

**Regulations for B.B.A./B.B.A. (Honours) (Semester System) under
NEP- 2020 to be effective from academic session 2024-25**

1.1 The duration of B.B.A./B.B.A (Honours) shall be of four years (eight semesters). A student can exit at the end of 3rd year (six semesters) and shall be awarded B.B.A. degree. A student can also exit at the end of 2nd year (four semesters) shall be awarded UG Diploma (Business Administration). A student can also exit at the end of 1st year (two semesters) and shall be awarded UG Certificate (Business Administration). For obtaining UG Certificate (Business Administration)/UG Diploma (Business Administration)/BBA/BBA Honours/BBA Honours with Research Degree, a student shall qualify the number of credits as per these Regulations and Scheme framed in accordance with these Regulations.

1.2. Four years B.B.A./B.B.A. (Honours) Programme can be with or without research. A four year Degree without Research shall be called B.B.A. (Honours). A four year Degree with Research shall be called BBA (Honours with Research). **The degree may be with Single major, Double major, Interdisciplinary and Multidisciplinary.**

1.3. The minimum number of credits for BBA (Honours) and BBA (Honours with Research) shall be **192 credits**. The minimum number of credits for BBA shall be **144 credits**. The minimum number of credits for UG Diploma (Business Administration) shall be **96 credits**. In addition, they shall complete Internship/apprenticeship/work-based vocational education and training of 4 credits during the Summer Vacation of second year to get the exit. The minimum number of credits for UG Certificate (Business Administration) shall be **48 credits**. In addition, they shall complete Internship/apprenticeship/ work-based vocational education and training of 4 credits during the Summer Vacation of first year to get the exit. The students who have scored at least 75% aggregate marks in the first six semesters shall be allowed to opt for BBA (Honours with Research) in seventh semester.

1.4. A student may opt for single major, double major, Interdisciplinary and Multidisciplinary programme as offered by the Institution. A student opting for double major has to secure a minimum of 40% credits from the second major. Accordingly, the total number of credits will be heir which will be determined by the Faculty of Business management & Commerce.

A student shall be allowed to change major within the broad discipline at the end of the second semester by giving a candidate a sufficient time to explore the Interdisciplinary during the first year. The degrees awarded under the faculty will be considered within the same broad discipline.

1.5. The number of credits for any course mentioned in Regulation 1.3 under the Scheme can be changed as per NEP 2020 keeping in view the developments in the discipline from time to time. **Students should secure the prescribed credits (about 50% of total credits) through a core courses in major discipline.**

1.6. A student can opt for subjects with credit amounting to 20% of the total credits from online courses available at SWAYAM Platform of MOE (GoI) after due approval by the undergraduate Board of Studies.

2. Admission

2.1 Admission to the first semester of BBA (Hons.) Degree course shall be open to a person who has passed one of the following examinations conducted by a recognized Board/Council/University:

- (i) +2 examination securing at least 50% marks in aggregate;
- (ii) Any other examination recognized by the University as equivalent to (a) as given above with requisite percentage of marks.

Provided that a candidate seeking admission to the first year of BBA (Hons.) should have passed in the subject of English at the +2 examination and in cases where passing in English is not necessary according to the regulations of certain Boards/Bodies/Councils/ Universities in India, the admission of the candidate shall be provisional and will be confirmed only after a candidate has cleared the subject of English as a deficient subject from the parent Board/Body/ Council/ University in two consecutive chances subsequent to the admission. In case a candidate does not clear the relevant subject at any of the two consecutive chances allowed to him subsequent to the date of the admission, provisional admission of the candidate to the course shall stand cancelled.

Provided further that:

A candidate who has been placed under compartment in the +2 examination conducted by a Board/Bodies/Councils/University in India shall be eligible to seek admission to the First Year of BBA (Hons.) Course, provided the candidate fulfils the following conditions:

- (i) should have been placed in compartment in one subject only;
- (ii) should have obtained at least 20% marks in the subject in which the candidate had been placed in compartment; and
- (iii) should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.

The admission of the candidate with a compartment as indicated above shall be provisional and will be confirmed only after the candidate has cleared the compartment in two consecutive chances subsequent to the admission. In case the candidate does not clear the compartment at any of the two consecutive chances allowed to candidate subsequent to the date of the admission, the provisional admission of the candidate to the course shall stand cancelled.

2.2 Subject to the reservation made by the University, the admission shall be on merit. The merit for this purpose shall be determined on the basis of the score of a candidate to be computed as follows:

- (i) Percentage of marks in the qualifying examination;

Explanation: In case of a compartment candidate, eligibility shall be determined by including the marks of the subject in which the candidate has been placed in Compartment.

