Examination in any discipline with minimum 45% marks (40% for reserved category) from a recognized Examination Board, shall be eligible to apply for the course.

2.2 The Academic council shall have power to amend or repeal the eligibility criteria laid down at clause 2.1, as per the guidelines of AICTE/University.

**3. Duration of the BBA Programme**

The maximum duration of programme shall be of 3 years, each year comprising of two semesters. Each semester shall normally have teaching for 90 working days or prescribed by AICTE/University from time to time. The total duration for completing the BBA programme from the date of admission in first year to completion of 3 years BBA degree (including Breaks) shall not exceed 6 years.

**4. BBA Programme**

**4.1 An academic year shall consist of two semesters:**

Odd Semester (I, III & V Semesters): July to November/December Even Semester (II, IV and VI Semesters): December/January to May. The academic session may be scheduled in winter/summer vacation as well.

The academic calendar for each semester shall be notified by the University well before the commencement of the semester.

**4.2 Semester Pattern:**

A semester shall normally extend over a period of 15 weeks. Each week shall have 30 hours of instruction including lab/field/project work as applicable.

For each Semester there shall be one mid-term test, and one End-semester examination. The mid-term test shall carry 30% of the total marks of the course which will include 10% for Teachers Assessment and 10 % for Attendance. The marks of sessional tests shall be taken into account for computation of Grades. Evaluation shall be done on a continuous basis during each semester. There shall be written End-semester examination which shall carry 70% of total marks assigned for the course.

**5. Change of College:**

No change of college is permitted within the Uttarakhand state in the University or from / to any other University / College.

**6. Attendance**

- 6.1 Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students i.e. to the limit of 75% attendance.
- 6.2 A further relaxation of attendance upto 15% i.e. upto 60% attendance for a student can be given by Head of Institution/College provided that he/she has been absent with prior permission of the Head of the Institution/College for the reasons acceptable to him.
- 6.3 No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause Nos 6.1 and 6.2 and such candidate(s) shall be treated as having failed.
- 6.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

**7. Examination:**

- 7.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on assignments, Activities, Seminars and Internal Exams, quizzes/viva-voce, projects, presentations, attendance, etc. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester by the subject teacher and forwarded to University through Head of Department/Head of Institution. The end semester examination shall comprise of written examination, Summer Training / viva-voce.
- 7.2 The distribution of marks for sessional, end semester theory papers, Training Report and other examinations, seminar, project, industrial training/internship and general proficiency shall be as prescribed.
- 7.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and sessional work. The grade will be awarded based on marks obtained. The "F" grade denotes the failure in passing respective subjects and student has to make another attempt to pass the subject as per the provisions of this Ordinance.
- 7.4 The minimum pass marks in each subject having sessional marks component shall be 40% (including sessional marks) with a minimum of 30% marks in the end semester examination of respective subject. If there is no provision of sessional marks in any subject, the minimum pass marks in that subject shall be 40% in the end semester examination.

**8. Unfair means:**

Cases of unfair means shall be dealt as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

## 9. Evaluation Pattern

### (a) Theory Subjects:

Evaluation Component	Description and sub heads	Marks
Continuous Term Evaluation	1. Mid Term Test	10% (10 marks)
	2. Teachers Assessment	10% (10 marks)
	3. Attendance	10% (10 marks)
End Semester Evaluation	End Semester Examination (ESE) (a 70 marks 3 hrs Theory exam will be conducted)	70% (70 marks)
<b>Total</b>		<b>100</b>

### (b) Practicals:

(i)	viva-voce/test	50%
(ii)	Teacher Assessment of Lab Records	25%
(iii)	Attendance	25%

(c) Make-up test shall be held only for those students who could not appear in anyone of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/Head of Department in University campus was taken. Make up-test shall ordinarily be held about two weeks before the semester examination.

The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time and it will be of three hours duration.

*End Semester Examination* will be held for all Theory subjects and Practical at the end of the semester.

### (d) Summer Internship Project evaluation pattern

Evaluation component	Marks
Report	70%
Presentation	30%
<b>Total</b>	<b>100</b>

## 10. Provisions for Grace Marks

A candidate may be awarded grace marks only if the candidate will secure a pass in all the Theory and Practical's course after award of the grace marks. A maximum of 10 marks in each academic year, in maximum four Theory or Practical course, but not more than 5 marks in any one theory or Practical course.

