

*** ACADEMIC REGULATIONS FOR INTEGRATED BACHELOR OF BUSINESS ADMINISTRATION – MASTER OF BUSINESS ADMINISTRATION UNDER THE FACULTY OF MANAGEMENT**

DEFINITIONS

Programme	- Integrated Bachelor of Business Administration-Master of Business Administration.
Course	- A constituent subject of the programme
Under-Graduate Phase	- The first three academic years of the programme i.e. FIRST, SECOND and THRID years (also referred as BBA Phase)
Post-Graduate Phase	- The FOURTH and the FIFTH academic years of the programme. (also referred as MBA Phase)
Term/Trimester	- Duration for studying a course
Term	- A portion of an academic year, normally coinciding with a semester and trimester. The word “Term”, is generally used synonymously for the term “Semester” as well as “Trimester”.
Registration	- Procedure for enrolment in a course / programme
Letter Grade	- A letter associated with a particular performance level of the students. A qualitative meaning and a numerical index are attached to each grade.
Credit	- A numerical figure associated with a course. On passing the course, the students earn this “credit”
Regular Approval	- If a student is unable to attend the institute or appear in an examination on account of unavoidable reasons like illness, accident or unforeseen circumstances, prior / prompt intimation and request to Head of the Institution is necessary for seeking approval for the absence. The approval of HoI so obtained will be referred as Regular Approval.
Granting a Term	- This expression is used to indicate whether the in Term performance of a student is up to a minimum acceptable standard which permits the student to promote to the next Term without having to repeat the complete study of a course. GT-Term Granted, NT – Term not granted.
Appeal Committee	- Consisting of Director, Dean, Additional Director and two senior faculty members nominated by the Director.

SHORT FORMS

The Institute	- Institute of Management
The Director	- The Director, Institute of Management
Additional Director	- The Additional Director, Department of Undergraduate Studies in Management
Faculty	- Faculty of Management
Dep.	- Department of Undergraduate Studies in Management
The Dean	- The Dean, Faculty of Management
CEE	- Continuous Evaluation Examination

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TEE	- Term End Examination
IR	- Initial Registration
RPR	- Repeat Registration
RS	- Repeat Registration for Studying all components of a course
RER	- Re - examination Registration
REC	- Re-examination Registration for continuous evaluation component of a course
RES	- Re-examination Registration for Term End Examination of a course
TGPA	- Term Grade Point Average
CGPA	- Cumulative Grade Point Average
R.BM	- Regulation of Integrated Bachelor of Business Administration-Master of Business Administration programme

R.BM.1. THE PROGRAMME

1.1. Structure: It is a five year integrated dual degree programme in Management, an innovative programme that combines the undergraduate and post-graduate programmes – BBA & MBA. The first three years (Undergraduate Phase) comprise of nine terms (three terms in each year). The subsequent two years (Post-graduation Phase) comprise of six terms (three terms in each year). Each term is for a duration of approximately 12 weeks. The medium of instruction of the programme is English.

1.2. Exit Option: The programme provides flexibility to the students to exit at the end of the third year with the degree of Bachelor of Business Administration subject to all relevant conditions are fulfilled.

R.BM.2. ELIGIBILITY OF ADMISSION

2.1. For All-India Category

- a) Candidates should have passed Higher Secondary Certificate (HSC) Examination (10+2) or any other equivalent examination from the schools located in India (including Gujarat State) and recognized by Nirma University, with minimum 60% aggregate marks ^A at first attempt.
- b) ~~The age of the candidates shall be not more than 20 years as on 1st July of the year of admission. [deleted vide 'A']~~

2.2. For Gujarat Category

- a) The candidate should have passed Higher Secondary Certificate (HSC) Examination (10+2) or any other equivalent examination recognized by Nirma University from the schools located within the State of Gujarat with minimum 90% aggregate marks at first attempt.
- b) ~~The age of the candidates shall be not more than 20 years as on 1st July of the year of admission. [deleted vide 'A']~~

^A Amended by deletion and addition vide noti.No. NU-142 dated 11.10.2019, BoG mtg.-28.09.19, reso.-5(A)(ii)

2.3. NRI (Self) Category/NRI Sponsored Category

- a) Candidate should have passed Higher Secondary Certificate (HSC) Examination (10+2) or any other equivalent examination recognized by Nirma University [^] **at first attempt, with minimum 60% aggregate marks.**
- b) ~~The age of the candidates shall be not more than 20 years as on 1st July of the year of admission. [deleted vide 'A']~~

2.4. Merit for the admission: The method of determining the merit for the admission will be decided by the Director General, Nirma University from time to time depending upon the requirement.

