

**KALASALINGAM UNIVERSITY**  
(KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION)  
(Under Section 3 of the UGC Act 1956)  
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**B.B.A.**  
**REGULATIONS - 2012**

## CONTENTS

<b>B.B.A. REGULATIONS – 2012 (Applicable to students admitted in the year 2012 and later)</b>		<b>Page No.</b>
R.1.0	Admissions	3
R.2.0	The Structure of the B.B.A. Programme	4
R.3.0	Faculty Advisor	5
R.4.0	Class Committee	5
R.5.0	Registration and Enrolment	7
R.6.0	Registration Requirements	7
R.7.0	Contact Courses	7
R.8.0	Minimum Requirements to Continue in the Programme	8
R.9.0	Maximum Duration of the Programme	8
R.10.0	Temporary Withdrawal from the Programme	9
R.11.0	Discipline	9
R.12.0	Attendance	10
R.13.0	Assessment Procedure – Tests and Examinations	10
R.14.0	System of Tests	10
R.15.0	End-Semester Examinations	11
R.16.0	Evaluation of Project Work	11
R.17.0	Weightages	12
R.18.0	Make-up Examinations	13
R.19.0	Course-wise Grading of Students	13
R.20.0	Method of Awarding Letter Grades	14
R.21.0	Declaration of Results	14
R.22.0	Distribution of Evaluated Answer Books	15
R.23.0	Course Repetition	16
R.24.0	Grade Card	17
R.25.0	Eligibility for the Award of B.B.A. Degree	17
R.26.0	Power to Modify	17

**B.B.A. REGULATIONS 2012**  
**(Applicable to batches of the year 2012 and later)**

**R.1.0 Admissions**

**R 1.1 Eligibility**

Candidates who have passed 12th std. Examination (10+2) from any stream are eligible to apply for admission to the B.B.A. Programme offered by Kalasalingam University.

R 1.2 Announcement for admission to B.B.A. programme will be made by the Kalasalingam University and the candidates are required to submit their applications in the prescribed application form on or before the dates specified in the announcement by the university.

R 1.3 Admission to the B.B.A programme will be made by the procedure given below:

- i. The applicants to the programme will have to qualify in the Entrance Examination conducted in the month of May / June of that academic year by the University. The final selection will be based on
  - i. The marks obtained in the entrance test and
  - ii. The marks obtained in the 12th Std. Examination
- ii. **NRIs and Foreign Nationals:** NRIs and Foreign Nationals should forward their application through proper channel. Foreign Nationals, whose applications received through Indian Council of Cultural Relations, Government of India, are also eligible for admission. Their applications are to be submitted through their embassy. They are exempted from Entrance test, Interview and Group Discussion.

They will be selected on the basis of

- Academic Record
- Letters of Reference and
- Work experience (if any)

They also have to submit copies of documents related to their citizenship while applying for the programme.

R 1.4 The Admissions Committee constituted by the Chairman / Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.

R 1.5 In all matters concerning selection of candidates, the decision of the Chairman, Academic Council or his nominee is final.

R 1.6 In addition to the conditions given in the information brochure for B.B.A. admission sent along with the application forms, the selected candidates should satisfy the other admission requirements indicated in the letter of offer of admission. Then only he /she will be admitted to the B.B.A. Programme after payment of the prescribed fees. However, if at any time the Dean (Academic) finds any of the requirements not fulfilled by the candidate, the Dean (Academic) may revoke the admission of the candidate to the programme.

## **R. 2.0 Structure of the B.B.A. Programme**

R. 2.1 The Programme of instruction will consist of

- (i) Core courses,
- (ii) Elective Courses,
- (iii) Laboratory courses,
- (iv) In Plant Training and
- (v) Project work.

R. 2.2 The curriculum of B.B.A. programme is designed to have a minimum total of 125 credits as shown in Table 1 of R.2.5 for the award of the B.B.A. degree.

(a). Credits for the courses are assigned based on the following general pattern:

- (i) One credit for each lecture period per week
- (ii) One credit for each tutorial period per week
- (iii) One credit for each laboratory or practical session of three periods per week.

(b) For the award of the B.B.A.degree, a candidate shall

- (i) Satisfy all the requirements prescribed by the Regulations of the Academic Council,
- (ii) Earn not less than 125 credits and
- (iii) Complete all courses as specified in the curriculum and syllabus of the programme, within a minimum period of three years or a maximum period of five years (including the duration of withdrawal from the course on medical grounds or for other valid reasons, if any, as per regulation **R.10.1**) from the date of his/her enrolment.

R.2.3 The B.B.A. programme will have a Curriculum and Course Content (Syllabus) approved by the Academic Council. The medium of instructions, examinations, seminars and project reports shall be in English.

- R.2.4 The complete programme will be of six semester duration. The academic load in each semester consists of course work and/ or project work as specified in the curriculum.
- R.2.5 No semester shall have more than five lecture-based courses , one Subject viva voce and a laboratory based course, as prescribed in the curriculum except fifth and sixth semester, adding up to not more than 22 credits.

**TABLE 1 – CATEGORIES OF COURSES FOR CREDITS**

<i>Sl.No.</i>	<i>CATEGORY</i>	<i>SEMESTERWISE CREDIT DISTRIBUTION</i>						<i>TOTAL CREDITS</i>
		<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	
1	Theory Courses	16	17	17	17	13	3	83
2	Laboratory Courses	2	2	2	2	2	1	09
3	Elective Courses	-	-	-	-	3	9	12
4	Subject Viva Voce	1	1	1	1	1	1	06
5	In Plant Training	-	-	-	-	5	-	05
6	Project Works	-	-	-	-	-	8	08
Total		19	20	20	19	23	22	125

**Minimum credit requirements : 125**

### **3.0 Faculty Advisor**

- R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the Department concerned will assign a certain number of students to a faculty member who will be called as their Faculty Advisor.

