

# UNIVERSITY OF KERALA

## Regulations Relating to the First Degree BBA Programme SDE 2018

### 1. Title

These Regulations shall be called 'The University of Kerala Regulations relating to the BBA First Degree Programmes under the Credit and Semester (CSS) system in the School of Distance Education, 2018.

### 2. Scope, Application and Commencement

**2.1.** The Regulations provided herein shall apply to BBA First Degree (Under Graduate) Programmes offered through SDE under the Faculties of Management Studies.

**2.2.** Medium of instruction is English, except in the case of Language Courses other than English, unless otherwise stated therein.

**2.3.** These regulations shall apply to First Degree Programmes to which admissions are made from the academic year (2018-19) onwards.

### 3. Definitions

**3.1.** 'Programme' means the entire Course of study as per the given Scheme and Examinations.

**3.2.** 'Semester' means a term consisting of a minimum of 10-16 days for contact classes distributed over a minimum period of 5-8 weeks.

**3.3.** 'Course' means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).

**3.4.** 'Credit' (C) of a Course is a measure of the weekly unit of work involving lecture or laboratory session or seminar or similar activity assigned to the Course. The number of Courses/Credits that a student can take in a semester is governed by the provisions in these Regulations subject to a minimum of 16 and a maximum of 27 Credits.

**3.5.** 'Language Courses' are Courses in English for which all the students who join for First Degree Programmes have to register.

**3.6.** 'Foundation Course' means a Course at the foundation level that all students of the First Degree Programme have to register.

**3.7.** 'Core Course' means a compulsory course in a major subject related to the First Degree Programme in a discipline.

**3.8.** 'Complementary Course' means a Course in a subject other than the Major Subject and is complementary to it.

**3.9.** 'Open Course' means an Optional Course which the student is free to take at his/her will. Open Course shall be a Non-Major Elective Course in the subjects other than the parent discipline. This course is offered in the fifth semester.

**3.10.** 'Elective Course' means a Specialized Course from the frontier area of the Core Subject, offered in the Parent discipline.

**3.11.** 'Major subject' means the core subjects in the programme chosen by the students.

**3.12.** 'Faculty Advisor' means the Programme Coordinator nominated by the Director, SDE to advise the students on all academic matters.

#### **4. Admission**

**4.1.** Eligibility for admissions for BBA First Degree Programmes shall be according to the rules framed by the University from time to time. No student shall be eligible for admission to a First-Degree Programme in BBA unless he/she has successfully completed the examination conducted by a Board/University at the +2 level of schooling or its equivalent.

**4.2.** There shall be at least 10-16 days of contact classes in a semester distributed over a minimum period of 5-8 weeks and a minimum of 60 hours of instruction ordinarily. Odd semester (June- Oct) commences in June and Even semester (Nov-March) commences in November every year.

**4.3 Readmission** - A student who discontinues the programme in a particular semester can rejoin it in the beginning of the same semester during subsequent years, provided the scheme and the syllabus are the same. In case if the scheme and syllabus have been changed, he/she has to cancel the prior registration and take fresh admission.

#### **5. Programme Structure**

**5.1.** Students shall be admitted to the First Degree Programmes in the Faculties of Management studies conducted in School of Distance Education as indicated under 2.1.

**5.2.** The First Degree Programmes shall include 1) Language Courses 2) Foundation Courses 3) Core Courses 4) Complementary Courses 5) Open Course 6) Elective Courses and 7) Project The minimum number of Courses required for the completion of a Degree Programme may vary from 30-38 depending on the Credits assigned to different Courses.

**5.4.** Core Courses shall be offered by the parent department from 1st semester onwards along with the Complementary Courses and shall include a Project.

**5.5.** Language Courses and Foundation Courses shall be offered in the 1<sup>st</sup> and 2<sup>nd</sup> semesters.

**5.6.** Complimentary courses are offered during 1-2 Semester. The student should take the Complementary Courses offered by the concerned subjects.

**5.7.** Open courses are courses which fall outside the area of the Major Subject of studies and are offered by the Departments of SDE other than the parent Department during 5<sup>th</sup> Semester. The student shall select an Open Course from among the courses enlisted by SDE. There shall be a minimum of 15 students for an Open Course.

**5.8.** Elective courses are courses offered by the Parent Department during 6<sup>th</sup> Semester in the frontier areas/related areas of the Major subject. The student should take an Elective Course offered by the concerned subjects.

**5.9.** The Project/Dissertation Work shall be undertaken during 5<sup>th</sup>/6<sup>th</sup> semester. For supervision of Dissertation Work/Project, each student shall be assigned to a teacher.