R.BM.3. CATEGORIES OF COURSES: The following categories of courses are offered in the programme:

3.1. Credit Courses: These are courses that have been considered for determining the students' academic performance in the programme. In order to qualify for the degree, the students are required to complete successfully prescribed credits. They are included in the schedules of various Terms/trimesters as per the Teaching Scheme in force from time to time. There are two types of Credit Courses; (1) Core Courses and (2) Elective Courses.

3.2. Core Courses: There are the compulsory courses as included in the Teaching Scheme. Elective courses are explained in para 3.2.

3.3. Elective Courses: There will be four types of Elective Courses:

- a. **Specialization Electives:** These are the courses of different specialization areas. A student needs to study a minimum 18 Credit courses to get Major specialization in an area and 12 Credit courses to get Minor specialization in an area.
- b. **General Electives:** These are the courses of general nature and shall not be considered against a particular specialization area
- c. **Non-Specialization Electives:** These courses are not covered under particular area of specialization
- d. **Sectoral Specialization Electives:** These courses belong to different Industrial Sectors.
- e. **Enrichment Courses.** These are credit courses and included in the schedules of various Terms/trimesters. Enrichment Course generally follow the pedagogy of learning from experience and aims to develop certain specific skills. These courses will be normally conducted in a workshop mode.

3.4. Supplementary Courses: They are offered to the students to provide an additional exposure to certain skills/knowledge. They are not included in the regular schedule of the Terms. No credits are assigned to these courses. The Dean of the Faculty of Management is empowered to decide these courses, their curriculum, teaching and examination schemes, passing standards and such other matters as may be necessary for efficient conduct of the courses.

Hereafter, the Core and Elective Courses will be referred to simply as “courses”. Enrichment courses and Supplementary courses will be specifically mentioned.

3.5. Summer Project(s)/Internship(s): All students will have to complete summer project(s)/internship(s) of with a social or an industrial or business or service organization for a duration as prescribed in the Teaching and Examination Scheme.

3.6. Audit Courses: These are optional courses. Audit courses not evaluated for the purpose of assessing the performance of the students and no grade will be awarded for these courses.

R.BM.4. COMPONENTS OF A COURSE

The academic schedule of the courses may consist of one or more of the following components with their respective scope as described.

4.1. Lecture: Teaching learning processes conducted in real and virtual classrooms with various multi media aids.

4.2. Tutorial: Lecture Sessions will be supported by Tutorial Sessions.

4.3. Project Work / Practical Work: The students will be engaged in research or Practical Work pertaining to a course.

4.4. Supplementary to classroom teaching:

- a) The students have to prepare research papers and present as a seminar.
- b) Library Sessions: The students will be engaged in reading articles / books / reference material etc. as part of library hours.

R.BM.5. TEACHING AND EXAMINATION SCHEME

The teaching scheme for the course as a whole will be referred simply as Teaching Scheme.

The courses offered in each programme (term - wise) and their teaching schemes are given in the Term Schedules approved by the Academic Council from time to time. The schemes show the various courses, distribution of teaching hours, course component/s, examinations, component weightage and credits allotted to each course.

R.BM.6. ASSESSMENTS

6.1. For assessment of a course a student is evaluated on TWO components, viz. on a continuous basis through Continuous Evaluation Examination (CEE) that includes several sub-components such as Quizzes/Test, Assignment and Projects (Group/individual) etc. and at the end of the Term through a Term End Examination (TEE). The detailed scheme of the CEE will be notified by the Dean of the Faculty of Management before start of the academic year and the same will be notified to the students by way of course outline of each course before the commencement of each term. The TEE covers the entire syllabus of the course.

