



आईएफटीएम विश्वविद्यालय, मुरादाबाद, उत्तर प्रदेश
IFTM University, Moradabad, Uttar Pradesh
NAAC ACCREDITED

Academic Ordinance for Bachelor of Business Administration (BBA) Programme

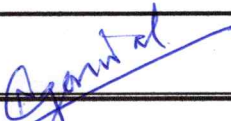
(Amended with NEP-2020 as per the Department of Higher Education, MHRD
&

Approved by the Academic Council in the Meeting held on 25/09/2021)

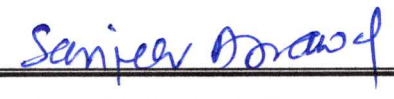
IFTM UNIVERSITY

(Established under U.P. Govt. Act No.24 of 2010 and approved under section 22 of UGC Act 1956)
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Director

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IFTM University, Moradabad.


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REGULATIONS

1. Short Title and Commencement

These regulations shall be called as “The Regulations for the Bachelor of Business Administration (BBA) Degree Program (NEP-2020) of the IFTM University, Moradabad”, latest revised from the Academic Year 2021-22. The regulations framed are subject to modifications from time to time by IFTM University, Moradabad.

2. Minimum qualification for admission

Candidate must have pass 10+2 examination with 45% (40% for SC/ST). Admission in BBA programme will be based on Merit/ Entrance examination. Only primary mode of evaluation (CGPA or percentage) as mentioned in the qualifying degree certificate/mark sheet will be considered while verifying eligibility. Conversion from CGPA to percentage or vice versa given by individual School/Institute/University will not be allowed.

Foreign National candidates, who apply through Ministry of Human Resource Development, Government of India, are eligible to apply provided that they possess the same minimum qualification.

3. Duration of the program

The course of study for BBA shall extend over a period of six semesters (three academic years) for students. The curricula and syllabi for the program shall be prescribed from time to time by IFTM University, Moradabad.

4. Medium of instruction and examinations


Medium of instruction and examination shall be in English.

5. Working days in each semester

Each semester shall consist of not less than 90 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from December/January to May/June in every calendar year.


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6. Attendance and progress

A candidate is required to put in at least 75% attendance to appear in End-Semester/ Annual examination. However, the same can be condoned to 15% on medical grounds or for other genuine reasons beyond the control of students.

7. Program/Course credit structure

As per the philosophy of Choice Based Credit System, certain quantum of academic work viz. theory classes, practical classes, project report, internship etc. are measured in terms of credits. On satisfactory completion of the courses, a candidate earns credits. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly, the credit associated with any of the other academic, co/extra-curricular activities is dependent upon the quantum of work expected to be put in for each of these activities per week.

7A. Credits and Grade System

(a) All programmes shall have credits associated with them as per their Lecture/Tutorial/Practical (LTP) structure and shall be determined as follows:

- One lecture hour per week per semester shall be assigned one credit.
- One practical hour per week shall be assigned half credit.

However, the credits associated with every programme will be a whole number, i.e., wherever the sum comes out to be in half credit on calculation following the aforesaid process, the half shall be rounded to the next whole number.

(b) The letter grades based upon the overall marks obtained in a subject will be as follows:

S.No.	Marks	Letter Grade	Grade Point
1.	≥ 90	A+	10
2.	80-89	A	9
3.	70-79	B+	8
4.	60-69	B	7
5.	50-59	C+	6
6.	40-49	C	5
7.	35-39	D	4
8.	30-34	E	2
9.	< 30	F	0

'E' & 'F' Grade will be treated as Carry Over Paper.

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Director

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In addition to the above grades, there shall be two more letter grades 'I' and 'AB' which shall stand for Incomplete and Absent Grades, respectively.

(c) Semester Grade Point Average (SGPA)

The SGPA is a weighted average of the grade points earned by a student in all the papers credited and described his/her academic performance in a semester. If the grade points associated with the letter grades awarded to a student are $g_1, g_2, g_3, \dots, g_k$, etc. and the corresponding credits are $c_1, c_2, c_3, \dots, c_k$, the SGPA is given by :

$$SGPA = \frac{c_1 g_1 + c_2 g_2 + c_3 g_3 + \dots + c_k g_k}{c_1 + c_2 + c_3 + \dots + c_k}$$

Where, k is the number of papers for which the candidate remains registered during the semester.

(d) Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in all the papers registered in that particular academic year. It is computed in the same manner as the SGPA, considering all the papers (say, n), and is given by:

$$CGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

(e) Final CGPA

It is the weighted average of the CGPA of all years of study.

