



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).)”

DIRECTION NO. 44 OF 2024

ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF CERTIFICATE, DIPLOMA OR DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION (MAJOR) WITH HONORS / RESEARCH, DIRECTION, 2024

Whereas, the Maharashtra Public Universities Act, 2016 (VI of 2017) (hereinafter the “Act”) has been made applicable to the Rashtrasant Tukadoji Maharaj Nagpur University (herein after the “University”) w.e.f. 1st March 2017;

AND

Whereas, the University has issued Direction No.27 of 2022 dealing with the composition of the four faculties created by the Act;

AND

Whereas, Government of Maharashtra has issued G.R.s dated 20.4.2023 in order to implement the provisions of NEP 2020;

AND

Whereas, the Board of Studies in various subjects in commerce their meetings held on 27/2/2024 has prepared the scheme of examination and recommended for Four Year Bachelor of Business Administration with multiple Entry and Exit options as per the NEP 2020;

AND

Whereas, Direction No.40 of 2023, governing Bachelor of Business Administration program till date has been lapsed;

AND

Whereas, the faculty of Commerce and Management in its meeting held 16/3/2024 vide item No. 9. has considered, accepted and recommended to Academic Council for Bachelor of Business Administration (Major) in the Faculty of Commerce and Management syllabi with draft direction and the Scheme of examination of Semester-I to VIII;

AND

Whereas, the Academic Council in its meeting held on 22/4/24 vide item no.2D has considered, accepted and recommended the same to the Management Council,

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AND

Whereas, as per the provisions of section 73 (1) of the Act an Ordinance is required to be made for laying down the conditions under which students can be admitted to any course of study leading to the award of degrees, diplomas, certificates, and other academic distinctions;

AND

Whereas, making of an Ordinance is a time consuming process and there was urgency in introducing the degree course of " Bachelor of Business Administration (Major)" in the faculty of Commerce and Management necessitating issuance of a Direction by the Vice-Chancellor, in exercise of his powers under section 12(8) of the Act;

Now, therefore, I, Dr. Prashant S. Bokare, Vice-Chancellor Rashtrasant Tukadoji Maharaj University Nagpur, in exercise of my powers under section 12 (8) of the Act, do hereby issue the following Directions:

1. This Direction may be called "Admissions and Examinations leading to the award of Certificate, Diploma or Degree of BACHELOR OF BUSINESS ADMINISTRATION (Major) with Honors / Research, Direction, 2024.
2. This direction shall come into force from the academic session 2024-25.
3. INTERPRETATION CLAUSE: In this direction, unless the context requires otherwise the words, phrases and abbreviations used shall have the following meaning:
 - a. "AEC" means the Ability Enhancement Course
 - b. "AEDP" means Apprenticeship Embedded Degree Program
 - c. "Academic Council" means the Academic Council of the R T M Nagpur University, Nagpur
 - d. "ATKT" refers to Allowed to Keep the Term in higher semester
 - e. "Board of Studies" means Board of Studies for various subjects of commerce in the faculty of Commerce and Management in the University.
 - f. "CC" means Co-curricular Courses
 - g. "CIE" means Continuous Internal Evaluation which refers to the internal assessment of students conducted at the college concerned.
 - h. "Competent Authority" (for admission purpose) means an "Authority" established or assigned the duty to regulate admissions in the course by the Government of Maharashtra or an authority constituted by the University, for this purpose.
 - i. "Course" means a paper/subject (theory or practical) prescribed for any semester of the programme.
 - j. "Credit" (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and a multiplier of half (1/2) for practical (laboratory) hours.
 - k. "Credit Points" refer to the product of No. of credits multiplied by the Grade Point for a given course/paper.



- l. **"Cumulative Grade Point Average (CGPA)"** refers to the Cumulative Grade Point Average weighted across all semesters.
- m. **"Degree"** means the Under Graduate Degree awarded after successful completion of the programme governed by this Direction.
- n. **"Fees"** means the fees prescribed by the University/ Shikshan Shulka Samiti of Government of Maharashtra, for the Under Graduate programme under this Direction, from time to time.
- o. **"Grade letter"** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. Grade letters are O, A+, A, B+, B, C, P, F and AB.
- p. **"Grade Point"** is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.
- q. **"Graduate programme"** means Bachelors' degree programme in Commerce.
- r. **"MOOC"** means Massive Open Online Course offered by SWAYAM/NPTEL or any other recognized University or Institution
- s. **"RASCI"** means Retailers Association's Skill Council of India
- t. **"SEC"** means Skill Enhancement Course
- u. **"SEE"** means Session End Examination
- v. **"Semester Grade Point Average (SGPA)"** refers to the performance of the student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
- w. **"Student"** means student admitted to Bachelor's Degree Programme in commerce under this direction.
- x. **"ODL"** means Online and Distance Learning
- y. **"OE"** means Open Elective Course
- z. **"University"** means The Rashtrasant Tukadoji Maharaj Nagpur University.
- aa. **"VAC"** means the Value Added Course
- bb. **"VSC"** means the Vocational Skill Course

4. **Details of eligibility for BBA semester 1 examination**

For the **BBA 1st Semester**, Examinee shall have Passed the 12th Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education/CBSE/ICSE, with English at Higher or Lower level and any Modern Indian Language at higher or lower level with any combination of optional subjects;

OR

XII Standard Examination of Maharashtra State Board of Secondary and Higher Secondary Education in Vocational Stream with one language only; OR any other examination recognized as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed Minimum Competence Vocational Course (MCVC).