6.2. Audit of Assessment Tools

- ⇒ Every Term the question papers used in different tests/examinations shall be submitted for the purpose of audit.
- ⇒ Answer-Books, quiz papers, assignments, project reports, and any other assessment tools used, should be shown to the students and descriptive and detailed feedback should be given to an individual student.
- ⇒ The faculty should maintain all assessed exercises and proper records of such feedback given to the students and submit to the office at the end of every Term. The Institute shall audit them with a suitable mechanism. Audit of assessed work of at least one course will be selected randomly by the Director.

6.3. Examiners: All assessments both Term End Examination and Continuous Assessments will be carried out by the concerned faculty.

6.4. Additional Director: The Additional Director, Department of Under-Graduate Studies in Management is responsible for performing all the Academic and Administrative activities of the Under Graduate (BBA) phase of the programme.

R.BM.7. REGISTRATION IN COURSES

7.1. There are four categories of registration. All the four categories will be collectively referred to simply as Registration. Individual categories will be referred by their symbols. All Registration, wherever applicable, will be subject to the availability of courses. Registration will be done course-wise.

7.2. Categories of Registration

- ⇒ **Initial Registration (IR)** - In order to study a course for the first time, the student will register under the IR category. This will imply regular attendance for study of all components of that course and appearing at all examinations thereof. IR registrations for courses of a Term are to be done for ALL courses of that Term as shown in the Teaching Scheme; IR registration will not be permitted for lesser number of courses. The student who so registers (IR) for all courses of a Term will be considered as having been registered in that Term.
- ⇒ **Repeat Registration (RPR)**
 - (i) **Repeat-registration for Study of a Course [RS]:** A student is required to repeat the entire course including attending classes if he/she fails to meet the attendance requirement or due to any other reason as may be specified by the Institute. In such case the student is required to apply for Repeat Registration (RPR) to repeat the entire study of the course. This category will imply regular attendance to study all components (i.e. Lectures, CEE, LPW/PW & TEE as applicable) and appearing at all examinations thereof.

- (ii) **Re-Registration (RER):** This registration is necessary for appearing again in a particular examination of a course. It will not involve regular attendance for studying the course. Re-Examination Registration will be in two categories. (a) Re- Registration for the Examinations of Continuous Evaluation component of a course [REC] and (b) Re- Registration for Term End Examination of a course [RET].
- ⇒ **Approval of Registration:** Every student must apply in the prescribed form for registrations, as applicable. The decision on the student's request will be based on the availability of courses and applicable Regulations. The Additional Director / the Dean will issue appropriate orders for processing the application, including scrutiny, verification and final orders for the BBA phase and the MBA phase respectively.
- ⇒ **Simultaneous Registration and Re-Registration in Different Categories:**
- (i) Terms will be registered in chronological order.
 - (ii) Partial registration in the scheduled courses of a term is not permitted.
 - (iii) With reference to R.BM.11; a student who becomes eligible for IR registration in the next year must first register for all RER and RPR registrations, as applicable in his/her case.

GRADES

7.3. Performance Levels: The Performance level of the student in any course will be adjudged in terms of the letter grades, and grade points. Table – 1 provides significance of letter grades along with its equivalent grade points.

Table 1 : Letter Grades and their significance

<u>Grade</u>	<u>Qualitative Meaning</u>	<u>Equivalent Grade Point</u>
<u>(G)</u>	<u>(GO)</u>	<u>(g)</u>
A+	Excellent	10
A	Creditable	9
B+	Very Good	8
B	Good	7
C+	Satisfactory	6
IF	Interim Fail	0
FF	Fail	0

R.BM.8. SCOPE OF EXAMINATIONS AND ASSESSMENT

In order to pass a course, the students will have to pass all examinations of that course. The scope of examinations and the method of assessment are as follows:

- 8.1.** In all mark based assessment, the overall percentage marks, if fractional, will be rounded off to the next higher integer value.

Continuous Evaluation Examination – CEE (IR & RPR Registration): The learning of the students will be continuously assessed during the Term and given marks. Oral examination will be included in the assessment at all possible stages. The total marks of components of continuous evaluation will be aggregated based on their *inter se* weights to give the overall percentage of marks in the CEE examination.

