

Four Year Bachelor of Business Administration (Honours/Research) Degree Examination

Scheme of Examination for Four Year Bachelor of Business Administration (Honours/Research)
Program from Academic Session 2024-25

As approved by the Boards of Studies in Business Management in the Faculty of Commerce and Management in its meeting held on 4th September 2024 and approved by the Faculty of Commerce and Management vide Item No. 1(B) in its meeting held on 9th September 2024 and Approved by the Hon'ble Vice-Chancellor on behalf of the Academic Council under powers vested in him u/s 12(7) of The Maharashtra Public Universities Act, 2016

Preamble:

The Academic Council of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur has adopted the Government Resolution No. NEP-2020/प्र.क्र.09/विशी-3/शिकाना dated 20th April 2023 issued by the Government of Maharashtra in its meeting held on 21st April 2023 in view of implementation of National Education Policy, 2020. The Faculty of Commerce and Management, R T M Nagpur University has approved the following 'Teaching and Examination Scheme' for 'Four Year – Bachelor of Business Administration Honours/Research Degree with Major and Minor' in its meeting held on 9th September 2024. The scheme is also approved by the Hon'ble Vice-Chancellor on behalf of the Academic Council of the University under powers vested in him u/s 12(7) of The Maharashtra Public Universities Act, 2016. This notification is issued to facilitate the HEIs (Affiliated Colleges) and students for smooth conduct of admission process for the year 2024-25. Basic details required at the time of admission are provided in this notification and a detailed Direction/Regulation containing comprehensive provisions related to all aspects shall soon be issued by the University.

1. Details of eligibility for BBA semester 1 examination

A) 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

B) 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 Competition vocation course (MCVC).

OR

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

2. Duration of the Program, student progression path and provisions for Multiple Entry and Exit

a. Duration of the BBA Program shall be FOUR years with the provision for multiple exit as mentioned here:

a. A student can exit the program after successful completion of 1st and 2nd semesters having earned requisite number of credits 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 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 as mentioned in the scheme of examination. Such a student shall be eligible for the award of 'Bachelor of Business Administration' 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 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	40	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	84	4 credits for NSQF Course/ Course approved by Centre of Life-Long Learning, RTMNU/Internship	UG Diploma in Business Administration with Minor OR Continue with Major and Minor
V and VI	124	Not Required	Bachelor of Business Administration Degree with Major and Minor OR Continue with Major and Minor
VII and VIII	164	Not Required	Bachelor of Business Administration Degree (Honours/Research) With Major and Minor

3. 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 chosen by a student as 'Major' or 'Minor' subjects. (Annexure – III) OR 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. 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.
4.	Vocational Skill Course (VSC)	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)
5.	Skill Enhancement Course (SEC)	A student is required to select a 'SKILL ENHANCEMENT COURSE' from the basket provided by the university for this purpose. (Annexure – IV) OR 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.'

		<p>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 more than 2 credits, it will be considered equivalent to 2 credits in this program.</p>
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)

4. 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
NOTES:		

- 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.

5. 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**.

6. 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.

7. 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**.

8. 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)

**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 / Tutorial	Total						
1.	Core	Management Principles		3	-	3	80	-	20	100	40	3
2.	Core	Managerial Economics		3	-	3	80	-	20	100	40	3

Four Year Bachelor of Business Administration (Honours/Research) Degree Examination as per NEP 2020

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 / Tutorial	Total						
1.	Core	Cost and Management Accounting		3	-	3	80	-	20	100	40	3

Four Year Bachelor of Business Administration (Honours/Research) Degree Examination as per NEP 2020

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
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 / Tutorial	Total						

Four Year Bachelor of Business Administration (Honours/Research) Degree Examination as per NEP 2020

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.	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			Examination Scheme					Credits
				Total Hours Per Week			Max. Marks (TH) *	Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical / Tutorial	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

Four Year Bachelor of Business Administration (Honours/Research) Degree Examination as per NEP 2020

5.	SEC	To be selected from common basket (Annexure – IV)		1	2	3	-	-	100	100	50	2
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 / Tutorial	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

* 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 / Tutorial	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/Internship	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			Max. Marks (TH) *	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical / Tutorial	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

Four Year Bachelor of Business Administration (Honours/Research) Degree Examination as per NEP 2020

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 / Tutorial	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	

Four Year Bachelor of Business Administration (Honours/Research) Degree Examination as per NEP 2020

				Theory	Practical / Tutorial	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 / Tutorial	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.

