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**CHHATTISHGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No. 25 of 2004

Ordinance No. 41

Under Section 38 (2 and 3)

Ordinance for BBA 3 year Degree course

1.0 The first degree in of Management of three-year (sixth semester) course, hereinafter called 3-Year Degree Course, shall be designated as BACHELOR OF BUSINESS ADMINISTRATION.

1.1 The studies and examinations of these BBA courses shall be on the basis of percentage as well as credit system.

2.0 ADMISSIONS

- 2.1 The minimum qualification for admission to the first year BBA shall be the passing of Higher Secondary School Certificate Examination (10+2) scheme conducted by C.G. Board of Secondary Education or an equivalent examination from a recognized Board/University. Candidates securing 45% or more marks for general category, 42% for more OBC category and 40% for ST/SC category in higher secondary examination.
- 2.2 Non-Resident Indian (NRI) candidates shall also be eligible for admission to BBA as according to the directives of the Government of Chhattisgarh, provided they satisfy the criterion of clause 2.1 above.
- 2.3 The admission to BBA shall be made in strict accordance with the reservation policy of Government of Chhattisgarh on the basis of merit of eligibility examination percentage by University/Institutions.
- 2.4 The merit list on the basis of eligibility examination percentage required for admission with respect to this course shall be published within timeline notification issued by University/Regulatory body.
- 2.5 The admission should granted shall be verified by University during enrollment and the decision of the Vice Chancellor in this regard shall be final.

3.0 EXAMINATIONS

3.1 There will be one University Examination at the end of each semester. These examinations will be designated as follows.

- (a) During First Year
 - First Semester BBA, Exam, Second Semester BBA, Exam
- (b) During Second Year
 - Third semester BBA Exam, Fourth semester BBA Exam
- (c) During Third Year
 - Fifth semester BBA Exam, Sixth semester BBA Exam

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3.2 The semester examination will generally be held in Nov-Dec. and April- May in each year.

3.3 There will be a full examination at the end of each semester consisting of theory papers and the laboratory practicals of all semesters. The duration of examination period normally should not exceed 20 working days."

3.4 A candidate who has been admitted in the BCA course will be eligible for admission to the higher class in accordance with the following sub rules:-

3.4.1 A candidate, who has appeared in first semester examination, will be promoted to the 2nd semester irrespective of any number of courses (subjects) cleared/passed by him/her.

3.4.2 A candidate, who has appeared in 2nd semester examination, will be promoted to 3rd semester examination and a candidate who has appeared in 3rd semester examination will be promoted to 4th semester examination irrespective of any number of courses (subjects) cleared/passed by him/her.

3.4.3 A candidate who has neither filled examination form nor deposited the required amount of Examination fees and/or detained due to shortage of attendance or failing in sessionals in a particular semester will have to repeat the same semester which shall commence after about a year as a regular candidate.

3.4.4 A candidate has to clear/pass all subjects of 1st semester and 2nd semester for admission in 5th semester and 6th semester respectively.

3.4.5 A candidate appearing in sixth semester will not be issued any marksheet or provisional certificate after sixth semester until he/she has passed all the semesters.

3.5 English shall be the medium of instruction of examination for the course of study.

3.6 If a candidate is failing in any one or more TA (Teacher's Assessment), he/she will not be eligible to appear in ESE (End Semester Exam) thus will have to repeat the semester, and will be perusing BA system instead of AB system or vica-versa.

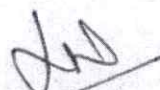
4.0 PASSING EXAMINATIONS

4.1 BASIS OF MARKS

4.1.1 The performance of a candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks for Theory, 60 marks for Practical subjects and 30 marks for the teacher's assignment for theory and 20 marks teacher's assignment for practical.

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- 4.1.2 There shall be Class test (CT) and End Semester Examination (ESE) and Teacher's Assessment (TA) for each Theory paper and ESE and TA for each practical with the following distribution and passing standards.

Name of Examination	Minimum Passing Marks
Class Test (CT) Theory (College level)	NIL
End Semester Exam (ESE) Theory (University level)	40%
Practical (University level)	50%
Teacher's Assessment (TA) of Theory & Practical	60% each
Total of ESE, CT & TA in Theory	35%
Practical	50%

- 4.1.3 For the evaluation of End Semester Exam in Practicals, one external examiner shall always be there from outside the College/Institution and one internal examiner from the College/Institution.

- 4.1.4 There will be at least two class tests in each theory subject in a semester. Teacher's assessment in each theory and/or practical will be based upon home assignments, quizzes, take home tests, viva-voce, attendance, group discussion, tutorials etc.