**5.9.1.** Not more than 15 students shall be assigned to a particular teacher in a semester for such supervisory work. The services of qualified external teachers may also be utilized for this purpose.

**5.9.2.** The Project/Dissertation Work can be done either individually .

**5.9.3.** However, Viva-Voce based on the Project/Dissertation Work shall be conducted individually.

**5.9.4.** The topics shall be selected by the students in consultation with the supervising teacher/Course Co-ordinator.

**5.10.** The student secures the Credits assigned to a Course on successful completion of the Course. No Course shall carry more than 4 Credits.

**5.11.** The students shall be required to earn a minimum of 120 Credits including Credits for Language Courses, Foundation Courses, Core Courses, Complementary Courses (as the case may be), Project, Open and Elective Courses as indicated below within a minimum period of 6 Semesters for the award of the Degree. The student shall do Open/Elective Course totaling to a minimum of 4 Credits but not more than 24 Credits.

**5.12.** The minimum required Credits for different Courses for the award of the Degree are given in the general structure of the First Degree Programmes as detailed below.

	<b>BBA</b>
Accumulated minimum Credits required for successful completion of the Programme	120Credits
Minimum Credits for Language Courses	4 Credits
Minimum Credits required for Foundation Courses	6 Credits
Credits required for Core Courses including Project	84 Credits
Credits required for Complementary Courses	6 Credits
Minimum Credits required for Open Courses	2 Credits
Minimum Credits required for Elective Courses	18 Credits

## **6. Boards of Studies, Courses and Syllabi**

**6.1.** The Board of Studies shall design/re-design the Courses and syllabi for the subjects concerned in the BBA First Degree Programme subject to the regulations of the University. The Board shall design and introduce new Courses, modify or redesign existing Courses or replace any Course/Courses with new/modified Courses to train the students.

**6.2.** The syllabus for a Course shall include: Course Code, title, statement of the aims and objectives of the Course, number of credits, tutorials and laboratory sessions with pre-requisites if any. The Course content shall be given module wise along with a list of reading materials.

**6.3.** The syllabus for each course shall also indicate the scheme of examination.

**6.4.** Tutorials are to be conducted for the students in each semester.

## **7. Evaluation**

**7.1.** The Evaluation of each Course shall consists of two parts,

- 1) Continuous Evaluation (CE)
- 2) End Semester Evaluation (ESE)

The CE and ESE ratio shall be 1:4 for both practical and theory courses i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There is no separate minimum for CE and ESE. However the minimum pass requirement of a course is 40%. Minimum marks required for passing a programme is also 40%.

The classification of results of the Programme shall be done at the end of the 6<sup>th</sup> semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50%	- Third Class
Candidates securing not less than 50% but below 60%	- Second Class
Candidates securing 60% and above	- First Class

## **7.2. Continuous Evaluation (CE)**

In a semester each student shall be required to submit one assignment, Seminar and discussion. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) Seminar and discussion (10 marks).

**7.2.1.** The results of the CE shall be displayed in SDE website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE. The complaints shall be examined by the Programme Coordinator and shall arrive at a decision, which shall be communicated to the students. Further complaints if any shall be preferred within 10 days after the receipt of communication, to the Director SDE, who shall place the same before the staff council for a final settlement.

**7.2.2.** The Statement of marks of the CE of all the students shall be approved by the Programme Coordinator, countersigned by the Director and forwarded to the Controller of Examinations.

**7.2.3.** There shall be no continuous evaluation (CE) for Project.

### **7.3. End Semester Evaluation (ESE)**

End Semester Evaluation of all the Courses in all the semesters including the examination for Essay/Dissertation Work/Project/Comprehensive Course shall be conducted by the University.

**7.3.1.** Minimum attendance required for ESE is 50%. However those who do not have the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University.

**7.3.2.** Examinations for odd and even semesters will be conducted together towards the end of every academic year.

**7.3.3. Marks** - There will be 80 marks for each Course in End Semester Examinations.

**7.3.4.** The report of the Project/Dissertation Work shall be submitted to the Programme Coordinator in duplicate before the completion of the sixth semester.

**7.3.5.** A Board of two Examiners appointed by the University shall evaluate the report of the Project/Dissertation Work. The detailed guidelines regarding the conduct and evaluation of the Project/Dissertation Work will be framed by the Boards of Studies concerned.