OR

Any other Equivalent Examination of any State in (10+2) pattern with any combination of subjects.



The eligibility conditions prescribed in this direction are subject to the eligibility conditions prescribed by the State CET Cell which conducts the Common Entrance Test for BBA program and regulates centralized admission process through CAP rounds.

5. Duration of the Program:

There shall be Eight Examinations leading to the degree of Bachelor of Business Administration (BBA) with Major (Honours/Research) Degree, namely:

- (1) The Bachelor of Business Administration (BBA) – 1st Semester Examination,
- (2) The Bachelor of Business Administration (BBA) – 2nd Semester Examination,
- (3) The Bachelor of Business Administration (BBA) – 3rd Semester Examination,
- (4) The Bachelor of Business Administration (BBA) – 4th Semester Examination,
- (5) The Bachelor of Business Administration (BBA) – 5th Semester Examination,
- (6) The Bachelor of Business Administration (BBA) – 6th Semester Examination,
- (7) The Bachelor of Business Administration (BBA) – 7th Semester Examination and
- (8) The Bachelor of Business Administration (BBA) – 8th Semester Examination

NOTE: A student is required to complete the 4 Year Degree Program in maximum 7 years from date of admission to 1st Year

6. Student progression path and provisions for Multiple Entry and Exit

A. Duration of the BBA Program shall be FOUR academic years divided into EIGHT semesters with the provision for multiple exits as mentioned here:

- a. A student can exit the program after successful completion of 1st and 2nd semesters having earned requisite number of credits (40) as mentioned in the scheme of examination and additional 'Skill Enhancement Course' with 4 credits. Such a student shall be eligible for the award of 'UG Certificate in Business Administration' by the University.
OR a student can continue the program in 2nd year.
- b. A student can exit the program after successful completion of 1st, 2nd, 3rd and 4th semesters having earned requisite number of credits (84) as mentioned in the scheme of examination and additional 'Skill Enhancement Course' with 4 credits. Such a student shall be eligible for the award of 'UG Diploma in Business Administration' by the University.
OR a student can continue the program in 3rd year.
- c. A student can exit the program after successful completion of 1st, 2nd, 3rd, 4th, 5th and 6th semesters having earned requisite number of credits (124) as mentioned in the scheme of examination. Such a student shall be eligible for the award of 'Bachelor of Business Administration (Major) with Minor' degree by the University.
OR a student can continue the program in 4th year for either HONOURS or RESEARCH degree.
- d. A student, on successful completion of all the 8 semesters and having earned requisite number of credits (164) as mentioned in the scheme of examination shall be eligible for the award of either 'Bachelor of Business

Administration (Honours) Degree with Major and Minor' OR 'Bachelor of Business Administration (Research) Degree with Major and Minor'

B. Re-entry or Lateral Entry

- a. Students, opting for exits at any level, will have the option to re-enter the programme from where they have left off, in the same or in a different higher education institution within three years of exit and complete the degree programme within the stipulated maximum period of SEVEN years from the date of admission to first year.
- b. Re-entry at various levels for lateral entrants in academic programmes shall be based on the earned and valid credits as deposited and accumulated in the Academic Bank of Credits (ABC) through Registered Higher Education Institutions and proficiency test records.
- c. Lateral entry into the programme of study leading to the UG Diploma / Three Year UG Degree / Four Year Bachelor's Degree with Honours/Research will be based on the validation of prior learning outcomes achieved and subject to availability seats based on intake capacity.

Eligibility for Award of Certificate/Diploma/Degree/Honours or Research Degree

Semester Completion	No. of Minimum Credits Required	Additional Credit Requirement	Eligible For
I and II	44	4 credits for NSQF Course/ Course approved by Centre of Life-Long Learning, RTMNU/Internship	UG Certificate in Business Administration OR Continue with Major
III and IV	88	4 credits for NSQF Course/ Course approved by Centre of Life-Long Learning, RTMNU/Internship	UG Diploma in Business Administration OR Continue with Major and Minor
V and VI	128	Not Required	Bachelor of Business Administration Degree with Major and Minor OR Continue with Major and Minor
VII and VIII	168	Not Required	Bachelor of Business Administration Degree (Honours/Research) With Major and Minor

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7. The examinations specified in clause 5 above shall be held twice a year at such places and on such dates as may be fixed by the University.
8. A collegiate student shall have pursued a regular course of study for not less than 90 days in a semester of the academic session before being examined for any semester examination of **BBA** in any recognized institution and/or college affiliated to Rashtrasant Tukadoji Maharaj Nagpur University where the BBA programme is conducted.
9. Without prejudice to the other provisions of Ordinance No. 6 relating to the Examinations in General, the provisions of Paragraphs 5, 7, 8, 10, 26 and 31 of the said Ordinance shall apply to every collegiate candidate.
10. The fees for the examination shall be as prescribed by the University from time to time and whenever any change is made in the fees prescribed for any examination that shall be notified through a notification for information of the examinees concerned.