NOTE: The candidates securing less than 20% marks in the subject of compartment at the +2 examination be made eligible to join B.Sc. 1st Semester, if they cleared their compartment subject/s in the Supplementary Examination held in July/August, on or before the last date for admission with late fee with the permission of the Vice-Chancellor, provided the seat/s is/are available.

2.3. The affiliated colleges situated in the territorial jurisdiction of UT administration shall follow the reservation policy of UT Administration for the various categories whereas the affiliated colleges situated in the State of Punjab shall follow the reservation policy of Government of Punjab.

Relaxation of % of marks for the purpose of determining eligibility for various categories viz. SC/ST/OBC (non - creamy Layer)/ BC / Differently abled candidates shall be given as per the guidelines of the respective Governments.

3. Examination

3.1. Every candidate shall be examined in the subjects as laid down in the syllabus prescribed from time to time. The internal assessment of 20% of total marks for the course shall be based on the following criteria:

- (a) Class tests : 50% of Internal Assessment
- (b) Academic Activities : 30% of Internal Assessment
(Project, Presentation & Assignment)
- (c) Attendance and Class Participation: 20% of Internal Assessment

3.2. In case of Ability Enhancement Courses (AEC) which will be taught in B.B.A. Semester I, II, III and IV semester. The internal assessment will be 20% of total marks. The internal assessment shall be calculated as per Para 3.1 above.

3.3. The Principal of the college where the student is studying shall forward these marks to the Controller of Examinations at least two weeks before the commencement of the examination.

3.4. The Principal of the College where the student is studying shall preserve the records on the basis of which the internal assessment awards have been prepared, for inspection, if needed by the University, up to six months from the date of declaration of the results.

3.5. The First Semester examination shall be open to a student who-

- (i) has been on the rolls of the College during the semester ; and
- (ii) has attended not less than 75% of the lectures, for each paper; a deficiency up to 10% may be condoned by the Principal of the College; and
- (iii) Has secured at least 25% marks in the Class Tests in aggregate or at least 25% marks from each subject totalling to 25% in aggregate.

3.6. The Second, Third, Fourth, Fifth, Sixth, Seventh and Eighth Semester examinations shall be open to a regular student who-

- (i) has been on the rolls of the College during the semester preceding the Second, Third, Fourth, Fifth, Sixth, Seventh and Eighth Semester examination, as the case may be;
- (ii) has attended not less than 75% of the lectures, for each paper; a deficiency up to 10% may be condoned by the Principal of the College.
- (iii) has passed the First, Second, Third, Fourth, Fifth, Sixth and Seventh Semester examination respectively or is covered under Re-appear Regulation 5.

3.7. The medium of instruction and examination shall be English, Hindi or Punjabi.

3.8. A regular candidate of an affiliated College may study a subject, which his/her College is not offering, by attending the prescribed courses of instructions in subject in another affiliated College. The Principal of the latter College shall certify that the student has completed the prescribed eligibility. The Principal of the College in which the student is enrolled shall report the student's name to Controller of Examinations of the University for confirmation.

A candidate may appear in one paper in each semester of his/her own, if the College is not imparting instructions in that paper.

4. Passing Criterion

4.1. The minimum number of marks required to pass each semester examination shall be 40% in external examination and 20% in internal assessment and 40% in aggregate of all the papers in each semester.

4.2. The over-all result of Certificate, Diploma, BBA, BBA (Honours) and BBA (Honours with Research) Course shall be determined on the basis of the marks /Credit obtained by a candidate in the examination concerned, which shall be converted into grades as per the formula approved by Panjab University Syndicate for BBA, BBA (Honours) and BBA (Honours with Research).

4.3. The candidate who is admitted in first/third/fifth/seventh semester shall be allowed to be promoted to second/fourth/sixth/eighth semester respectively. However, for promotion from second to third or from fourth to fifth or from sixth to seventh semester the candidate shall have to earn 50% of the total Credits till that semester. It is further clarified that for calculating 50% fraction like 2.5, 3.5 or 4.5 shall be considered as 3, 4 or 5 respectively.

4.4. A failed student, appearing privately, in the capacity of a late college student, is allowed to carry forward his internal assessment marks to the next examination. For late college candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will be proportionately increased to maximum marks of the paper in lieu of internal assessment.

4.5. The number of credits earned after appearing in examination of 8th Semester may be less than 50% of the total credits, however the course must be completed within seven years.