**7.3.6. Improvement of ESE** - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students.

## 8. Pattern of Questions

Question Type	Total number of questions	Number of questions to be answered	Marks for each questions	Total marks
Very short answer type (One word to Maximum of 2 sentences)	10	10	1	10
Short answer (Not to exceed 60 words)	12	8	2	16
Short essay (Not to exceed 120 words)	9	6	4	24
Long essay (Not to exceed 400 words)	4	2	15	30
<b>Total</b>	<b>35</b>	<b>26</b>	<b>-</b>	<b>80</b>

**9. Promotion to Higher Semesters:** Students who complete the even semesters in a year and register for the next continuous semester alone shall be promoted to the next higher semester.

**10. Repetition of the Semester Courses:** The students need not repeat the courses even if they fail in the examination.

**11. Re-appearance of Failed Students:** If a student fails he/she can repeat the examination. For such students the examination in the pre-revised syllabus shall be conducted in two consecutive years once the revision of the syllabus takes place. No student shall be allowed to appear for the examination in the old syllabus after availing the two chances offered above. The marks secured by them for the CE part shall be carried over and added to the marks obtained in the ESE they reappear.

## **12. Mark Sheet**

**12.1.** The University under its seal shall issue to the students a Mark Sheet on completion of each semester indicating the details of Courses, Marks for CE and ESE for each Course.

**12.2.** The Consolidated Mark sheet issued at the end of the final semester on completion of the Programme shall contain the details of all Courses including the Courses successfully completed as well as the mark secured for each course and total marks by the student during the whole Programme.

**12.3.** The Degree to be awarded shall be called Bachelors Degree in Business Administration as specified by the Boards of Studies and in accordance with the nomenclature specified by the Acts and Statutes of the University.

## **13. Monitoring of the Programme**

Monitoring of the First Degree Programmes shall be done by Committees at two levels viz., SDE Level Monitoring Committee (SDELMC) and University Level Monitoring Committee (ULMC).

**13.1. SDE Monitoring Committee (SDELMC):** The SDE Level Monitoring Committee shall consist of the Director, the Programme Coordinators and the elected representatives of teachers in SDE Council. The Director shall be the Chairperson and a member selected by the SDELMC from among the



Programme Coordinators shall be the Convener. This Committee shall be responsible for the conduct of the First Degree Programmes to ensure minimum instructional days. The SDE Level Monitoring Committee shall be reconstituted by the Director immediately on commencement of each academic year.

**13.2. University Level Monitoring Committee (ULMC):** The University Level Monitoring Committee (ULMC) shall be reconstituted by the Vice-Chancellor immediately on the commencement of each academic year.

The ULMC shall consist of the following members:

1)	Pro-Vice-Chancellor	The
2)	Two Members of the Syndicate.	
3)	A Vice-Chancellor nominated by the	the
4)	The Controller of Examinations	
5)	The Director	
6)	Two Members of the Academic Council nominated by the	the

The Pro-Vice-Chancellor shall be the Chairperson and Director shall be the Convener of the Committee. This committee shall be responsible for monitoring and conduct of the First Degree Programmes envisaged in this Regulations. This committee shall finalize the academic calendar and the conduct of the ESE in the SDE. This committee shall also serve as an appellate committee to examine and settle the complaints not redressed by the SDELMC. The committee shall suggest amendments if any to the Regulations of the First Degree Programmes.

**13.3.** All Committees mentioned under Clause 14.1 and 14.2 shall meet at least one time in a semester.

**13.4.** All Committees shall be constituted at the beginning of each Academic Year.

**13.5. Quorum of the Committees**

**13.5.1. SDELMC:** 50% of the total number of members shall form the quorum of the Committee. It is obligatory for the Programme Coordinator concerned,

to be present in the meeting while a complaint pertaining to that Department is discussed in the Committee.

**13.5.2. ULMC:** Five members shall constitute the quorum for the meeting of this Committee.

#### **14. Transitory Provision**

Notwithstanding anything contained in these Regulations, the Vice-Chancellor shall for a period of three years from the date of coming into force of these Regulations, have the power to provide by order that these Regulations shall be applied to any Programme with such modifications as may be necessary.

#### **15. Repeal**

Regulations now in force is so far as they are applicable to Programmes offered in the SDE as mentioned in 2.1 and 2.2 and to the extent they are inconsistent with these Regulations are hereby repealed. In the case of any inconsistency between the existing Regulations and the Regulations relating to First Degree Programmes under the Semester Pattern in SDE the latter shall prevail.

#### **Course structure for BBA Degree Programmes**

<b>Study Components</b>	<b>Number of Courses</b>	<b>Credits/Course</b>	<b>Total Credits</b>
Language Course English	2	2	4
Foundation Course	2	2-4	6
Core Course	20	4	80
Complementary Course	2	3	6
Essay/Project/Dissertation	2	0-4	4
Open Course	1	2	2
Elective Course	5	2-4(4)	18

