

FIRST ORDINANCES

of

BACHELOR OF BUSINESS ADMINISTRATION (Effective from Session 2022-23)



**Department of Humanities
School of Humanities and Social Sciences
HARCOURT BUTLER TECHNICAL UNIVERSITY
KANPUR-208002 (UP) – INDIA**

**First Ordinances
Bachelor of Business Administration**

In pursuance of the provision of Section 45 (1-3) of the Uttar Pradesh Harcourt Butler Technical University, Kanpur Act, 2016, these are the first Ordinances of Bachelor of Business Administration (BBA) programme for Harcourt Butler Technical University, Kanpur:

1. INTRODUCTION

Short Title, Commencement and Definitions

1.1 These Ordinances shall be called the First Ordinances, 2022 of BBA programme of Harcourt Butler Technical University, Kanpur.

1.2 They shall come into force from session 2022-23.

1.3 Anything contained in Ordinances in violation to provisions of Act shall be void, and the provisions of Act shall prevail.

1.4 In these Ordinances, unless the context otherwise requires,

a) “Act” means the Uttar Pradesh Harcourt Butler Technical University Act, 2016 as amended from time to time.

b) “Section” means a section of the Act.

c) “Clause” means a clause of the Ordinances.

d) “University” means the Harcourt Butler Technical University, Kanpur.

1.5 Words and expression used herein but not defined in the Act shall have the same meaning as assigned to them in the Act.

1.6 The admission of students, eligibility to various courses of study, qualifications, attendance, registration, course structure, grading system, award of degrees, certificates, medals and other academic distinctions are covered in these Ordinances.

a) The “University” may start other Degree, Diploma, Certificate programmes and other academic distinctions as deemed necessary for fulfilling its objectives. The Ordinances for the same shall be as prescribed by the Academic Council and the Executive Council.

b) The “Courses of Study” shall be as prescribed by the Academic Council and approved by the Executive Council.

Fellowships and Awards shall be instituted as per the requirements with approval of the Vice Chancellor under intimation to the Academic Council and the Executive Council.

2. ORDINANCES FOR B.B.A. PROGRAMME

2.1 ADMISSIONS

- 2.1.1 University offers full time Bachelor of Business Administration (BBA) Degree Programme.
- 2.1.2 Admission to BBA shall be made on the basis of score card of a reputed national level Entrance Examination “CUET (UG)” conducted by NTA. The remaining seats, if any, shall be filled by a university level entrance examination.
- 2.1.3 The reservation policy as prescribed by U.P. State Government or its directions from time to time shall be adhered to by the University.
- 2.1.4 Admission on migration of a candidate from any other University to Harcourt Butler Technical University is not permitted.
- 2.1.5 If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission or has resorted to some fraudulent means to obtain admission; the University reserves the right to cancel the admission of the candidate.

2.2 ELIGIBILITY

Qualifications for admission to BBA programme shall be as per the provisions of these Ordinances and decisions of the Academic Council / Admission Committee of the University.

2.2.1 Minimum Eligibility Qualification

Minimum Qualification of candidate for admission shall be 10+2 qualified students with minimum of 60 percent marks awarded by senior secondary boards like UP board, CBSE, ISC etc

2.2.2 Admission through Entrance Examination

- (a) A valid CUET score card with domain specific subject : (Code 305) Business Studies
- (b) Senior secondary passed in the education system 10+2 in Sciences, Commerce or Arts stream as per the central board of secondary education / ISC / State Education Board / International Board providing equivalent qualification UGC / AICTE / appropriate Government / Governing Body as applicable under the Ministry of Education with aggregate of 60% (55% for SC / ST / OBC-NCL / PwD) or a CPI of 6.0 (5.5 for SC / ST / OBC-NCL / PwD) on a scale of 10 from approved Board.
- (c) Candidates appearing for the 12th examination / senior secondary examination can also apply. Such candidates, if selected, will be admitted provisionally. They have to complete all the requirements of the qualifying degree at the time of joining the course.
- (d) For remaining vacant seats in the BBA program, University will conduct an entrance examination for Non-CUET applicants. The detail information of examination and the procedure shall be available on the University website.

