

(Spread Over Six - Semesters)

The Ordinance Provides for admission, examinations and other incidental matters relating to the Bachelor of Business Administration also known as B.B.A. which is a three years integrated course spread over six semesters, two semesters in the first year, two semesters in the second year and the remaining two semesters in the third year.

ADMISSION ELIGIBILITY :-

1) A candidate seeking admission to the first semester of the course shall be required to possess a pass certificate of the Intermediate Examination (i.e. 10+2) in any discipline with second division (at least 50% marks in aggregate), of M.P.Board of Secondary Education or any other Board equivalent thereto.

Admission to the first semester shall be made on the basis of admission process consisting of a written admission test and personality test-cum-interview carrying a total weightage of 100 marks. The weightage of written test will be 75 marks and that of personal interview 25 marks. The detailed rules of selection will be framed and notified by the Institute of Management year to year.

Admission will be made to first semester only in the first instance.

An applicant for the B.B.A. Examination prosecuting a course of study leading to the Bachelor in Business Administration shall not be permitted to take up any other examination or course of the university, simultaneously.

- (5) Each candidate will have to have 75% attendance in each class/course/seminars in order to be eligible to appear in the end, semester examinations.

EXAMINATION :-

- (1) Subject to the provision of this ordinance, the scheme of examination and the syllabus and text books will be prescribed or recommended in connection with any subject for any of the examination covered by this ordinance and the conditions on which the students shall be admitted to such examination, shall be in accordance with the provision made by the Academic council after considering the recommendations of the Board of studies and the Faculty of Commerce and Management.
- (2) The assessment of the candidate will be based on Internal Assessment (10 marks in each paper) and the end semester examination carrying 40 marks in each paper. The minimum pass mark in each segment will be 40% i.e. 4 out of 10 and 16 out of 40 marks. The marks of internal assessment will be the part of over all assessment. The internal assessment scheme will be prepared by a three men committee of the Institute. The Director/Dean will be the chairman of this committee. The Co-ordinator of B.B.A. Programme will act as secretary and the third member will be nominated by the Staff Council, each year. This committee will act as a final authority also in case of any complaint/discrepancy etc

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regarding internal assessment. The scheme of internal assessment will be notified in writing to the students every year.

- (3) For getting success, he/she must have secured at least 40% marks in the individual course/paper, and atleast 50% marks in the aggregate of the semester in order to be promoted to the next semester.
- (4) A student will be promoted to the next semester only after having passed atleast 4 papers of that semester out of a total of 6 papers. In the remaining two papers he/she can reappear again with the concerning ensuing semester examination as an ex-student. These examination will be known as back-paper examination.
- (5) A candidate will be allowed only two additional chances to pass in re-appearing course, If somebody failsto do sohe/she will have to leave the B.B.A. Programme for ever.
- (6) The medium of instruction and examination for this programme shall be English only.
- (7) Candidates reappearing at an examination in a subsequent year shall be examined in accordance with the scheme and syllabi in force at that time.
- (8) Division shall be awarded on the following basis:-
 - (a) First Division - 60% Marks and above.
 - (b) Second Division - 50% and above but below 60%

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- 9) A candidate of B.B.A. (any semester) will be entitled to the benefit of Vice-Chancellor's grace of one mark for passing the examination of any semester or obtaining the next division (if he loses the next division by only one mark in aggregate).
- 10) The course structure, procedure of admission test will be finalised by Head and Dean, of the Institute of Management under the guidance of Board of Studies in Commerce & Management.
- 11) The University / Institute of Management has a right to run or not to run this course / programme.