- 8.2.** If a student fails in CEE, the student will not be permitted to appear in TEE of that course and the student will have to seek REC.
- 8.3. Term End Examination TEE [IR & RPR Registration]:** The expression 'Term End Examination' refers to the Hall Examination of a course taken at the end of a Term. The TEE of a course will cover the entire syllabus of the course. The assessment will be mark based as per normal practice in the hall examinations.
- 8.4. Supplementary Examination (SPE)**
(RER registration, grade IF in TEE)
The Institute may decide to hold a Supplementary Examination (SPE) for TEEs at the end of each term for students who have obtained grade IF(O) and/or IF(T) in a course. Such students will have to seek RER registration to take up SPE.
- 8.5. Schedules of TEE and SPE:** TEEs of all courses of the programme, as per the teaching scheme, will be held at the end of each terms. The term-end Supplementary Examinations (SPE) will be held after the TEEs of the respective terms during the Under-Graduate Phase of the programme and will be for only those courses that are offered in that term.
The year-end Supplementary Examinations (SPE) will be held at the end of academic year during the Post-Graduate Phase of the programme and will be for only those courses that are offered in that academic year.
- 8.6. Only for MBA Phase:** If the course instructor desires that there should be an open book examination in a course in any TEE, s/he may make a suitable recommendation to the Programme Committee. Final approval of the Dean will be necessary before the scheme is implemented. This method of examination must be announced to the students through the Course Outline before the commencement of the respective course.
- 8.7.** Absence in any examination with or without Regular Approval will be assigned Zero [0] marks. However, during the Post-Graduate phase, if a student fails to appear in TEE of any course due to extraordinary reasons/circumstances such as self-hospitalization, complete physical immobility, or death of immediate family member (parents or siblings only) may be permitted to take up a Make-up Examination subject to submission of an application along with relevant valid documents and approval from the Dean, Faculty of Management.

R.BM.9. GRANTING OF TERM

- 9.1.** The Term will be granted course-wise.
- 9.2.** The granting of Term for all the students (IR, RPR) will depend on the compliance of maintaining minimum 85% attendance in all components of the course (as applicable) Regular approval for remaining absent up to 15% is necessary.
- 9.3.** The student who has been given category NT may appeal to the Appeal Committee giving full reasons for his default. The decision of the Committee in all such cases will be final.
- 9.4.** The student who is given NT category will not be permitted to appear in TEE of the concerned course. S/he will also be given grade FF in that course.

R.BM.10. GRADING SYSTEM

- 10.1. CEE, LPW and TEE:** Grades for the CEE, LPW and TEE examinations will be given on the basis of the percentage marks obtained by the student in the respective examinations. In the normal course, a student (IR, RPR) and category GT will appear for TEE after his CEE and LPW examination, in the same Term. Table 2 shall be referred for converting percentage marks into corresponding Grades (G) for CEE, LPW and TEE/SPE.

% marks	Grade(G)
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
40-49	C
Less than 40	IF

10.2. Course Grade

Course grade will be given only when the student meets the standards of passing all components and the course as referred in R.MBAFT 13.1 and R.MBAFT 13.2.

Marks of TEE/ SPE, CEE and LPW (as applicable) examinations shall first be aggregated on the basis of the component / *inter se* weights given in the Teaching Scheme. After the aggregate marks of the entire group are so calculated, the performance of each student in the course as a whole will be assigned a grade based on his aggregate percentage viewed in relation to the overall performance of the group.

In giving relative grades, the number and designation of various grades (G) shall be kept the same as shown in Table 3. The cut off percentages of relative grading will be decided subject to the guidelines prescribed by the Academic Council.

The Transcript will show only the Course Grade and not the Component Grades.

- 10.3.** The Institute uses absolute grading system in case the grading is performed for 30 or less than 30 students. The following Table – 3 provides the conversion of marks in letter grades.

% marks	Grade (G)
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
Below 50	IF

- 10.4.** Absolute grading is followed for grading all courses that do not have Term End Examinations, Credit based Internships, Enrichment Courses, Field Courses and for all examinations of RPR/RER category.