3. PROGRAMME DURATION

- 3.1** The duration of the BBA programme shall be three academic years (six semesters).
- 3.2** Each semester shall have a minimum of 90 working days (including the days of examinations) or as prescribed by UGC from time to time.
- 3.3** There are two regular semesters in an academic year. The semester that begins in July (July to November / December) is known as the Odd Semester and the semester that begins in December / January (December / January to May) is known as the Even Semester.
- 3.4** Maximum time allowed for completion of the programme shall be five years. If a student is unable to complete the course in stipulated maximum duration, his / her admission may be cancelled. Additional relaxation of one year may be granted by the Vice Chancellor on case to case basis on specific recommendation of Head of the Department, concerned Dean of School and Dean of Academic affairs. Admission of the candidates who are not able to complete their degree requirement in stipulated period shall automatically be cancelled.

4. ATTENDANCE

- 4.1** Students are required to attend all the classes - lectures, tutorials, practical and other prescribed curricular and co-curricular activities. However, a condonation of 25 per cent in attendance in a subject may be granted in normal course during the semester.
- 4.2** A further relaxation of 15 percent can be granted by the Vice Chancellor on specific recommendations of the concerned Head of the Department and Dean of School, provided that the student has been absent on medical grounds and / or due to any exigencies beyond the control of the student. However, such absence will require prior permission from the concerned Head of the Department and the Dean of School. In case of medical exigencies, the student is required to report immediately after the medical fitness issued by the hospital.
- 4.3** No student shall be allowed to appear in the Mid Semester / End Semester Examination of a subject, if he / she does not have requisite 75 percent (or requisite 60% after availing relaxation as per the provisions of **Clause 4.2**) in that subject. Students not allowed to appear in the examination due to poor attendance shall be awarded "U" grade. Such candidates shall have to fulfill the eligibility of minimum attendance by registering afresh in that subject in subsequent years to clear the subject.
- 4.4** Attendance shall be counted from the date of start of academic session or the actual date of admission / registration. The commencement of classes shall begin one day after the date of registration.

5. (A) CURRICULUM STRUCTURE

The University follows a Credit Based Evaluation System. BBA programme will have a specific curriculum for all semesters (semester I to semester VI) consisting of theory, practical and industrial project work, etc., as given in Table 1.

Table 1: Courses, Credits and Disciplines

S.N.	Discipline	Minimum Credits
1.	Programme Core Courses (PCC)	88
2.	Programme Elective Courses (PEC)	08
3.	Basic and Applied Sciences Courses (BAS)	08
4.	Humanities & Social Sciences Courses (HSS)	32
5.	Internship / Industry Training / Projects / Seminar	08
	Total	144

Each course is assigned a credits weightage depending upon the academic work load for a subject per week. One hour lecture / tutorial is equivalent to one credit while 2-3 hours practical work is equivalent to one credit. The curriculum for BBA programme of study has a total academic work load of 144 credits.

Internship / Industry Training

Students shall have to undergo a 08 weeks internship / industrial training at the end of fourth semester in the industry, research organizations other institutions or any organization of repute in the subject domain. Once the industrial training is complete, the student shall have to submit a report cum training diary to the concerned Head of the Department through the In-charge, Industrial Training. The evaluation of the Industrial Training shall be done in the Vth semester by a duly constituted Department Committee comprising of the Head, Industrial training In-Charge, a senior faculty of the department and Supervisor. Students who are selected and have undergone industrial training / internship of eight weeks duration, a fifteen days relaxation will be allowed for the registration without any late fee. This duration will be treated as academic leave for the purpose of attendance calculation.

Seminar / Research Project

Seminar / Research Project is a course wherein a student is expected to do in-depth study in the assigned field / area or on upcoming field of respective specialization and present it before a duly constituted Department Committee comprising of the concerned Head, Seminar In-charge and Supervisor. Seminar Research Project Presentation shall involve the state of art, principles, design criteria and practical applications of the topic / field.

5 (B) UNIVERSITY STUDENT ACTIVITY COUNCIL (USAC) PROGRAMMES

The participation in any one of the activity group 'A' (NSS/Sports/Cultural) and any one in group 'B' (Social & Print Media/Technical/Literary/Hobby/Photography/Yoga) is compulsory (Total two activities minimum) for all BBA students. These activities are necessary for character building, physical fitness and sensitize students towards social and national issues. The students are required to participate and complete the above activities upto first five semesters. Although, these activities carry no credit but the student are required to obtain 'S' grade for satisfactory performance in the above chosen activities in each semester and will be certified by the respective conveners of the sub-council / club, however the decision of Chairman USAC will be final in case of any dispute.