11. Types of Courses

A student admitted to this program is required to undergo and successfully complete the following types of courses as mentioned in the scheme of examination:

Sr. No.	Course Type	Choice for Selection
1.	Major Subject	A student is required to select a 'MAJOR' subject from amongst the choices provided in this scheme of examination in the 3rd semester . The last date for selection of 'Major' subject may be decided by the college but it shall not be later than 15 days after commencement of classes for 3rd Semester . Change of major subject shall not be permitted after the examination form is submitted. A student should continue the same 'MAJOR' in all semesters throughout the programme. (Annexure-VI)
2.	Minor Subject	A student is required to select a 'MINOR' subject available in respective semester from amongst the choices in this scheme of examination or any other degree program offered by the university in any other faculty at the time of admission to 3rd Semester . Change of 'Minor' subject shall not be permitted after the examination form is submitted. A student should continue the same 'MINOR' in all semesters throughout the programme. (Annexure – II)
3.	Open Elective Course (OE)	A student is required to select an 'OPEN ELECTIVE COURSE' from the 'Open Elective Basket' of any program offered by the university in any faculty before filling the examination form for the semester concerned. Such an 'OPEN ELECTIVE' cannot be selected from the subjects

		<p>chosen by a student as 'Major' or 'Minor' subjects. (Annexure – III)</p> <p>OR</p> <p>A student is allowed to earn credits for 'OPEN ELECTIVE COURSE' by successfully completing online courses of equivalent credits from SWAYAM/NPTEL learning platforms or from other Higher Education Institutions affiliated to RTM Nagpur University or institute of national repute like IITs, IIMs, IISCs, IIITs, NITs. However, this needs to be informed by a student to the university through college before commencement of the semester and an application for transfer of credits is required to be made by student.</p> <p>If a student completes an 'OPEN ELECTIVE COURSE' from other faculty or online learning platform having more than 2 credits, it will be considered equivalent to 2 credits in this program.</p>
4.	Vocational Skill Course (VSC)	<p>A student is required to successfully complete the 'VOCATIONAL SKILL COURSE' as mentioned in this scheme of examination. This course must be a course corresponding to the 'MAJOR' selected by a student. (Annexure – VIII)</p>
5.	Skill Enhancement Course (SEC)	<p>A student is required to select a 'SKILL ENHANCEMENT COURSE' from the basket provided by the university for this purpose. (Annexure – IV)</p> <p>OR</p> <p>A student is allowed to earn credits for 'SKILL ENHANCEMENT COURSE' by successfully completing online courses of equivalent credits from SWAYAM/NPTEL learning platforms or from other Higher Education Institutions affiliated to RTM Nagpur University provided they are approved by the competent authority of RTM Nagpur University or the courses from 'Sector Skill Council.' However, this needs to be informed by student to the university through college before commencement of the semester and an application for transfer of credits is required to be made by student.</p> <p>If a student completes an 'SKILL ENHANCEMENT COURSE' from other faculty or online learning platform having</p>

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		more than 2 credits, it will be considered equivalent to 2 credits in this program.
6.	Ability Enhancement Course (AEC)	A student is required to undergo and successfully complete the 'ABILITY ENHANCEMENT COURSE' as mentioned in this scheme of examination. (Annexure – VII)
7.	Indian Knowledge System Course (IKS)	A student is required to undergo and successfully complete the 'INDIAN KNOWLEDGE SYSTEM COURSE' as mentioned in this scheme of examination. (Annexure – X)
8.	Value Education Course (VEC) / Value Added Course (VAC)	A student is required to undergo and successfully complete the 'VALUE EDUCATION COURSE' / 'VALUE ADDED COURSE' (for Retail Operations Management as mentioned in this scheme of examination. (Annexure – IX)
9.	Co-Curricular Course (CC)	A student is required to select a 'Co-Curricular Course' from amongst the basket provided under the direction/regulation governing BBA Program. (Annexure – V) This course must be completed at the college where the student has taken admission and transfer of credit is not permissible for this type of course.
10.	Field Project (FP)/On Job Training (OJT)/Community Engagement Project (CEP)/Research Project (RP)	A student is required to undergo and successfully complete this course as mentioned in the scheme of examination under the guidance of supervisor/mentor assigned by the college. This course must be corresponding to the 'MAJOR.' This course must be completed at the college where the student has taken admission and transfer of credit is not permissible for this type of course. (Annexure – XI)
11.	Apprenticeship Embedded Degree Program (AEDP)	This is a separate vertical for major in ' Retail Operations Management ' that can be offered by any affiliated college approved by AICTE. The intake for this major shall be within the sanctioned permissible intake of the college. There shall be a separate 'Scheme of Examination and Credit Framework' for this major (Annexure – XII)

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12. Availability 'Major' and 'Intake Capacity'

All HEIs affiliated to the University for offering BBA Program in the Faculty of Commerce and Management shall adhere to the following:

Affiliated Program	Sanctioned Intake	'Major' to be offered
Bachelor of Business Administration	As approved by the University	<ul style="list-style-type: none"> • Marketing Management • Financial Management • Human Resource Management • Business Analytics • Retail Operations Management
<p>NOTES:</p> <ol style="list-style-type: none"> a. Total intake capacity for the program as approved by the university shall remain the same and be divided amongst the 'Major' subjects allowed for BBA program. b. The COLLEGE may offer a particular 'Major' or 'Minor' subject depending on the availability of students and teachers. c. The COLLEGE is not expected to force any student to opt for a particular subject where a choice is provided in the scheme of examination. 		