4.2 BASIS OF CREDITS

- 4.2.1 One period of contact in lecture (L) and two periods of contact in tutorial (T) or practical (P) will be equal to one credit. Thus, $Credit = \{L + (T+P)/2\}$. Credit in a subject will be a full, not in a fractional number. If a credit in a subject turns out in fraction than it will be taken as next full number.

- 4.2.2 A candidate shall earn all the credits allotted to a semester only when he/she passes the said semester.

5.0 DURATION OF A SEMESTER

- 5.1 There shall be normally fourteen weeks of teaching in every semester.
- 5.2 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.

6.0 MERIT LISTS

- 6.1 Merit list of top 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in first attempt.

- 6.2 Final merit list shall be declared by the University only after the main examination of the sixth and final semester for BBA degree, on the basis of the integrated

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performance of all the four years. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

7.0 ATTENDANCE

7.1 Candidates appearing as regular students for any semester examination are required to attend 85 percent of the lectures delivered and of the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.

7.2 A candidate who fails to secure the attendance below 70% (including the concession contained in clause 7.1 above) shall be liable to be detained by a general or a special order of the Vice Chancellor or the Principal as the case may be, from taking semester examination and will be required to take re-admission in same semester whenever the semester classes commence.

8.0 If a candidate has passed a semester examination in full he/she shall NOT be permitted to reappear in that examination for improvement in division/marks or any other purpose.

8.1 The maximum duration of the course shall be sixth (6) years.

9.0 ASSESSMENT AND GRADING

9.1 MODE OF ASSESSMENT AND EVALUATION

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home exam, closed and open book tests, group assignments, viva-voce, quizzes etc. Similarly, there will be two or three class tests in a semester the results of which will be shown to the class students along with test answer books under intimation to the University. However, ESE will have to be conducted by the college/institute through affiliating university. Weightings of CT, TA and ESE will be as given in the scheme of examination.

9.2 GRADING SYSTEM

Percentage as well as absolute grading system will be followed. In every subject, theory or practical, a candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course.

Letter Grade (LG) :	A+	A	B+	B	C+	C	F
Grade Point (GP) :	10	9	8	7	6	5	0

Grades will be awarded for every subject, theory and practical separately. This will be done as described below.

9.3 ABSOLUTE GRADING SYSTEM

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The absolute grading system of the type explained below will be adopted for theory and practical subjects

Grades	THEORY	PRACTICAL
A+	$85 \leq \text{Marks} \leq 100\%$	$90 \leq \text{Marks} \leq 100\%$
A	$75 \leq \text{Marks} < 85\%$	$82 \leq \text{Marks} < 90\%$
B+	$65 \leq \text{Marks} < 75\%$	$74 \leq \text{Marks} < 82\%$
B	$55 \leq \text{Marks} < 65\%$	$66 \leq \text{Marks} < 74\%$
C+	$45 \leq \text{Marks} < 55\%$	$58 \leq \text{Marks} < 66\%$
C	$35 \leq \text{Marks} < 45\%$	$50 \leq \text{Marks} < 58\%$
F	$0 \leq \text{Marks} < 35\%$	$0 \leq \text{Marks} < 50\%$

Thus letter grades A+, A, B+, B, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

9.4 FAIL GRADE "F"

Additionally, further categorizations of F will be

- FF : Failing in any theory/practical subject.
- FI : Incomplete grade failing to appear in ESE due to illness or so but otherwise satisfactory performance, thus eligible for re-exam in that subject.
- FS : Failing in sessionals, i.e. in TA, so repeat the semester.
- FX : Failing due to short of attendance so repeat the semester.
- WW : Result withheld due to various reasons.
- FA : Failing due to aggregate marks being less than 50% of total marks, so eligible to appear in maximum four subjects (theory only) of one's choice.

9.5 CONSTRAINTS OF MINIMUM QUALIFYING MARKS

To be eligible to secure a letter grade A+ to C a candidate must

- Be eligible to appear in a ESE, a candidate must score minimum 60% marks in TA in each theory and/or practical separately failing which he/she will have to repeat the semester.
- No minimum score requirement of marks in CTs.
- Minimum score 40% marks in each theory paper,
- Minimum score 50% marks in each practical exam,
- Minimum score 50% of total aggregate marks.

9.6 SEMESTER PERFORMANCE INDEX (SPI)

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 + C_2 + \dots] i} = \frac{[\sum CG] i}{[\sum C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

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9.7 CUMULATIVE PERFORMANCE INDEX (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his admission to the degree program with 50% weightage of I and II semester marks and 100% for remaining semesters. Thus, CPI in i-th semester with "i" greater than 2 will be calculated as

$$CPI_i = \frac{0.5 (N_1 + N_2) + \sum_{i=3}^{i \geq 3} N_i}{0.5 (D_1 + D_2) + \sum_{i=3}^{i \geq 3} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his CPI is changing.