6. GRADING SYSTEM AND EVALUATION SCHEME

6.1 Grading System

Students are evaluated out of a maximum of 100 marks in each subject. On the basis of marks obtained by the student in the subject, grades shall be awarded as per the Grading Scheme presented in Table 2. On the basis of performance of the student in all the subjects offered during the Semester, Semester Grade Point Average (SGPA) is calculated.

Table 2: Grading System

Marks (in percentage)	Grades	Grade Points	Description
90 and above	A+	10	Outstanding
80 and above	A	9	Excellent
70 and above	B+	8	Very Good
60 and above	B	7	Good
50 and above	C	6	Average
40 and above	P	5	Pass
Less than 40	F	0	Fail
	W	-	Withdrawn
	U	-	Short Attendance
	I	-	Incomplete
	S	-	Satisfactory in USAC Activities

6.2 Evaluation Scheme

The evaluation of performance shall comprise of continuous assessment throughout the Semester in the Mid Semester Examinations, End Semester Examinations and Teachers' Assessment through class work and tutorials. Evaluation scheme is presented in Table 3 for different type of courses.

Irrespective to marks/grade obtained by the student in a particular subject, it mandatory to secure 40% marks in total (sessional and end semester examination) to pass that particular subject. Out of which minimum 30% (15 marks) in theory subject in end semester is essential. "I" grade shall be given to the students who leaves the course midway during the semester. "W" grade shall be given to the students who withdraw from a course during the semester. Students not allowed to appear in the examinations due to poor attendance shall be awarded "U" grade.

6.3 Calculation of SGPA and CGPA

The performance of a student shall be evaluated in terms of three indices: the Semester Grade Point Average (SGPA) which is Grade Point Average for a semester, Yearly Grade Point Average (YGPA) and Cumulative Grade Point Average (CGPA) which will be the Grade Point Average for all the completed semesters

Semester Grade Point Average (SGPA)

$$\text{SGPA} = \frac{\sum (\text{Credit weight of a subject} \times \text{Grade point earned in the subject})}{\text{Total credits offered during Semester}}$$

Yearly Grade Point Average (YGPA)

$$\text{YGPA} = \frac{(\text{SGPA of Odd Semester} \times \text{Total Credits of Odd Semester}) + (\text{SGPA of Even Semester} \times \text{Total Credits of Even Semester})}{\text{Total Credits offered during the current year (odd \& even Semester)}}$$

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\sum (\text{SGPA} \times \text{Semester total Credits of all Semesters})}{\text{Total Credits of six Semesters}}$$

The CGPA is calculated on the basis of all passed courses in 'P or above grades' except in courses where 'S' grades are awarded.

6.4 Award of Division (CGPA)

CGPA of 7.500 or above : First Division with Honors
 CGPA of 6.500 or above : First Division
 Below a CGPA of 6.500 : Second Division

6.5 Conversion of CGPA to Absolute Percentage

CGPA x 10 = Absolute Percentage

Table 3: Evaluation Scheme for various Theory Courses and Industrial Projects

S.N.	Course Title	Credits	Sessional Marks				ESM	Total Marks
			MSE	TA	Lab	Total		
1	Theory Courses	4(3-1-0)	30	20	-	50	50	100
2	Theory cum Lab Courses	4(2-1-2)	15	20	15	50	50	100
3	Industrial Training / Projects	4	50				50	100

The Evaluation of Industry Training / Project in Vth and VIth Semester will be conducted by the Internal Examiner and External Examiners.

6.6 Grant of Permission for Internship Abroad

If a student gets an opportunity for Internship / Industrial Project abroad after fourth semester, he / she may be allowed to do so. In such situations, the modalities / grant of permission will be decided by the Vice Chancellor on the specific recommendations of Head of the Department and Dean of concerned School.

7. CARRYOVER EXAMINATION

Student with "F" grade in any subject will be required to appear in the Carryover Examination in the subsequent years. However, there will be a special carryover exam in the final year and the sessional Marks obtained by these students will remain the same as earned in the first attempt.

8.ACADEMIC CRITERIA FOR CONTINUATION (RE-ADMISSION & EX-STUDENTSHIP)

8.1 A candidate may be allowed Re-admission provided he / she satisfies one of the following conditions:

- (a) A student must secure a minimum YGPA of 4.000 in current year in order to be promoted to the next year. If a student fails to fulfill this requirement of 4.000 YGPA, he / she shall be considered “Fail” and have to repeat the year by taking Re-admission in the same class paying full annual fee or opting for Ex-student status as per clause 8.2.
- (b) A candidate who failed to appear in a semester examination or he / she was not granted permission to appear in the examination.
- (c) A candidate who was detained by the University and subsequently was permitted to take Re-admission.