9. 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
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:**

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

10. General Guidelines:

- A student will not be allowed to opt for a 'Minor' subject which forms a part of her/his 'Major' subject.
- A student will be eligible to the fourth year of four year with Research Degree only when she/he scores minimum 7.5 CGPA or 75% in three-year degree.
- For non-credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- The baskets of Elective & Vocational Skill Courses are related to the Major, are given at the end of scheme.
- The baskets of Open Elective Courses, Skill Enhancement Courses and Minor Courses being common will be available at the end (after the scheme of all Major subjects) in the form of Annexures.

11. Credit Specifications:

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

12. Assessment

- The final total assessment of examinees is made in terms of Continuous Internal Assessment (CIE) and Session End Examination (SEE) for each course/subject taken together.
- For each course mentioned in Annexures – II, III, IV and V, the examination shall be conducted at college level (Odd semesters examinations) and RTM Nagpur University level (Even semester examinations)
- For each course mentioned in annexure - VI, the examination shall be conducted at the college level according to the evaluation system prescribed in annexure – VI.
- Expected classroom activities shall consist of the following: (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 Assessment

1a	Attendance of the student during a particular semester	05 Marks
1b	An assignment based on curriculum to be assessed by the teacher concerned	05 Marks
1c	Subject wise class test or 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 one year by the respective institute/college for verification by the competent authority.

13. Standard of Passing

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

(i) In order to pass the Bachelor of Business Administration 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 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.

14. Abbreviations Used:

CIE: Continuous Internal Evaluation SEE: Semester End Examination

OE: Generic/Open Electives, VSEC: Vocational Skills & Skill Enhancement Courses, VSC: Vocational Skill Courses, SEC: Skill Enhancement Courses, AEC: Ability Enhancement Courses, IKS: Indian Knowledge Systems, VEC: Value Education Courses, OJT: On Job Training (Internship/Apprenticeship), FP: Field Project, CEP: Community Engagement & Service, CC: Co-curricular Courses, RM: Research Methodology, RP: Research Project

15. 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', 'Vocational Skill Course' and 'Skill Enhancement Course'. The mechanism for transfer of credits earned through these courses to be adhered is mentioned here:

1. Every student is mandatorily required to create an ID on Academic Bank of Credits (ABC) and shall submit her/his ID to the college.
2. Any Course mentioned in this scheme of examination under 'Open Elective', 'Vocational Skill Course', and 'Skill Enhancement Course' can be opted out by a student for taking a MOOC from SWAYAM/NPTEL learning platform.
3. A student cannot opt out any course other than the courses mentioned as above.
4. If a student is willing to opt out any such course, he/she will have to mention this while submitting the examination form to the University for respective semester.
5. 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.
6. 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.
7. The college shall submit the grades and marks obtained by the student to the University along with Internal Assessment marks for the concerned examination.
8. If a student has opted for an ODL/Online course in a particular semester and failed to submit the certificate within prescribed time, the student will be marked for 'Absent' for a particular course in that examination. 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.
9. A separate guideline 'Transfer of Credits' issued by the University will be applicable to the students of B. Com. Program from the date of its issuance.

NOTE: This scheme of teaching and examination for Four Year Bachelor of Business Administration (Honours/Research) program shall be effective from the academic session 2024-25 and a comprehensive direction for other regulations in this connection shall be soon issued by the University.