4.6. If a candidate fails to be promoted to next year (3rd or 5th or 7th Semester) due to lack of fulfilment of the condition of Credits, he/she shall leave the course as a regular college student. However, the student can reappear in the examination as a late college student without attending the classes. In such a case the original internal assessment shall be carried forward. After qualifying the semester, he/she can resume studies for which, if needed, an additional seat(s) shall be created.

4.7. A candidate, who having passed second semester or any subsequent semester examination, discontinues his/her studies, **without meeting the requirement of exist option**, shall be permitted to join the next semester as a regular student within two years of his/her passing the qualifying semester examination.

4.8. Six weeks after the termination of examination or as soon as thereafter as is possible, the Controller of Examinations shall publish, a list of the candidates indicating their result. The Result-cum-Detailed Marks Card of the 1st to 8th semester examinations shall be issued to each candidate. Each successful candidate of the 6th semester examination shall be awarded the BBA and each successful candidate of 8th semester shall be awarded BBA (Honours) degree as the case may be, stating the Grade in which he/she has passed.

4.9 A person who has qualified for the award of the BBA, BBA (Honours) and BBA (Honours with Research) degree, Panjab University shall be allowed to re-appear as a late college candidate in a subject/s in which he appeared earlier, with a view to improving the previous performance. A candidate may re-appear in the First, Second, Third Year or 4th year (1st to 8th Semester) examinations or any of the examinations, simultaneously or separately.

For this purpose, a candidate may be given three chances within a period of three years from the year of passing the examination. The candidate may avail of these chances along with next two years semester examinations.

4.10. A person who has passed the BBA, BBA (Honours) and BBA (Honours with Research) examination from this University may appear as a late college candidate at any subsequent BBA, BBA (Honours) and BBA (Honours with Research) examination in any one or more subjects prescribed for the examination except the subjects in which he/she has already passed the examination.

4.11. In case a candidate migrates to a College affiliated to Panjab University in the 3rd, 5th or 7th Semester of the respective course after passing his/her First Year (1st & 2nd Semester) and/or Second Year (3rd& 4th Semester) or third year (5th& 6th Semester) examination of BBA course conducted by another University shall be required to complete **144 credits for BBA** and **192 credits for BBA (Honours)** for obtaining respective degree from this University. Such a student shall not be allowed to earn credits from a subject whose contents are substantially the same of a subject already studied by him. The candidate shall earn credits from a subject available in the same broad category of course as per the scheme of the University.

5. Re-appear/ Exit

5.1 A candidate who fails to score 40% of the marks in the external examination as well as in the aggregate shall be placed in re-appear in that paper. A student can be placed in re-appear in maximum of 50% of papers at any point of time in all the

semesters taken together. The College shall verify the status while admitting students to third/fifth/seventh semester. The number of re-appear after appearing in examinations of eighth semester may exceed 50% of papers, however, the course must be completed within seven years from the date of admission in first semester. If at the end of seven years, a student has qualified all, but one paper, he shall be allowed one more chance to clear the paper.

5.2. The student can resume the study within Three (3) years of the exit. However, the student has to complete the degree within seven years from the date of admission in the first semester. If need be, additional seat(s) shall be created in the College not exceeding the 10% of the sanctioned seats of the course.

5.3. The results of second/fourth/sixth/eighth semester shall be notified only after the student has completed the requisite credits. For other purposes the marks/grades may be made available to the students provisionally.

5.4. A candidate who has completed the prescribed course of instructions in a Department/College for first year (1st and 2nd semester), Second year (3rd and 4th semester), third year (5th and 6th semester), fourth year (7th and 8th semester), examination, but does not appear in it or having appeared fails may be allowed to appear in the examination on the recommendations of the chairperson / Principal of the Department / College concerned as a late Department / College student without attending fresh course of instructions as follows:

- (a) First year (1st and 2nd semester) : Within next two consecutive chances in the corresponding semester
- (b) Second year (3rd and 4th semester) : Within next two consecutive chances in the corresponding semester
- (c) Third year (5th and 6th semester) : Within next three consecutive chances in the corresponding semester
- (d) Fourth Year (7th and 8th Semester) : Within next three consecutive chances in the corresponding semester

The candidate shall be required to complete the degree within seven years.

5.5. A student who has completed the required percentage of lectures may be permitted to appear as a late college student in the following year, even if he/she did not comply with the requirement in Regulations (3.5) relating to house examinations.

5.6. A candidate who appears in the reappear subjects at the examination under this regulation shall:-

- (a) be required to pay examination fee as for the whole examination, and
- (b) not be eligible for a scholarship, a prize or a medal.

6. The last date for receipt of Examination form and fee with and without late fee, as fixed by the Syndicate, shall be notified by the Controller of Examinations.