8.2 Students having a minimum 75% attendance (60% with medical / academic leave) in any (Odd/Even) semester shall be allowed to get registered as Ex-student with following conditions:

- (a) A candidate opting for Ex-student will be required to register by paying examination fee within 15 days from the start of new session.
- (b) A candidate opting for Ex-student shall appear in all the theory and practical subjects in the End Semester Examination of both semesters of the academic year. However, Sessional Marks of Industrial Training, Seminar etc. shall remain the same as obtained earlier.

9. AWARD OF DIVISION, RANK AND MEDALS

9.1 A candidate who completes the course requirements for BBA programme securing “P” and above grades in all the courses in the stipulated maximum duration for the BBA programme shall be declared qualified for the award of degree subject to the fulfillment of the requirements of Clause 8.

9.2 A candidate who qualifies for the award of the degree securing “P” or above grades in all the subjects in his / her first attempt in six consecutive semesters and secures a CGPA of 7.500 or above shall be awarded FIRST DIVISION WITH HONOURS.

9.3 A candidate who qualifies for the award of the degree by securing “P” or above grades in all the subjects in the stipulated maximum duration for the BBA programme and secures a CGPA of 6.500 and / or above shall be awarded FIRST DIVISION.

9.4 All other candidates who qualify for the award of degree by securing “P” or above grades in all subjects in the stipulated maximum duration for the BBA programme and secures a CGPA less than 6.500 shall be awarded SECOND DIVISION.

9.5 Best three performers in the programme of study will be awarded Certificate of Merit. It is mandatory for such candidates to pass all the subjects in the first attempt.

9.6 Following Medals shall be awarded annually by the University to the passing out students, subject to completion of his / her degree programme within stipulated three years from the date of admission without any carryover.

Vice-Chancellor’s Medal

Students securing First, Second and Third highest CGPA at the end of six semesters in BBA in first attempt will be awarded Vice-Chancellor’s Gold, Silver and Bronze Medal, respectively.

10. REGISTRATION AND ENROLMENT

10.1 The students must register at the beginning of each semester on the prescribed dates announced in the Academic Calendar till she / he completes the programme. If a student does not register in a particular semester, her / his studentship is liable to be cancelled. Any academic activity undertaken by a student without registration shall not be considered towards the fulfillment of requirements of degree.

10.2 Registration should be carried out by the student himself / herself on stipulated dates. A student is allowed registration for 10 working days including the date of registration with a fine of Rs.100 per day. Registration will not be allowed after stipulated date. In that case, the students will have to register at the start of next academic session.

10.3 Every student admitted to University shall be provided a unique Roll Number. The Roll Number shall have nine digits. First two digit shall indicate the year of admission; next two the degree programme; next two the branch of study, and last three digits the serial number of students. Every student shall be identified by this Roll Number throughout his stay in the University.

10.4 Students with outstanding dues to the University or hostel etc. shall be permitted to register only after clearing the outstanding dues.

10.5 In-absentia registration may be allowed only in rare cases at the discretion of the Vice Chancellor of the University in case of serious illness / natural calamities / unavoidable circumstances upon the recommendation of Dean of Academic Affairs .

10.6 Every student admitted and registered in the University shall be required to submit the Enrolment Form within one month of registration for getting enrolled with the University.

11. TEMPORARY DISCONTINUATION FOR PROMOTION TO STARTUP / ENTREPRENEURIAL ACTIVITY

This facility will be available to the students of the University to promote startup/entrepreneurial activities. Maximum period of discontinuation shall be limited to two year for BBA. Such students on completion of Degree shall be allowed by the University for Campus Placement provided that she / he shall apply through the Head of Department, Dean of concerned School and Dean of Academic Affairs to the Vice Chancellor in advance and obtain a written order to this effect. Clause 3 shall be relaxed to those students who opts this facility.

12. USE OF UNFAIR MEANS

12.1 If a student is found possessing unfair means (in form of written document, mobile phone, electronic gadget like Bluetooth device, programmable calculators) or using them in the Mid Semester Examination and the material recovered is relevant to the subject / paper, his / her entire Mid Semester Examination of all subjects of that semester will be cancelled and ‘zero’ marks will be awarded in Mid Semester Exams of all subjects of that Semester.