13. Minor Subjects:

All colleges affiliated to the University for offering BBA Program may offer all/any of the following as 'MINOR' subject/s as mentioned in this scheme of examination:

- I. Entrepreneurship Development
- II. Marketing Management
- III. Financial Management
- IV. Human Resource Management
- V. Business Analytics

In addition, a student can opt for any 'Major' subject available at the HEI as a 'Minor' subject to the conditions of **Annexure – II**.

- 14.** All colleges affiliated to the University offering BBA Program are required to put up a list of 'Major' and 'Minor' subjects it is offering on the Notice Board as well as on the website of the college to make students aware about the availability of subjects. Moreover, colleges are expected to define and display the 'Standard Operating Procedures' for the college staff members and students to facilitate the process of selecting 'Major' and 'Minor' subjects.

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15. In pursuance with the National Education Policy 2020 and a Government Resolution No. NEP-2020/प्र.क्र.09/विशी-3/शिकाना dated 20th April 2023 issued by the Government of Maharashtra, the credit framework for BBA Program shall be as mentioned in **Annexure - I**.

16. Induction Program

The students enter an institution with aspirations and expectations, they come with diverse thoughts, backgrounds, and preparations. It is important to help them adjust to the new environment and inculcate in them the ethos of the institution with a sense of larger purpose. Keeping in the view about the pre-requisite for every aspiring students of business management, a comprehensive induction programme for First Year Students of BBA is the need of the hour. This induction programme talks about detailed coverage on following areas - Introduction to the Academic Framework, Understanding Institutional Culture and Values, Skill Development, Industry and Career Awareness, Personal and Professional Growth, Building Leadership and Teamwork Skills etc. This Compulsory Induction Program aimed at instilling core values and ethics in students, setting a precedent for a holistic educational journey that mirrors global standards. Therefore, a detailed induction programme content has been designed having around 35-40 hours of sessions and activities. The topics and contents are as follows-

Sr. No.	Topic	Contents
1	Understanding Institute's Culture	Registration and Welcome; Welcome Address by Dean/Principal; Speech by a Distinguished Guest (Industry Expert/Alumni); Embracing the University's/ Institute's Ethos and Values, Introduction to staff of institute/ university through creative games
2	Academic Skill Development	Enhancing Core Academic Skills through workshops on Time Management and Productivity, Writing Skills, Case Study, Mind Mapping, Group Discussions, and Self Assessment
3	Goal Setting and Psychometric Evaluation	Goal Setting theories and workshops, Motivational lectures by eminent guest and movie screening for elaborating management functions
4	Understanding Relevance of Human values, Social and Cultural Heritage of India in Business Perspective	Indian ethos and values- relevance of Indian ethos, Indian work ethos and Principles of Indian ethos for Management, Cultural influences on business practices- benefits from the culture knowledge- culture insights into social responsibility, Principles Practiced by Indian Companies, Role of Indian Ethos in Managerial Practices
5	Maintaining Physical Health and Mental Wellness	YOGA- few basic asanas and some breathing techniques ZUMBA- Zumba is a great confidence and a great way to relieve stress for all while having fun and getting in a great

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		work out. Guidelines for healthy eating, the importance of good nutrition and physical activity in weight management and the problems associated with fad diets and quick weight-loss methods
6	Essentials of Communication Skills	Application of Voice Modulations, Diction and Speech in day to day business world for effective and creative communication; Public Speaking Workshops
7	Industry Insight	Interactive session with a business leader/entrepreneur; Introduction to Institute Industry Association; Assistance and Support for Development of Entrepreneurship, Alumni sharing experiences and career paths
8	Creating Social Media and Corporate Presence	Workshop on Personal Branding and Networking - LinkedIn profiles, resume writing, and networking tips
9	Group Dynamics using Team Building Games	Collaboration and Leadership Development; Leadership Styles and Team Dynamics; Team Building Exercises; Management games to develop adaptability, flexibility, and critical thinking
10	Introduction to MS Office	Icebreaker Activity: A quick quiz on current knowledge of MS Office Introduction to MS Word - Basic Document Formatting, Advanced Formatting and Layout Tools; Introduction to MS Excel - Data Organization and Sorting , Creating Charts and Visualizations Introduction to PowerPoint - Slide Design and Layout, Transitions, Animations, and Multimedia

17. Teaching and Examination Scheme for BBA Programme

A teaching and examination scheme for students admitted to the BBA Program shall be as follows:

(IMPORTANT: This scheme is not applicable for the AEDP in Retail Operations Management, a separate teaching and examination scheme for AEDP in Retail Operations Management is mentioned in Annexure – XII)

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Bachelor of Business Administration (BBA)
BBA – Semester I