## 11. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

### 11.1 Award of Grades:

Students obtaining grades O to P, shall be declared pass. Students failing in subject, will be awarded F grade. The grades shall be decided on the aggregate of evaluation of all the components like: -

- (i) Two written class tests: mid-term test and End Semester Examination.
- (ii) Assignments Quizzes, Seminar and regularity in attendance etc.
- (iii) Practical (if part of the course).
- (iv) Practical, Design Project, Summer Training Report and Project shall be evaluated & graded as per guideline.

**Structure of Grades and Grade Points:**

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O - Outstanding	10	90% and above
A <sup>+</sup> - Excellent	9	85% and above but less than 90%
A - Very Good	8	80% and above but less than 85%
B <sup>+</sup> - Good	7	70% and above but less than 80%
B–Above Average	6	60% and above but less than 70%
C - Average	5	50% and above but less than 60%
P - Pass	4	40% and above but less than 50%
F - Fail	0	Less than 40%
AB- Absent	--	Absent

The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time. The “I” grade is awarded to a student who is unable to complete the course.

**11.2 Evaluation of Performance:**

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

Where Ci = Credits of the registered subject

Gi= Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except audit/non-credit courses.

Here the failed courses are also accounted.

The overall Grade of a student in the program of study up to the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$\sum C_i G_i^n$$

$$CGPA = \frac{\sum_{i=1}^n C_i G_i^n}{\sum_{i=1}^n C_i}$$

Where  $C_i$  = Credits of the registered subject

$G_i$  = Grade point awarded to the student in the registered subject

$n$  = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

The SGPA and CGPA will be rounded off to 2 decimal points and reported in mark sheet, transcripts, etc.

**Conversion of Grade in to percentage:** The performance of the students is measured in terms of CGPA (on a 10 point scale) as defined above. The equated percentage shall be equivalent to  $CGPA \times 9.5$ .

**Award of Division:**

**First Division** - CGPA of 6.5 and above but less than 10 CGPA (First Division with Distinction will be awarded to those securing CGPA of 8 and above but less than 10 CGPA provided they pass all the examinations in first attempt)

**Second Division** - CGPA of 5 and above but less than 6.5 CGPA

**Third Division** - CGPA of 4 and above but less than 5 CGPA

## 12. Essential Credits

The entire course of BBA shall be of 140 credit, which includes 2 Ability- Enhancement Compulsory Courses (AECC), with total 4 credit points (2 credits per each course), 2 Skill-Enhancement Courses (SEC), for 4 credit points (two credit per each course), 4 Discipline Specific Elective courses (DSE) for 24 credit points (6 credits per each course), 4 Generic Elective/Inter-disciplinary courses for 24 credit points (6 credits per each course) and 14 Discipline Specific Core Courses (DSC) for 84 credit points (6 credits per each course).

Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the courses, credits shall be assigned on the basis of the number of lectures / tutorials / laboratory work/ project work and other forms of learning required to complete the course contents in a 15-week schedule:

1 Credit = 1 hour of lecture/instruction per week (1 Credit course = 15 hours of lectures per semester). Instruction can be in the form of lectures / tutorials / Case study / Presentation / fieldwork or other forms. In determining the number of hours of instruction required for a course involving field-work, 3hours of laboratory /field work shall be considered equivalent to 1 hour of lecture.

## 13. Earned Credits (EC):

The credits assigned to a course in which a student has obtained "P" (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

## 14. Promotion Criteria

A student has to usually earn a minimum 10 number of credits in a semester to be eligible to register for the new subjects offered in the next semester. But in odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However, at the end of even semesters this requirement will be strictly implemented as detailed in "Eligibility criteria for registering in higher semesters". Students who do not meet this requirement detailed in Table 1 are not permitted to register for new subjects in the higher semesters. They have to either register for appearing in examination of the failed subjects in

normal semesters in which they are offered subject(s).