12.2 If a student is found possessing unfair means (in form of written document, mobile phone, electronic gadget like Bluetooth device, programmable calculators) or using them in the End Semester Examination and the material recovered is relevant to the subject / paper, his/her entire End Semester Examination of all subjects of that semester will be cancelled and ‘zero’ marks will be awarded in all the subjects of that Semester.

12.3 In addition to either of the above charges at 12.1 or 12.2, if a student is found misbehaving with the teachers / staff or creating indiscipline in the examination premises, such students will be rusticated from the University for one year.

12.4 For all other cases not covered in Clauses 12.1 to 12.3, the Chairman, Board of Examination will recommend punishment on case to case basis and obtain approved of Vice Chancellor in accordance with the Clause 37.8 of the University Act.

13. GENERAL ELIGIBILITY FOR AWARD OF BBA DEGREE

A student shall be declared eligible for award of the BBA Degree if he / she has:

- 13.1** Registered and successfully passed all the courses with 'P' and above grades with a minimum CGPA of 5.000 or above at the end of programme with other requirements of the programme as prescribed in the Ordinances or as prescribed by the University from time to time.
- 13.2** Has no dues to the University, Hostels, Library and USAC etc., and
- 13.3** No disciplinary action is pending against the student.

14. STUDENT DISCIPLINE

All the students of the University shall have to abide by the discipline norms of the University and follow conduct or discipline rules / anti ragging measures in the University. In case of any act of indiscipline demonstrated by the students, the student shall be liable for punishment. On the recommendation of Proctorial Board, the punishment may include suspension for the semester, expulsion from the hostel, withholding results, scholarship or other benefits, barring from the placement facility and / or termination from the University. The decision of the Vice Chancellor shall be final and binding.

15. POWER TO MODIFY

Not with standing all that has been stated above, the Academic Council of the University has the right to modify partly or completely the provisions of above Ordinances with the approval of the Executive Council. Under extreme exceptional circumstances arising out of certain inconsistency in the Ordinance or otherwise, the Vice-Chancellor can take suitable decision in deference to the laid down provisions, provided standard of evaluation is not compromised and the same shall be reported to the ensuing Academic Council/Executive Council with suitable justification. Such actions of the Vice Chancellor shall not be treated as precedence under any circumstance.

HARCOURT BUTLER TECHNICAL UNIVERISTY, KANPUR, INDIA

**BBA PROGRAMME
STUDY AND EVALUATION SCHEME**

BBA Year: 1st Semester: I

Course Code	Subject	PERIODS			EVALUATION SCHEME						Credit
					SESSIONAL EXAMS				ESE	Subject Total	
		L	T	P	CT	TA*	Lab	TOTAL			
BBA 101	Principles and Practices of Management	3	1	0	30	20	-	50	50	100	4
BBA 103	Micro Economics	3	1	0	30	20	-	50	50	100	4
BBA 105	Business Environment	3	1	0	30	20	-	50	50	100	4
BBA 107	Accounting-I	3	1	0	30	20	-	50	50	100	4
BBA 109	Computer and Management	3	0	2	15	20	15	50	50	100	4
BBA 191	Personality Development	0	0	8	50				50 [#]	100	4
										Total	24

*TA = Assignment (10) + Quiz (5) + Participation in Lab / Classes (5) (Ref. 614/Academics/2022, 23/09/2022)

End Sem Comprehensive Viva Voce

BBA Year: 1st Semester: II

Course Code	Subject	PERIODS			EVALUATION SCHEME						Credit
					SESSIONAL EXAMS				ESE	Subject Total	
		L	T	P	CT	TA*	Lab	TOTAL			
BBA 102	OrganisationalBehaviour	3	1	0	30	20	-	50	50	100	4
BBA 104	Macro Economics	3	1	0	30	20	-	50	50	100	4
BBA 106	Business Communication	3	1	0	30	20	-	50	50	100	4
BBA 108	Accounting-II	3	1	0	30	20	-	50	50	100	4
BBA 110	Quantitative Techniques	3	0	2	15	20	15	50	50	100	4
BBA 192	Profile and Skill Development	0	0	8	50				50 [#]	100	4
										Total	24