7. The amount of examination fee to be paid by a candidate shall be as prescribed by the Syndicate from time to time.

8. A candidate who wishes to seek re-evaluation (if allowed under University rules) of his/her answer books may apply to the Controller of Examinations, on the prescribed form as per rules laid down by the University from time to time.

9. Grading in accordance with NEP-2020

9.1. The requirements of credits in accordance with NEP – 2020 framework shall be as follows:

Table 1 provides minimum credit requirement as per UGC guidelines for awarding UG 3/4-year degree under each course category and the distribution of course level across 6/8 semesters.

Table 1(a): Minimum Credit Requirements to Award Degree under Each Category Opting for Single Major, single/Double Minor:

S.No.	Broad Category of Course	Minimum Credit Requirement	
		3-year UG	4-Year UG/ 4-Year UG with Research
1	Major (Core)	72	112
2	Minor Stream	32	40
3	Multidisciplinary	09	09
4	Ability Enhancement Courses (AEC)	08	08
5	Value Added Courses (VAC)	08	09
6	Skill Enhancement Courses (SEC)	09	08
7	Internship	02	02
8.	Pbi/HCP	04	04
9.	<p>For the students of 4-Year UG Degree with Research-</p> <p>Research Project/Dissertation: 12 Credits (4 credits for Research Methodology and 8 credits for Dissertation) in place of papers meant for the degree without Research. Accordingly the number of credits of Major subject in which student has opted for research shall be 56 and 48 credits each in other two subjects.</p>		

	Total	144	192
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Table (b): Multi-disciplinary /Inter-disciplinary:

Subject Major A	Subject Major B	Subject Minor C	MDC	AEC	SEC	VAC	SI	PBI/HCP
1st to 6th semesters (3-Year course)								
36	36	32	09	08	09	08	02	04
1st to 8th Semesters (4-Year course)								
48	48	48	09	08	09	08	02	04
<p>For the students of 4-Year UG Degree with Research- Research Project/Dissertation: 12 Credits (4 credits for Research Methodology and 8 credits for Dissertation) in place of papers meant for the degree without Research. Accordingly the number of credits of Major subject in which student has opted for research shall be 56 and 48 credits each in other two subjects.</p>								

9.2 The structure of the First year of B.B.A./BBA (Hons.) Course w.e.f. admission of 2023-24, shall include :-

COMPULSORY SUBJECT

(a) Punjabi **2 credits**

or

(b) History and Culture of Punjab (for those students who have not studied Punjabi in 10th standard) **2 credits**

9.3. The Semester Grade Point Average (SGPA) shall be computed from the grades as a measure of the student's performance in a given semester in accordance with UGC framework of NEP - 2020. The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

Table 2: Conversion of Percentage Marks into Grade Point for each paper

Percentage Marks (PM)	Grade Point	Letter Grade
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95 ≤ PM ≤ 100	10	O (Outstanding)
85 ≤ PM < 95	9	A+ (Excellent)
75 ≤ PM < 85	8	A (Very Good)
65 ≤ PM < 75	7	B+ (Good)
55 ≤ PM < 65	6	B (Above average)
45 ≤ PM < 55	5	C (Average)
40 ≤ PM < 45	4	P (Pass)
PM < 40	0	F (Fail)
Absent	0	-

Table 3 – Grading system as per NEP – 2020

Letter Grade	Grade Point
O (outstanding)	10
A+ (Excellent)	9
A (Very good)	8
B+ (Good)	7
B (Above average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

9.4. Computation of SGPA and 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 the 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.

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

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.

Table 4: Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 X 8 = 24
I	Course 2	4	B+	7	4 X 7 = 28
I	Course 3	3	B	6	3 X 6 = 18
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
		20			139
	SGPA				139/20=6.95

- (ii) The Cumulative Grade Point Average (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.

Table 5: Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 20	Credit: 24	Credit:20	Credit: 24	Credit: 20	Credit 24
SGPA:6.95	SGPA:7.8	SGPA:5.6	SGPA:6.0	SGPA: 6.3	SGPA 8.0
139	187.2	112	144	126	192 =

$$CGPA = 900.2/132 = 6.82$$

NOTE:

Infrastructure Requirement: The Departments offering a 4-year UG degree (Honours with Research) must have the required infrastructure such as the library, access to journals, computer lab and software, laboratory facilities to carry out experimental research work and at least two permanent faculty members who are recognized as Ph.D. supervisors. The departments already recognized for conducting the Ph.D. programme may conduct a 4-year UG Degree (Honours with Research) without obtaining any approval from the affiliating University.

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