R.BM.11. INTERPRETATION OF GRADES

- 11.1.** Grade C+ is the minimum for passing a course. Grade C is the minimum for passing a component of a course.
- 11.2. Grade FF:**
 (i) If this grade is given because of NT (R.BM.10), the student will have to seek RS registration respectively for repeat study of the course.
- 11.3. Grade IF:** This is an interim fail grade given in CE, TEE and overall fail in a course, as under:

Performance	Grade
Fail in CEE	IF(C)
Fail in TEE	IF(T)
Overall Fail in a course	IF(O)

R.BM.12. PASSING STANDARDS

- 12.1. Criteria for successful completion of a Component:**
 The standards of passing a component are given below.
- CEE / LPW/ TEE - a minimum Letter Grade C
- 12.2. Criteria for successful completion of a course:**
 In order to successfully complete a course, a student is required to obtain a minimum Letter Grade “C+” overall in a course.
- 12.3.** A student who is awarded IF(T) and/or IF(O) may be allowed to appear in SPE of not more than EIGHT course in a year during the Under-Graduate phase to improve this grade. Similarly, a student who is awarded IF(T) and/or IF(O) may be allowed to appear in SPE of not more than FIVE course in a year during the Post-Graduate phase to improve this grade.
- 12.4. Criteria for Successful Completion of a Year:**
 For successful completion of each year, a student shall fulfill the following conditions:
- a) S/he should not obtain “IF/FF” grade in any course.
 - b) S/he should not obtain CGPA less than 6.0
- 12.5. Conditional Promotion (CP) to Subsequent Year during Under-Graduate Phase of the programme:**

If a student is unable to meet the academic standards at the end of the first/second year, s/he can be given conditional promotion to the second/third year provided s/he meets the following conditions excluding Summer Internship(s) and Supplementary courses:

- (i) S/he has grade “IF (C) or IF (O) or IF (T) or FF” in not more than TWO courses in any Term.
- (ii) S/he has grade “IF (C) or IF (O) or IF (T) or FF” in not more than FOUR courses at any given point of time in the course of study.

12.6. Conditional Promotion (CP) to Subsequent Year during Post-Graduate Phase of the programme:

If a student is unable to meet the academic standards at the end of the fourth year, s/he can be given conditional promotion to the fifth year provided s/he meets the following conditions excluding Summer Internship(s) and Supplementary courses:

- (i) S/he has grade “IF (C) or IF (O) or IF (T) or FF” in not more than TWO courses in any Term.
- (ii) S/he has grade “IF (C) or IF (O) or IF (T) or FF” in not more than THREE courses in the fourth year.

12.7. A student who is conditionally promoted (CP) to the next year is required to meet the minimum academic standards of successful completion of the that year by repeating required number of courses during the next year. Such students will have the following options to repeat the minimum academic standards:

- (i) to repeat TEE along with the regular offering of the programme in the subsequent academic year

OR

- (ii) to repeat both CEE and TEE along with the regular offering of the programme in the subsequent academic year

In such case, S/he will have to apply for a Repeat Registration (RR) as per the applicable category of RR. In case, s/he opts to repeat CEE then s/he has to repeat TEE also.

12.8. If a student gets IF(C) in a course, then s/he will have to appear in CEE and TEE by registering for REC and RET respectively along with the regular offering of the programme in the next academic year in order to successfully complete such courses.

12.9. If a student gets FF in a course, then s/he will have to register for RS and attend all the components (as referred in R.MBAFT.4) of that course along with the regular offering of the programme in the next academic year and appear in CEE and TEE in order to successfully complete such courses.

12.10.Failure in Promotion: If a student fails to meet the requirements of promotion to the next year, he/she will not be allowed to pursue the next year unless he/she meets with the conditions as an Ex-student.

12.11.Promotion from Under-Graduate phase to Post-Graduate phase:

A student is required to complete all requirements of the Under-Graduate phase (first three years) successfully in order to be promoted to the Post-Graduate phase of the programme.

12.12. A student who has IF (O or T or C) or FF for any course(s) at the end of the third year after having appeared the term-end SPE held for ninth term, s/he is given an opportunity to improve and meet the academic passing standards by repeating the study of such course before the commencement of the MBA Phase. In these cases, the student may have an option to repeat only TEE or CEE and TEE both. A student is allowed to reappear for a maximum of FOUR courses. The student must register for the applicable category of RPR in all such cases.