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Examination Scheme					Credits
				Total Hours Per Week			Max. Marks (TH) *	Max. Marks (P)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
1.	Core	Management Principles		3	-	3	80	-	20	100	40	3
2.	Core	Managerial Economics		3	-	3	80	-	20	100	40	3
3.	OE	To be selected from common basket (Annexure – III)		2	-	2	80	-	20	100	40	2
4.	OE	To be selected from common basket (Annexure – III)		2	-	2	80	-	20	100	40	2
5.	VSC	Computer Application in Business/ Content Writing (Annexure – VIII)		1	2	3	-	50	50	100	50	2
6.	SEC	To be selected from common basket (Annexure – IV)		1	2	3	-	-	100	100	50	2
7.	AEC	English (Annexure – VII)		1	2	3	50	-	50	100	40	2
8.	VEC	Environmental Studies (Annexure – IX)		2	-	2	80	-	20	100	40	2
9.	IKS	Indian Economics and Business Model (Annexure – X)		2	-	2	80	-	20	100	40	2
10.	CC	To be selected from common basket (Annexure – V)		-	4	4	-	-	100	100	50	2
		TOTAL		17	10	27	530	50	420	1000	430	22

*Semester End Examination which is mandatorily required to be appeared by every student

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.

BBA – Semester - II

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Examination Scheme					Credits
				Total Hours Per Week			Max. Marks (TH) *	Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
1.	Core	Cost and Management Accounting		3	-	3	80	-	20	100	40	3
2.	Core	Business Law		3	-	3	80	-	20	100	40	3
3.	Minor	Foundations of Functional Management (Annexure – II)		2	-	2	80	-	20	100	40	2
4.	OE	To be selected from common basket (Annexure – III)		2	-	2	80	-	20	100	40	2
5.	OE	To be selected from common basket (Annexure – III)		2	-	2	80	-	20	100	40	2
6.	VSC	Office Management (Annexure – VIII)		1	2	3	-	50	50	100	50	2
7.	SEC	To be selected from common basket (Annexure – IV)		1	2	3	-	-	100	100	50	2
8.	AEC	Aptitude Development – I (Annexure – VII)		2	-	2	-	-	100	100	40	2

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9.	VEC	Constitution of India (Annexure – IX)		2	-	2	80	-	20	100	40	2
10.	CC	To be selected from common basket (Annexure – V)		-	4	4	-	-	100	100	50	2
		TOTAL		18	8	26	480	50	470	1000	430	22

* Semester end examination

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.
4. The Session End Examination of 'Constitution of India' will be conducted by the college on behalf of university as per the Time Table and Question Paper provided by the university.

BBA – Semester – III

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Examination Scheme					Credits
				Total Hours Per Week			Max. Marks (TH) *	Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
1.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
2.	Major	As per Basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
3.	Minor	As per basket (Annexure – II)		4	-	4	80		20	100	40	4
4.	OE	To be selected from common basket (Annexure – III)		2	-	2	80		20	100	40	2

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5.	VSC	Understanding Business Documentation (Annexure – VIII)		1	2	3	-	50	50	100	50	2
6.	AEC	Aptitude Development – II (Annexure – VII)		2	-	2	-	-	100	100	40	2
7.	FP	Field Project (Annexure – XI)		-	4	4	-	50	50	100	50	2
8.	CC	To be selected from common basket (Annexure – V)		-	4	4	-	-	100	100	50	2
		TOTAL		17	10	27	320	100	380	800	350	22

* Semester end examination

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all Semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.

BBA – Semester – IV

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Max. Marks (TH) *	Examination Scheme				Credits
				Total Hours Per Week				Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
1.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
2.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
3.	Minor	As per basket (Annexure – II)		4	-	4	80	-	20	100	40	4
4.	OE	To be selected from common basket (Annexure – III)		2	-	2	80	-	20	100	40	2
5.	SEC	To be selected from common basket (Annexure – IV)		1	2	3	-	-	100	100	50	2

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6.	AEC	English (Annexure – VII)		1	2	3	50	-	50	100	40	2
7.	CEP	Community Engagement Project (Annexure – XI)		-	4	4	-	50	50	100	50	2
8.	CC	To be selected from common basket (Annexure – V)		-	4	4	-	-	100	100	50	2
		TOTAL		16	12	28	370	50	380	800	350	22

* Semester end examination

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all Semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.

BBA Semester – V

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Examination Scheme					Credits
				Total Hours Per Week			Max. Marks (TH) *	Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
1.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
2.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
3.	Major Elective	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
4.	Minor	As per basket (Annexure – II)		4	-	4	80	-	20	100	40	4
5.	VSC	Event Management Skills (Annexure – VIII)		1	2	3	-	50	50	100	50	2
6.	FP OR CEP	Field Project OR Community Engagement Project (Annexure – XI)		-	4	4	-	50	50	100	50	2

		TOTAL		17	6	23	320	100	180	600	260	20
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* Semester end examination

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all Semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.

BBA Semester – VI

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Examination Scheme					Credits
				Total Hours Per Week			Max. Marks (TH) *	Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
1.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
2.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
3.	Major Elective	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
4.	Minor	As per basket (Annexure – II)		4	-	4	80	-	20	100	40	4
5.	OJT/Intership	On Job Training (SIP) (Annexure – XI)		-	8	8	-	50	50	100	50	4
		TOTAL		16	8	24	320	50	130	500	210	20

* Semester end examination

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all Semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.