9.8 AWARD OF CLASS OR DIVISION

9.8.1 The class/division awarded to a student with BBA Degree is decided by the student's Percentage of Marks as per the following table

•	Distinction or Honours	: 75% ≤ Marks ≤ 100%
•	Class I	: 60% ≤ Marks < 75%
•	Class II	: 50% ≤ Marks < 60%

9.8.2 Division shall be awarded only after the sixth and final semester examination, based on integrated performance of the candidate for all the three years.

9.8.3 No candidate shall be declared to have passed the final BBA unless he/she has fully passed all the previous examinations of the sixth semesters. The results of the sixth and final semester of those candidates who have not passed examination of any previous semester will be withheld. They, however, will be informed about the deficiency. He/she shall be deemed to have passed the final BBA examination in the year in which he/she passes all the examinations of all eight semesters.

9.9 TRANSCRIPT

The transcript issued to a student after completion of the course will contain consolidated record of all the courses taken by the student, grades obtained and the final CPI with class or division obtained.

"However Transcript may also be issued to a student after completion of the 1st semester".

10 ELIGIBILITY OF ADMISSION IN A SEMESTER

10.1 A candidate, who has appeared in first semester examination, will be promoted to 2nd semester irrespective of any number of subjects cleared/passed by him/her.

10.2 A candidate, who has appeared in 2nd semester examination, will be promoted to 3rd semester examination and a candidate who appeared in 3rd semester examination will be

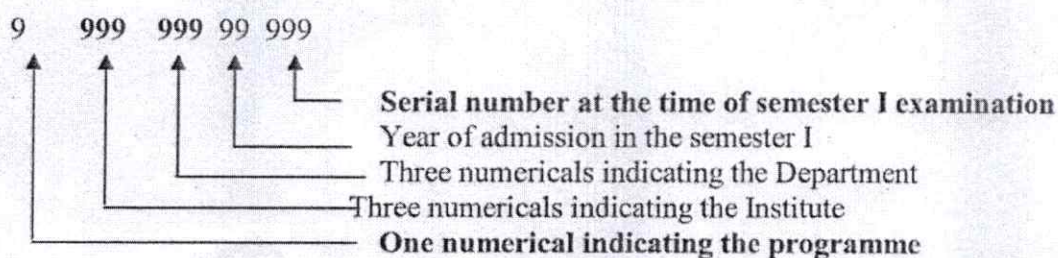
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promoted to 4th semester examination irrespective of any number of subjects cleared/ passed by him/her.

10.3 A candidate has clear /pass all the subjects of 1st semester and 2nd semester for admission in 5th semester and 6th semester respectively.

10.4 **CARRY OVER:** A candidate shall be allowed to carry over all the subjects, i.e. theory and practical of a semester in the higher semester as per section 10 above. He/She shall be required to clear the next ESE only in those subjects (theory/practical) in which he was awarded WW or FI or FF grades.

10.5 ***ROLL NO.:** Every student will be allotted a unique roll number in the following format till he completes the degree program.



11.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination, the following rules shall be observed:

11.1 Deficiency upto 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessionals in first attempt) by availing 5 Grace Marks.

11.2 While declaring result of the candidate, no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause 11.1 After condoning the deficiency, the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

11.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-chancellor in the DEGREE examination. This benefit will not, however, be available to a candidate getting advantage under clause 11.1.

12.0 RETOTALING OF MARKS AND REVALUATION

12.1 RETOTALING:

12.1.1

Any candidate, who has appeared in an examination conducted by the University, may apply to the Controller of Examination for retotaling of the marks for any one or two theory subjects.

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12.1.2 Such applications must be made on the prescribed forms along with the requisite fee within 15 days from the date of declaration of result to the respective Principals of the Institution in which the candidate is studying.

12.1.3 The work of retotaling i.e. re-totaling does not include re-examination of the answer books. It is done with a view to see whether there has been any mistake in totaling of the marks assigned to individual answers or in the form of omitting the marks assigned to any answer.

12.2 REVALUATION

A candidate may apply to the Registrar for revaluation of his/her answer books in the prescribed form within 10 days from the declaration of the result of the regular examination.

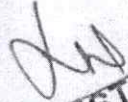
Provided also that no revaluation shall be allowed in case of scripts of practicals, field work, sessional work tests and thesis submitted in lieu of paper at the examination.

12.3 No retotaling or revaluation shall be allowed in case of practicals, teacher's ssessment and class tests by the University.

12.4 For specific/ special case not taken up in this Ordinance, the Kulpati/Vice Chancellor has the power to decide.

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