12.13. The student who has once passed an examination will not be allowed to appear at it again.

R.BM.13. PERFORMANCE LEVELS

13.1. Grade Point Averages (GPA): The performance level of the students in credited courses at different stages of his study is given by the following measures.

13.2. Term GPA (TGPA): The Term GPA shall be computed by multiplying the earned course grade points by the corresponding course credit and the resultant value shall be divided by the total credit of the Term.

13.3. Cumulative Grade Point Average (CGPA): Similarly, GPA of a year and Cumulative Grade Point Average (CGPA) at any stage of study shall be computed by multiplying the grade points of the earned courses till that point of time by the corresponding course credits and the resultant value shall be divided by the total credits of the earned courses.

13.4. Programme GPA (PGPA): Programme GPA refers to the CGPA of the entire Programme, on completion of the Programme. Course Grade, Credits, Grade Points and TGPA/CGPA will be mentioned in the term Grade Report.

13.5. Class and Percentage (%) Marks: In case, there is equivalence between GPA values and Class / % marks is desired, the same can be obtained as given below:
 $\% \text{ marks} = (\text{GPA} - 0.50) * 10$

GPA Value	Percentage	Equivalent Class
6.00 to 6.49	55% to 59%	Second
6.50 to 7.49	60% to 69%	First
7.50 and above	70% and above	First with Distinction

R.BM.14. AWARD OF DEGREE

14.1. To qualify for the award of “INTEGRATED BACHELOR OF BUSINESS ADMINISTRATION-MASTER OF BUSINESS ADMINISTRATION” degree a student is required

- ⇒ to complete all requirements of the Under-Graduate phase (first three years) successfully with a minimum CGPA of 6.0.
- ⇒ to complete all requirements of the Post-Graduate phase (fourth year & fifth year) successfully with a minimum CGPA of 6.0.
- ⇒ to successfully complete the prescribed credits of the programme as specified in the Teaching and Examination Scheme
- ⇒ to successfully complete Supplementary Course(s) requirement as specified in the Teaching and Examination Scheme with a minimum grade ‘satisfactory’. If a student gets ‘unsatisfactory’ grade, s/he is required to improve the Supplementary Course(s) grade in the scheme as prescribed by the Dean, Faculty of Management.

14.2. Only for the students who opt to exercise the “Exit” option after completion of the Under-Graduate Phase: To qualify for the award of “BACHELOR OF BUSINESS ADMINISTRATION” degree a student is required

- a) to complete all requirements of the Under-Graduate phase (first three years) successfully with a minimum CGPA of 6.0.
- b) to successfully complete the prescribed credits of the programme as specified in the Teaching and Examination Scheme for the Under-Graduate Phase
- c) to successfully complete Supplementary Course(s) requirement as specified in the Teaching and Examination Scheme for the Under-Graduate phase with a minimum grade ‘satisfactory’. A student is required to repeat the Supplementary Course(s) in case he/she gets ‘unsatisfactory’ grade in the scheme as it may be prescribed by the Dean, Faculty of Management.

R.BM.15.CANCELLATION OF ADMISSION

15.1. The admission of following categories of students is liable to be cancelled:

- a) Failure to meet the requirement for the award of BBA degree within four years from the date of admission to the programme in case the students opts for existing at the end of the Under-Graduate phase.
- b) Failure to meet the requirement for the award of Integrated Bachelor of Business Administration-Master of Business Administration degree within three years from the date of enrolment in the Post-Graduate phase.

15.2. The student, whose admission is so cancelled, can appeal to the Appeal Committee. The Committee may grant an extension up to the ONE additional term for the deserving cases, provided the student gives a viable assurance to make up the shortfall within that period.

15.3. Notwithstanding anything contained above, if a student has cleared all the courses and have earned the requisite number of credits except one course, may appeal to the President. The President may consider such appeal on the recommendation of the appeal committee prescribed under the regulations for the purpose and after considering the genuineness of the case may give ONE more additional attempt to the student concerned to clear the remaining course.

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DISCLAIMER

This regulation is the content of the original notification(s) issued in pursuance to the approval given by the Board of Governors in its meeting(s). Hence, in any dispute or doubt under this document, it is advisable to verify with the original notification and the same would be treated as final.