BBA Semester – VII (For UG Degree with Hons.)

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Examination Scheme				Credits
				Total Hours Per Week					Total Marks		

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				Theory	Practical	Total	Max. Marks (TH) *	Max. Marks (CIE)		Min. Passing Marks	
1.	Major	As per basket (Annexure – VI)		4	-	4	80	20	100	40	4
2.	Major	As per basket (Annexure – VI)		4	-	4	80	20	100	40	4
3.	Major	As per basket (Annexure – VI)		4	-	4	80	20	100	40	4
4.	Major Elective	As per basket (Annexure – VI)		4	-	4	80	20	100	40	4
5.	Minor	Research Methodology (Annexure – III)		4	-	4	80	20	100	40	4
		TOTAL		20	-	20	400	100	500	200	20

* Semester end examination

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all Semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.

BBA Semester – VIII (For UG Degree with Hons.)

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Examination Scheme					Credits
				Total Hours Per Week			Max. Marks (TH) *	Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
1.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
2.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
3.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4

4.	Major Elective	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
5.	OJT	On Job Training (Annexure – XI)		-	8	8	-	50	50	100	50	4
		TOTAL		16	8	24	320	50	130	500	210	20

* Semester end examination

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all Semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.

BBA Semester – VII (For UG Degree with Research)

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Examination Scheme					Credits
				Total Hours Per Week			Max. Marks (TH) *	Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
1.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
2.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
3.	Major Elective	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
4.	Minor	Research Methodology (Annexure – II)		4	-	4	80	-	20	100	40	4
5.	RP	Research Project (Annexure – XI)		1	6	7	-	50	50	100	50	4
		Total		17	6	23	320	50	130	500	210	20

* Semester end examination

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all Semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.



BBA Semester – VIII (For UG Degree with Research)

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme			Examination Scheme					Credits
				Total Hours Per Week			Max. Marks (TH) *	Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
1.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
2.	Major	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
3.	Major Elective	As per basket (Annexure – VI)		4	-	4	80	-	20	100	40	4
4.	RP	Research Project (Annexure – XI)		2	12	14	-	50	50	100	50	8
		TOTAL		14	12	26	240	50	110	400	170	20

* Semester end examination

Note:

1. TH = Theory, CIE= Continuous Internal Evaluation
2. SEE for Theory as well as Practical examinations as mentioned above shall be conducted by the University for all Semesters.
3. In case, a student is opting out any of the above course (subject to conditions of this scheme) and bringing credits from any other institutes/online courses outside the scheme, the marks/grades obtained by student shall be certified by the Principal and be submitted to the university as CIE marks.

18. Credit Specifications:

- a. Theory/Tutorial Courses: A minimum of 15 hours of teaching per credit is required in a semester (One hour/credit/week).
- b. Laboratory/Performance Based Courses: A minimum of 30 hours in laboratory or Performance Based activities per credit is required in a semester (2 hours/credit/week). Performance based activities include Studio activities, Workshop based activities, internship, Apprenticeship, Field based learning, community engagement learning, etc.
- c. Each semester will consist of at least 15 weeks of Academic Work equivalent to 90 actual teaching days.

19. Guidelines for calculation of workload of teachers:

- a. Instructional hours of 'Ability Enhancement Courses' and 'Value Education Courses' shall be considered for calculating the workload of language teachers.

If needed, 'Co-curricular Courses' may also be considered for calculation of workload of language teachers.

- b. Instructional hours of all courses other than 'AEC' and 'VEC' shall be considered for calculating the workload of commerce teachers.
- c. Since the program has practical based courses, the workload of commerce teachers for practical courses shall also be calculated on the basis of batch size for various courses as directed by the Government of Maharashtra from time to time.

20. Assessment

- The final total assessment of examinees is made in terms of Continuous Internal Evaluation (CIE) and Session End Examination (SEE) for each course/subject taken together.
- Expected classroom activities shall consist of: (a) Group Discussion (b) Seminars (c) Power Point Presentations (d) Elocution (e) Debate (f) Role Play (g) Case Studies (h) Educational Games. The teacher is expected to undertake a minimum of four of the aforesaid activity.

Continuous Internal Evaluation

1a	Subject wise class test conducted by the teacher concerned	05 Marks
1b	An assignment based on curriculum to be assessed by the teacher concerned	05 Marks
1c	Participation and performance in activities conducted by the teacher concerned	10 Marks
1	Continuous Internal Evaluation Total marks	20

- In case of Courses having more than 20 marks for CIE, a scheme of evaluation is appended with the detailed syllabus of the course.
- The CIE marks will be communicated to the University at the end of each semester, but before the semester end examinations / as instructed by the university. These marks will be considered for the declaration of the results.
- The record of CIE marks, evaluation & results should be maintained for a period of **THREE years** by the respective institute/college for verification by the competent authority.
- In case of 'Retail Operations Management (AEDP)', the evaluation for OJT shall be carried out by the RASCI and be communicated in the format prescribed by the university.