(f) Percentage equivalence of CGPA/Final CGPA

The conversion of CGPA/Final CGPA to exact percentage of marks does not have perfect rationale. However, its equivalent at best can be arrived at by multiplying by 10.00.

7B. Change of Grade already awarded

Letter Grade 'E' will be changed into Letter Grade 'D' up to a maximum of 03 papers at the time of promotion to the next academic year provided he/she can be declared to have passed the academic year without any carry over paper, by changing the Grade.

8. Academic work

A regular record of attendance both in Theory and Practical shall be maintained by the teaching staff of respective courses.


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9. Course of study

The course of study for B B A shall include Semester-Wise Theory & Sessional. The number of hours to be devoted to each theory, tutorial and practical course in any semester shall not be less than 40 sessions.

BBA I Semester

Theory Papers (Total 8)

S. No.	Subject Description	Subject Code	Part	Subject Title(Theory /Practical)	Credit	Continuous Internal Evaluation (CIE)		University Exam.(UE)		Max. Marks
1	Subject-1 (Major) From own Faculty	BBA 101	A	Business Economics	3	25		75		100
			B	Basic Accounting	3	25		75		100
2	Subject-2 (Major)From own Faculty	BBA 102	A	Business Statistics	3	25		75		100
			B	Principles of Management	3	25		75		100
3	Subject-3 (Major) From own Faculty/ other Faculty	BBA 103	A	Business Ethics and Governance	3	25		75		100
			B	Computer Applications	3	25		75		100
4	Co-Curricular Course (Minor)	CCC 101	...	Food, Nutrition and Hygiene	2	25		75		100*
						T	P	T	P	
5	Vocational Course (Minor)	VOC 101	...	Basics of MS Office	3	10	15	30	45	100*
Total					23	150		450		600

* Qualifying Paper

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BBA II Semester

Theory Papers (Total 9)

Semester-II										
S. No.	Subject Description	Subject Code	Part	Subject Title (Theory/Practical)	Credit	Continuous Internal Evaluation (CIE)		University Exam.(U E)		Max. Marks
1	Subject-1 (Major) From own Faculty	BBA 201	A	Organisational Behavior	3	25		75		100
			B	Business Finance	3	25		75		100
2	Subject-2 (Major) From own Faculty	BBA 202	A	Human Resource Development	3	25		75		100
			B	Marketing Theory and Practices	3	25		75		100
3	Subject-3 (Major) From own Faculty/ other Faculty	BBA 203	A	Business Mathematics	3	25		75		100
			B	Advertising Management	3	25		75		100
4	Subject 4 (Minor/Elective- Any one) From own Faculty/ other Faculty	BHSC 201T	Option 1	Fundamentals of Nutrition and Food Science	4	25		75		100
		A070201 T	Option 2	Society in India: Structure Organization and Change						
5	Co-Curricular Course (Minor)	CCC 201	...	First-Aid and Health	2	25		75		100*
6	Vocational Course (Minor)	VOC 201	...	TallyERP9	3	T	P	T	P	100*
						10	15	30	45	
Total					27	175		525		700

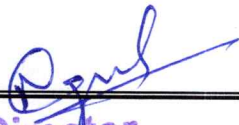
* Qualifying Paper


BBA III Semester

Theory Papers (Total 8)

Semester-III										
S. No.	Subject Description	Subject Code	Part	Subject Title (Theory/ Practical)	Credit	Continuous Internal Evaluation (CIE)		University Exam. (UE)		Max. Marks
1	Subject-1 (Major) From own Faculty	BBA 301	A	Management & Cost Accounting	3	25		75		100
			B	Business Law	3	25		75		100
2	Subject-2 (Major) From own Faculty	BBA 302	A	Production Management	3	25		75		100
			B	Business Policy	3	25		75		100
3	Subject-3 (Major) From own Faculty/ other Faculty	BBA 303	A	Business Communicatio n	3	25		75		100
			B	Business Environment	3	25		75		100
4	Co-Curricular Course (Minor)	CCC 301	...	Human Values and Environment Studies	2	25		75		100*
						T	P	T	P	
5	Vocational (Minor)	VOC 301	...	Front Office Management	3	10	15	30	45	100*
Total					23	150		450		600

* Qualifying Paper


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BBA IV Semester

Theory Papers (Total 9)