**Table1 Eligibility Criteria for Registering in Higher Semesters**

<b>Semester</b>	<b>Allotted Credits</b>	<b>Cumulative credits</b>	<b>Minimum cumulative credits required to register for courses in higher semester</b>
First	20	20	not insisted
Second	20	40	20
Third	26	66	not insisted
Fourth	26	92	40
Fifth	24	116	not insisted
Sixth	24	140	-----

Faculty advisors (Head of Department to designate One Faculty advisor) shall monitor advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semester as in Table1

### **15. Carryover System:**

- 15.1 A candidate who satisfies the requirements of clause 14 will be required to appear in those theory/practical/other subjects in which he/she failed i.e. secured “F” grade. A candidate has option to pass the failed subjects in summer semester and/or regular semester. It will be open to candidate to either enroll for summer semester by paying applicable fees as decided by University, attend classes and appear in examination at the end of summer semester will be held in vacations or only appear in failed subject examination in regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.
- 15.2 The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.

### **16. Results:**

The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in any one of the final year semester examinations due to shortage of attendance, will be permitted in Summer Semester or in that particular semester of the next academic session to study as a regular student and appear at respective end semester examination(s).

### **17. Award of Rank and Medals:**

- 17.1 On the basis of final year result, the top three candidates in BBA shall be awarded rank according to their merit provided they pass all the examinations in first attempt in the minimum duration prescribed for the BBA programme.
- 17.2 The topper of BBA programme will be awarded Vice Chancellor’s Gold Medal subject to fulfilment of requirements in Clause 17.1.

### **18. Cancellation of Admission:**

The admission of a student at any stage of study shall be canceled if:

- (i) He/She is not found qualified as per AICTE/State Government norms/ Guidelines or the eligibility criteria prescribed by the University.

or

- (ii) He/She is found unable to complete the course within the stipulated time.

or

- (iii) He/She is found involved in creating indiscipline in the Institution/ College or in the University.

or

- (iv) The University can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The University may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission.
- (v) The University reserves the authority to withdraw the degree conferred to a candidate on account of any discrepancy in the candidature observed at later stage.

## **19. General Rules:**

### **19.1 Registration/Enrolment**

All students are required to register in each semester for the subjects to be pursued by them, as per their programme, on the dates specified in the Academic Calendar of the University. A student must ensure that he/she has completed the pre-requisites, if any, for each subject to be registered. Also, the student/Institute must ensure that there is no conflict in the timetable of the subjects that he/she has registered.

For students in the BBA programme, the course structure is flexible. Since the programme follow a credit-based system, the students are allowed to register as per their choice. A template for each programme has been recommended to help the students to select courses in each semester. The templates have been designed to ensure that if a student follows them, there will be no scheduling conflicts.

*The sole responsibility for registration rests with the student and the institution of study concerned.*

### **19.2 Registration/Enrolment Procedure**

A list of subjects to be offered during the semester will be available on the University website and is also made available to the Institute/Department which shall provide the necessary information on the curriculum, subjects offered, rules and procedures, and any other relevant information during registration in each semester. The registration procedure consists of two parts to be completed as per schedule given by the University academic Calendar:

Part 1: filling of the registration form mentioning the subjects to be credited in the next semester.

Part 2: payment of fees and clearance of outstanding dues (if any).

### **19.3 Late Registration/Enrolment**

If for any compelling reason (like illness) a student is unable to register on the day of registration, he/she can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds with recommendation of Director/Principal of college to the University, the University may allow and exempt him/her from payment of late registration fee.



## 19.4 Adding and Dropping of Courses

A student may add or drop course(s) till the last date(s) specified in the Academic Calendar with the permission of the College/University authorities. For this, he/she must fill the appropriate form, get the endorsement of the HOD and submit the form to the Head of Institution for approval of the University and also online in case of such options being made available by the University. A student may also drop course(s) up to the time of filling examination form whose exact date is specified in Academic Calendar with the following conditions.

1. Dropping of course(s) should not result in a net registration less than the specified minimum number of credits.
2. The request to drop course(s) must be endorsed by the HOD and Head of Institution for the approval of University in hard copy / online if such facility is made available by the University. The dropped subject will not be shown in the grade sheet and transcript of the student

## 19.5 Academic Load

Each subject carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to minimum credit limit prescribed in the scheme of examination for respective semester.