21. Standard of Passing

The scope of the subject, percentage of passing in Theory, Practical and Continuous Internal Evaluation will be governed as per following rules:

- (i) To pass the Bachelor of Business Administration (BBA) 1st, 2nd, 3rd, 4th, 5th, 6th, 7th and 8th Semester Examinations, an examinee shall obtain not less than 40% (Grade 4) marks in each theory course/paper, taking CIE & SEE together. Whereas, for

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practical/performance-based examination an examinee shall obtain not less than 50 % (Grade 5) marks in each practical, taking CIE & SEE together.

- (ii) An examinee who is unsuccessful at the examination shall be eligible for admission to the subsequent examinations on payment of a fresh fee prescribed for the examination together with the conditions of the ordinance in force from time to time.
- (iii) The candidates who pass all the semester examinations in the first attempt are eligible for ranks / university merit positions.
- (iv) The results of the candidates who have passed the Semester-VIII examination but not passed the lower semester examinations shall be declared as NCL (not completed lower semester examinations). Such candidates shall be eligible for the Degree only after successful completion of all the lower semester examinations.
- (v) The successful examinees at the BBA Semester VIII examination shall be awarded division based on CGPA as follows:

CGPA	Division
7.5 and above	1 st division with distinction
6 to 7.49	1 st division
5 to 5.99	2 nd division

- (vi) Provisions of **Ordinance No. 3 of 2007** relating to the award of Grace Marks for passing and examination, securing higher division / class and for securing distinction in subject(s) shall be applicable.
- (vii) University guidelines and directions issued from time to time regarding Improvement of Results, Reassessment/Revaluation and Incentive Marks shall be applicable to BBA Program covered under this direction.

22. Grade Conversion Table and Computation of SGPA and CGPA

Grade Conversion Table (Theory)

SN	Letter Grade	Grade Point	Mark Range	Performance
1	O	9.00 - 10.00	90 - 100	Outstanding
2	A+	8.00 - < 9.00	80 - < 90	Excellent
3	A	7.00 - < 8.00	70 - < 80	Very Good
4	B+	6.00 - < 7.00	60 - < 70	Good
5	B	5.50 - < 6.00	55 - < 60	Above Average
6	C	5.00 - < 5.50	50 - < 55	Average
7	P	4.00 - < 5.00	40 - < 50	Pass
8	F	Below 4	Below 40	Fail
9	AB	0	-	Absent

Grade Conversion Table (Practical)

SN	Letter Grade	Grade Point	Mark Range	Performance
1	O	9.00 - 10.00	90 - 100	Outstanding
2	A+	8.00 - < 9.00	80 - < 90	Excellent

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3	A	7.00 - < 8.00	70 - < 80	Very Good
4	B+	6.00 - < 7.00	60 - < 70	Good
5	B	5.50 - < 6.00	55 - < 60	Above Average
6	P	5.00 - < 5.50	50 - < 55	Pass
7	F	Below 5	Below 50	Fail
8	AB	0	-	Absent

Computation of SGPA & CGPA:

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

i. 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 courses 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 manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

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

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

iv. **CGPA to Percentage (%) conversion formula:**

$$\text{Percentage (\%)} = (\text{CGPA}) * 10$$

23. Promotion to Higher Semester (A.T.K.T.):

A. The unsuccessful candidate of any semester examination shall be ALLOWED TO KEEP THE TERM (ATKT) in accordance with the following table: (Theory, Practical and Continuous Internal Evaluation of a course/subject shall be jointly considered as single passing head).

Admission to academic year	Candidate should have passed All courses of the following examination	Candidate should have filled the examination form and appeared for the following examinations	Candidate should have passed in Minimum 50% courses of the following examination (Fraction, if any should be ignored)
1 st Semester	H.S.S.C/equivalent	-----	-----

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2 nd Semester	-----	1 st Semester	-----
3 rd Semester	-----	2 nd Semester	50% courses of 1 st and 2 nd Semesters taken together
4 th Semester	-----	3 rd Semester	As Above
5 th Semester	1 st and 2 nd Semesters	4 th Semester	50% courses of 3 rd and 4 th Semesters taken together
6 th Semester	As Above	5 th Semester	As Above
7 th Semester	3 rd and 4 th Semesters	6 th Semester	50% courses of 5 th and 6 th Semesters taken together
8 th Semester*	As Above	7 th Semester	As Above

B. Note: (*) A candidate admitted to Final Semester can appear for Final Semester examination however the result of the Final Semester examination will be withheld (NCL – Not Cleared lower semester examinations) unless the candidate clears all the lower examinations of the **BBA Program**.

*Note: For calculating the requirement of fifty percent passing heads fraction if any is to be rounded off to lower digit as per the provisions of Direction no. 10 of 2019.

24. Eligibility for Award of Degree and Nomenclature of the Degree:

- A student who earns minimum 124 credits in not less than three years becomes eligible for the award of 'Bachelor of Business Administration (Major) with Minor' Degree.
- A student who earns minimum 164 credits in not less than four years becomes eligible for the award of 'Bachelor of Business Administration (Major) with Honours/Research Degree'.
- The degree certificate shall have the mention of 'Major' and 'Minor' subject opted by the student during the program.