*TA = Assignment (10) + Quiz (5) + Participation in Lab / Classes (5) (Ref. 614/Academics/2022, 23/09/2022)

End Sem Comprehensive Viva Voce

BBA Year: 2nd Semester: III

Course Code	Subject	PERIODS			EVALUATION SCHEME						Credit
					SESSIONAL EXAMS				ESE	Subject Total	
		L	T	P	CT	TA*	Lab	TOTAL			
BBA 201	Finance Management	3	1	0	30	20	-	50	50	100	4
BBA 203	Marketing Management	3	1	0	30	20	-	50	50	100	4
BBA 205	Human Resource Management	3	1	0	30	20	-	50	50	100	4
BBA 207	Operations Management	3	1	0	30	20	-	50	50	100	4
BBA 209	IT Applications in Management	2	1	2	15	20	15	50	50	100	4
BBA 291	GD and Interviews	0	0	8	50				50 [#]	100	4
										Total	24

*TA = Assignment (10) + Quiz (5) + Participation in Lab / Classes (5) (Ref. 614/Academics/2022, 23/09/2022)

End Sem Comprehensive Viva Voce

BBA Year: 2nd Semester: IV

Course Code	Subject	PERIODS			EVALUATION SCHEME						Credit
					SESSIONAL EXAMS				ESE	Subject Total	
		L	T	P	CT	TA*	Lab	TOTAL			
BBA 202	Taxation Management	3	1	0	30	20	-	50	50	100	4
BBA 204	Customer Relationship Management	3	1	0	30	20	-	50	50	100	4
BBA 206	Industrial Relations	3	1	0	30	20	-	50	50	100	4
BBA 208	Logistics and Supply Chain Management	3	1	0	30	20	-	50	50	100	4
BBA 210	Business Statistics	3	1	0	30	20	-	50	50	100	4
BBA 292	Role Play and Professional Behaviour	0	0	8	50				50 [#]	100	4
										Total	24

*TA = Assignment (10) + Quiz (5) + Participation in Lab / Classes (5) (Ref. 614/Academics/2022, 23/09/2022)

End Sem Comprehensive Viva Voce

BBA Year: 3rd Semester: V

Course Code	Subject	PERIODS				EVALUATION SCHEME					Credit
		L	T	P	CT	SESSIONAL EXAMS			ESE	Subject Total	
						TA*	Lab	TOTAL			
BBA 301	Entrepreneurship and Startup	3	1	0	30	20	-	50	50	100	4
BBA 303	Business Policy	3	1	0	30	20	-	50	50	100	4
BBA 305	Business Ethics	3	1	0	30	20	-	50	50	100	4
BBA 307	Business Laws	3	1	0	30	20	-	50	50	100	4
BBA 309	Elective I/II/III/IV	3	1	0	30	20	-	50	50	100	4
BBA 391	Internship / Training#	0	0	8	50			50 [#]	100	4	
Total										24	

*TA = Assignment (10) + Quiz (5) + Participation in Lab / Classes (5) (Ref. 614/Academics/2022, 23/09/2022)

Internal Evaluation Project / Presentation: 50 marks and External Evaluation / Viva Voce: 50 marks

BBA Year: 3rd Semester: VI

Course Code	Subject	PERIODS				EVALUATION SCHEME					Credit
		L	T	P	CT	SESSIONAL EXAMS			ESE	Subject Total	
						TA	Lab	TOTAL			
BBA 302	Family Business Management	3	1	0	30	20	-	50	50	100	4
BBA 304	Strategic Management	3	1	0	30	20	-	50	50	100	4
BBA 306	Corporate Governance	3	1	0	30	20	-	50	50	100	4
BBA 308	MIS	3	1	0	30	20	-	50	50	100	4
BBA 310	Elective I/II/III/IV	3	1	0	30	20	-	50	50	100	4
BBA 392	Seminar / Project #	0	0	8	50			50 [#]	100	4	
Total										24	

*TA = Assignment (10) + Quiz (5) + Participation in Lab / Classes (5) (Ref. 614/Academics/2022, 23/09/2022)

Internal Evaluation Project / Presentation: 50 marks and External Evaluation / Viva Voce: 50 marks

List of Electives

Elective I	Elective II	Elective III	Elective IV
Critical Thinking and Problem Solving	Digital Marketing	Banking Operations and Management	Decision Sciences
High Performance and Work System	Business Intelligence	Insurance and Risk Management	Business Analytics