Semester-IV										
S. No.	Subject Description	Subject Code	Part	Subject Title (Theory/ Practical)	Credit	Continuou s Internal Evaluation (CIE)		Univer sity Exam. (UE)		Max. Marks
1	Subject-1 (Major) From own Faculty	BBA 401	A	Supply Chain Management	3	25		75		100
			B	Research Methodology	3	25		75		100
2	Subject-2 (Major) From own Faculty	BBA 402	A	Specialised Accounting	3	25		75		100
			B	Consumer Behaviour	3	25		75		100
3	Subject-3 (Major) From own Faculty/ other Faculty	BBA 403	A	Investment Analysis &Portfolio Management	3	25		75		100
			B	Company Law	3	25		75		100
4	Subject 4 (Minor/Elective) From own Faculty/ other Faculty	BCA GE 402	Option 1	Information Security and Cyber Law	4	25		75		100
		BBL 401	Option 2	Right to Information (Sec I)						
5	Co-Curricular Course (Minor)	CCC 401	...	Physical Education and Yoga	2	25		75		100*
						T	P	T	P	
6	Vocational (Minor)	VOC 401	...	Bakery and Confectionary	3	10	15	30	45	100*
Total					27	175		525		700

* Qualifying Paper


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BBA V Semester

Theory Papers (Total 7)


Industrial Training/ Survey/Research Project (Total 1)

Semester-V								
S. No.	Subject Description	Subject Code	Part	Subject Title (Theory/ Practical)	Credit	Continuous Internal Evaluation (CIE)	University Exam. (UE)	Max. Marks
1	Subject-1 (Major) From own Faculty	BBA 501	A	Income Tax	3	25	75	100
			B	Marketing Communication	3	25	75	100
2	Subject-2 (Major) From own Faculty	BBA 502	A	Entrepreneurship and Small Business Management	3	25	75	100
			B	Sales Management	3	25	75	100
3	Subject-3 (Major) From own Faculty/ other Faculty	BBA 503	A	Industrial Relations & Labour Laws	3	25	75	100
			B	Company Accounts	3	25	75	100
4	Industrial Training/ Survey/ Research Project (Major)	BBA 504	...	Market Survey Report Evaluation & Viva Voce	4	25	75	100
5	Co-Curricular Course (Minor)	CCC 501	...	Analytical Ability And Digital Awareness	2	25	75	100*
Total					24	175	525	700

* Qualifying Paper


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BBA VI Semester**Theory Papers (Total 7)****Viva-Voce (Total 1)**

Semester-VI								
S. No.	Subject Description	Subject Code	Part	Subject Title (Theory/ Practical)	Credit	Continuous Internal Evaluation (CIE)	University Exam. (UE)	Max. Marks
1	Subject-1 (Major) From own Faculty	BBA 601	A	Project Management	3	25	75	100
			B	Goods & Service Tax	3	25	75	100
2	Subject-2 (Major) From own Faculty	BBA 602	A	Auditing	3	25	75	100
			B	International Trade	3	25	75	100
3	Subject-3 (Major) From own Faculty/ other Faculty	BBA 603	A	Strategic Management	3	25	75	100
			B	Training and Development	3	25	75	100
4	Viva-Voce	BBA 604	...	Comprehensive Viva-Voce	4	----	100	100
5	Co-Curricular Course (Minor)	CCC 601	...	Communication Skills and Personality Development	2	25	75	100*
Total					24	175	525	700

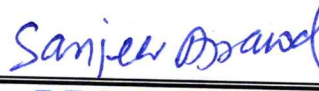
* Qualifying Paper

10. Examinations/Assessments**10A. Internal/ Sessional Examination**

- (a) The minimum Grade required to pass in each Theory & Practical paper is 'GRADE D'.
- (b) A candidate, in order to pass must satisfy the requirement of Minimum CGPA of 4.50 in a particular academic year inclusive of both semesters of that academic year subject to conditions of clause 10D.
- (c) In case of audit/qualifying paper the minimum Grade required to pass is Grade D. However, the Grade obtained in audit paper shall not be included in SGPA.


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10B. End-Semester Examination

There will be two End Semester Examinations in all theory and project subjects viz. Odd (I, III, V) Semester Examination and Even (II, IV, VI) Semester Examination in an academic year.

10C. Carry Forward of Marks

In case, if a student gets the back in a course/paper, the sessional marks of the subject concerned will be carried forward in the total of marks when he re-appears for the examination of the course in which he has got the back.

10D. Heads of Passing

(a) The minimum passing marks in each theory subject (including Internal/ Sessional marks) will be 35%.

(b) The minimum passing marks in each comprehensive viva/project will be 50 %.