	Theory + Tutorials (5+1)
<b><u>I Core Course</u></b>	14x5=70
14 Papers	14X1=14
<b><u>II Elective Course</u></b>	
(A) General Elective/Interdisciplinary - Courses (GEC)- 4	4x5=20 4X1=4
(B) Discipline Specific Elective Courses (DSE)- (4)	4X5=20 4X1=4
<b><u>III Ability Enhancement Courses (AECC)</u></b>	
(A) Ability Enhancement compulsory Courses (2Papers of 2 credits each) Env. Science/English/MIL Communication	2 x2=4
(B) Skill Enhancement Courses (SEC) (2 Papers of 2 credits each)	2 x 2=4
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	Total credit= 140

## 19.6. Showing the Answer Scripts:

The answer scripts of all examinations i.e. Internal Exam will be shown to student in classroom and the End Semester Examination answer scripts may be shown to the students as per policy prescribed by University from time to time.

Examination Fee for Back Paper per subject will be as decided by the University from time to time will be charged from the students.

## **19.7. Termination of Programme**

If a student fails to report and register by the last date of registration without any bonafide reason, his/her programme may be terminated by University.

## **20. Course Committees and Class Committee:**

The Course committee and Class committee are to be put in place for proper monitoring of course progress. Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to ascertain good quality of Teaching-Learning-Evaluation processes.

### **20.1 Course Committee**

There will be a separate 'Course Committee' for each of BBA programme. The Course Committee will be constituted by the Head of Department concerned. The Chairman of the Course Committee shall be Head of Department concerned.

Members: -

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.

### **20.2 Class Committee**

All branches of study will have class committees for every semester constituted by the respective Heads of Departments. The Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

1. All faculty members teaching subjects in that semester.
2. Two student representatives of respective class nominated by the Head of the Department.

The Course Committees and Class Committees shall meet at least twice in a semester i.e the first at the beginning of the semester, the second after the mid-term examination respectively. Both committees should monitor the conduction of courses, declaration and adherence to the course plan, time schedule, completion of the syllabus, standards of mid-term examination, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

21. The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

### Course Structure for Choice Based Credit System in BBA Programme

<b>BBA Semester</b>	<b>Core Courses (14)</b>	<b>General Elective/ Interdisciplinary Courses (GEC) (4)</b>	<b>Ability enhancement compulsory courses (AECC) (2)</b>	<b>Skill Enhancement Courses (SEC) (2)</b>	<b>Discipline Specific Elective Courses DSE (4)</b>
I	BBT/DSC-101	BBT/GEC-103	BBT/AECC-104	-----	-----
	BBT/DSC -102				
II	BBT/DSC-201	BBT/GEC-203	BBT/AECC-204	-----	-----
	BBT/DSC-202				
III	BBT/DSC- 301	BBT/GEC-304 A1(OR) BBT/GEC-304 A2	-----	BBT/SEC-305-A1(OR) BBT/SEC-305-A2(OR) BBT/SEC-305-A3(OR) BBT/SEC-305-A4	-----
	BBT/DSC- 302				
	BBT/DSC- 303				
IV	BBT/DSC- 401	BBT/GEC-404 A1(OR) BBT/GEC-404 A2	-----	BBT/SEC- 405	-----
	BBT/DSC- 402				
	BBT/DSC- 403				
V	BBT/DSC- 501	-----	-----	-----	<b>Choose any one</b>  BBT/DSE- F/M/HR/GB- 503A1 (OR) BBT/DSE- F/M/HR/GB- 503A2
	BBT/DSC-502	-----			<b>Choose any one</b> BBT/DSE- F/M/HR/GB- 504A1 (OR)  BBT/DSE- F/M/HR/GB- 504A2
		-----			
VI	BBT/DSC-601	-----	-----	-----	<b>Choose any one</b>  BBT/DSE - F/M/HR/GB- 603A1  (OR) BBT/DSE - F/M/HR/GB- 603A2  (OR) BBT/DSE - F/M/HR/GB- 603A3
	BBT/DSC-602				
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