25. Provision for BBA students admitted under previous directions:

Students admitted to BBA program under previous directions shall not be absorbed into the scheme of examination under this direction. Hence, the university shall continue to conduct these examinations for THREE years to provide opportunities to failure students of these programs. All failure students after these additional SIX attempts will be required to take admission to 1st year of BBA program as per this direction.

26. Provision for Transfer of Credits

The BBA program offered under this direction provides enhanced academic flexibility to students in terms of selecting the courses they want to learn. A student can opt for any course from any statutory/recognized University or a MOOC from SWAYAM/NPTEL in lieu of a course mentioned in this scheme of examination as 'Open Elective' and 'Skill Enhancement Course'. The mechanism for transfer of credits earned through these courses to be adhered is mentioned here:

- Every student is mandatorily required to create an ID on Academic Bank of Credits (ABC) and shall submit her/his ID to the college.

- ii. Any Course mentioned in this scheme of examination under 'Open Elective' and 'Skill Enhancement Course' can be opted out by a student for taking a MOOC from SWAYAM/NPTEL learning platform.
- iii. A student cannot opt out any course other than the courses mentioned as above.
- iv. If a student is willing to opt out any such course in a particular semester, he/she will have to select a course of equivalent or more credits available on such online learning platforms in that semester and proceed for registration for the same well before commencement of the designated semester. This is expected to ensure that the student will be able to submit the certificate in time.
- v. Registration for the online course, submission of assignments, completion of course, submission of examination form and producing the Course Completion Certificate with marks/grade to college shall be the sole responsibility of the student.
- vi. A certificate of completion of such an ODL/Online course shall be submitted by the student to the University through college before end term evaluation of designated semester.
- vii. Such a certificate shall mandatorily have the number of credits, duration of the course and grades/marks obtained by the student and shall preferably have a QR code for verification.
- viii. The college shall submit the grades/marks obtained by the student to the University along with Internal Assessment marks for the concerned examination.
- ix. **Normalization of Marks:** There is a possibility that the composition of marks for ODL/ONLINE course may deviate from the composition of marks under this scheme of examination. In such a case the total marks (Proctored Examination + Assignments) obtained by a student in ODL/ONLINE course shall be proportionately converted by taking a basis of total maximum marks prescribed in this Scheme of Examination and such normalized marks be split (Theory, Practical and CIE) in the proportion as prescribed under this scheme of examination.

Normalization Formula:

Proportionate Marks

$$= \frac{\text{Marks obtained in Online/ODL course}}{\text{Max. Marks of Online/ ODL course}} \times \text{Max. Marks under this Scheme}$$

Example:

Case	Marks under this Scheme of Examination				Marks under ODL/Online Scheme			Marks Obtained by Student		
	Max. Marks SEE (TH) *	Max Marks SEE (PR)	Max. Marks (CIE)	Total Marks	Max. Marks Proctored Examination (SEE)	Max. Marks Assignments (CIE)	Total Marks	Proctored Examination	Assignment	Total
A	80	--	20	100	75	25	100	46	20	66*
B	--	50	50	100	75	25	100	46	20	66*
C	--	--	100	100	75	25	100	46	20	66*

*while converting, marks will be rounded off to the next integer if fraction is ≥ 0.5

Normalization of Total Marks:

$$\text{Proportionate Marks} = \frac{46+20}{100} \times 100$$

$$= 66 \text{ Marks}$$

Distribution of normalized marks as prescribed by this Scheme of Examination

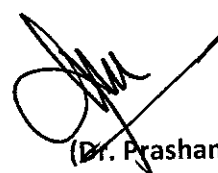
Case	Total Normalized Marks	Composition of Marks prescribed as per this Scheme of Examination				Proportionate Distribution of Marks as per this Scheme of Examination			
		Max. Marks SEE (TH) *	Max Marks SEE (PR)	Max. Marks (CIE)	Total Marks	Marks Obtained SEE (TH) *	Marks Obtained SEE (PR)	Marks Obtained (CIE)	Total Marks Obtained
A	66	80	--	20	100	53	--	13	66
B	66	--	50	50	100	--	33	33	66
C	66	--	--	100	100	--	--	66	66

- x. If a student has opted for an ODL/Online course in a particular semester and failed to obtain minimum passing marks as per this scheme of examination, the student shall be declared 'Failed' in that particular course. Such a student will be required to fill in the examination form in the consecutive attempt and submit the passing certificate in order to get his/her corrected result.
- xi. If a student has opted for an ODL/Online course in a particular semester and failed to submit the course completion certificate within prescribed time for whatsoever reason, then the result of a student for that semester shall be 'WITHELD' until he/she submits the course completion certificate with marks/grades to the university through college.
- xii. A separate guideline 'Transfer of Credits' issued by the University will be applicable to the students of BBA Program from the date of its issuance.
27. If any question of interpretation of any clause arises for this Direction & related annexure the same shall be referred to the Dean, Faculty of Commerce and Management, whose decision in consultation with the Vice-Chancellor shall be final and binding on all concerned.
28. **Saving Clause:** The examination and teaching scheme mentioned in this direction shall not be made applicable to any student admitted to BBA program before 2024-25 and such a student will be governed by the earlier respective direction governing BBA program.

Place:-Nagpur

Date :-

5/10/24
K.P.



(Dr. Prashant S. Bokare)
Vice Chancellor