(c) A student, in order to pass must satisfy the following:

Minimum 45% marks in aggregate of a particular academic year inclusive of both semesters of that academic year subject to the conditions of the clause 7B.

10E. Carry Over System

Maximum number of carry over papers (Theory/viva/project) permissible for promotion to next year will be 05.

10F. Promotion

(a) A candidate satisfying all the requirements under clause 10A shall be promoted to the next academic year of study.

(b) A candidate shall be eligible for provisional promotion with carryover (PCP status) to the next academic year of study provided he/she fails to satisfy the requirements of clause 10A(a) in not more than permissible carry over paper as mentioned in clause 10D.

(c) If a candidate satisfies the requirement of clause 10A(a) but fails to satisfy the requirement of 10A(b) he/she shall be eligible for provisional promotion with carryover (PCP-A {aggregate} status). He/she may choose up to a maximum of any 04 theory papers of that particular academic year as per his/her choice to pass the examination of that.


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10G. Ex-studentship

A candidate opting for ex-studentship shall be required to appear in all the theory/practical/viva papers in the end semester examinations of both semesters/ annual examination of the same academic year. However, the sessional marks of theory & practical both shall remain the same as those secured earlier.

11. Evaluation of Performance

(a) **Programmes:** Evaluation of performance of the students in a programme shall be a continuous process based on their performance in the class test, quizzes, assignments and the end semester examinations.

Theory papers in semester system (Maximum Marks: 100)

The evaluation will be done through two class test and one end semester examination.

This will be in addition to quizzes, assignments, attendance, etc. Each class test will carry a weightage of 10 marks, and the end semester examination will carry a weightage of 70 marks. The remaining 10 marks will be awarded on the basis of attendance and performance in quizzes and assignments.

(b) Summer Training, Project Report, Seminar etc.

Summer Training, Project Report, Seminar, and other learning oriented activities shall have associated maximum marks and credits, as stated in the syllabus.

<i>Evaluation Scheme</i>			
	<i>Internal</i>	<i>External</i>	<i>Total</i>
<i>Theory</i>	<i>30</i>	<i>70</i>	<i>100</i>
<i>Comprehensive Viva-Voce</i>	<i>--</i>	<i>100</i>	<i>100</i>
<i>Market Survey Report Evaluation and Viva-Voce</i>	<i>30</i>	<i>70</i>	<i>100</i>

Question paper pattern for End-semester Examinations

I. Multiple Choice Questions (MCQs) = $20 \times 1 = 20$

II. Long Answers (Answer 1 out of 2) = $5 \times 10 = 50$

(Internal Choice questions)

Total Marks = **70**

Question paper pattern for Internal/ Sessional Examinations

Long Answers (Answer 2 out of 3) = $2 \times 5 = 10$ (each mid-sem.)

12. Award of Division

- (a) The division shall be awarded on the basis of final year result.
- (b) If a student passes all examinations and secure minimum Final CGPA 4.50 to 5.99, he/she shall be eligible for the award of SECOND DIVISION.
- (c) If a student passes all examinations and secure minimum Final CGPA 6.00 to 7.49, he/she shall be eligible for the award of FIRST DIVISION.
- (d) If a student passes all examinations in first attempt without change of Grade and secures minimum Final CGPA 7.50 & above, he/she shall be eligible for the award of FIRST DIVISION WITH HONOURS.

13. Scrutiny and Re-evaluation

- (a) Scrutiny shall be allowed in only theory papers, in which Re-totaling of the marks awarded will be done and only unchecked answers (if any) will be evaluated.
- (b) Re-evaluation of theory/practical papers is not permitted.

14. Unfair Means

Cases of unfair means shall be dealt as per the rules of the University.

15. Result

- (a) The result of a candidate shall be declared on the basis of the performance of both semesters of the same academic year.
- (b) Result of the final year shall be declared on the basis of working out Final CGPA which is the weighted average of CGPA of all years of the study.

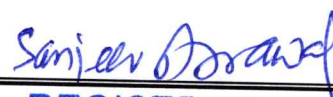
16. Improvement

There shall be no provision of Improvement examination in all the courses running in the University.

17. Grade Card

- (a) A copy of the Grade Card shall be issued to each student at the end of each academic year. The duplicate copy, if required can be obtained on payment of prescribed fee.


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(b) The Grade Report Card of a student may be withheld if he/she has not paid his/her dues or if there is a case of indiscipline pending against him/her or for any other such reasons.

18. Re-Admission

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

- (a) A candidate is declared fail.
- (b) A candidate promoted with carry over papers and opts for re-admission.


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