The Faculty Advisor will help the students in all their endeavours during their period of study. After the first End-Semester examination, if the Faculty Advisor finds that any of his/her wards is showing poor performance for whatever reason(s), he/she will bestow special care and attention on him/her as per the Standard Practice Record (SPR) of the University.

### **R.4.0 Class Committee**

- R.4.1 Every class of the B.B.A Programme will have a Class Committee consisting of Faculty and Students. The constitution of the Class Committee will be as follows:
- (i) A Professor who is not associated with teaching the particular class, nominated by the Dean (Academic)/Head of the Department, to act as the Chairman of the Class Committee.

- (ii) Course teachers of all the lecture-based courses
- (iii) Laboratory-in-charge(s)
- (iv) The Class Co-ordinator of the class
- (v) Five students (in the combination of two from the toppers and three from the rest of the class) from the respective class, to be chosen by the students of the class from among themselves (and)
- (vi) Faculty Advisors of the students of the respective class.

During the semester, when students carry out their project work, the project guides and project work co-ordinator also will be the members of the Class Committee.

R.4.2 The basic responsibilities of the Class Committees are

- (i) To review periodically the progress of the classes.
- (ii) To discuss problems concerning curriculum, syllabi and conduct of the classes.
- (iii) To resolve issues related to slow beginners.

The Class Committee permits minor changes (not exceeding 10 percent) to the prescribed content of a course, proposed by a teacher offering the course, to bring it in tune with the latest developments in Management Science /current practices in Industry. However, the Chairman of the Class Committee obtains the approval of the Chairman, Board of Study concerned, and the Dean (Academic) for implementing such changes to the content of the course.

The method of assessment of theory and practical course will be decided upon by the course teacher in consultation with the Class Committee, and will be announced to the students at the beginning of the semester. However, for all courses in the first two semesters of the B.B.A. programme, the method of assessment will consist of two Sessional Examinations and one End-Semester Examination, with Weightages specified as in regulation **R.17.1**. Each Class Committee will communicate its recommendations to the Head of the Department concerned and the Dean (Academic).

The Class Committees shall meet at least four times in a semester: at the beginning of the semester, after the Sessional Examination I, after the Sessional Examination II, and finally (without the student members) after the End Semester Examination.

The Class Committee, excluding the student-members, is responsible for the finalization of the semester examinations results/grades to the students.

### **R.5.0 Registration and Enrolment**

- R.5.1 The curriculum for any semester, except the fifth, normally carries 22 credits.
- R.5.2 Except for the first semester, registration for the courses in a semester will be done during a specified week before the End-semester Examination of the previous semester.
- R.5.3 From the second semester onwards students have to enroll themselves on the first day of each semester. A student will be eligible for enrolment only if he / she fulfils the requirements of regulation **R.7.0** and is not debarred from enrolment by any disciplinary action of the University. At the time of enrolment a student can drop a course registered for earlier and also substitute it by another course for valid reason(s).
- R.5.4 For each course registered for in a semester, the Registration Sheet contains the code, name, credits assigned and the category it belongs to.

### **R.6.0 Minimum Requirements to Continue in the Programme**

- R.6.1 A student should have earned not less than 10 credits in the First semester and 20 credits by the end of the Second semester and 10 successful credits in each semester thereafter.

However, students who do not earn the minimum required credits in the odd semester may be given a chance during the even semester to make up for the shortfall by securing more credits.

### **R.7.0 Maximum Duration of the Programme**

- R.7.1 A student is ordinarily expected to complete the B.B.A. programme in six semesters. However, a student may complete the programme at a slower pace, but in any case, not exceeding ten semesters to complete the total programme, including semesters withdrawn on medical grounds or for other valid reason(s), as per **R.9.1**. However, students have to satisfy the requirements mentioned **R.7.1** every semester, failing which their registration is liable to be cancelled.

### **R.8.0 Temporary Withdrawal from the Programme**

- R.8.1 A student may be permitted by the Dean (Academic) to withdraw from the programme for a semester or longer for reasons of ill health or on other valid grounds. Normally, a student will be permitted to discontinue the programme for a maximum period of only two semesters.

A student who is permitted to discontinue may rejoin the programme at the appropriate semester, but only along with the regular students at the time of commencement of that semester.

R.8.2 A student who discontinues and rejoins a programme shall be governed by the rules, regulations, courses of study and syllabus in force at the time of his/her rejoining the programme.

### **R.9.0 Discipline**

R.9.1 Every student is required to observe discipline and decorous behaviour in all activities related to academics and not indulge in activities that would tend to bring disrepute to the University.

R.9.2 Any instance of indiscipline related to the academic activity of a student will be referred to a *Discipline and Welfare Committee*; likewise, any instance of malpractice by a student in connection with the examination process will be referred to an *Examination Monitoring and Grievance Redressal Committee* (EMGRC), constituted by the Chairman of the Academic Council.

These Committees will inquire into the issue and make recommendations, along with suggesting suitable punishment for the offenders (if the charges against them are substantiated), to the Staff Council. The Staff Council will consider the recommendations of these committees and decide on the appropriate action to be taken. The Dean (Academic) will report on the action taken at the next meeting of the Academic Council.

### **R.10.0 Attendance**

R.10.1 Every faculty member handling a class will register his/her students' attendance from the date of commencement of the class work and till the last day of instruction of the semester, and finalise the attendance records of the students. The attendance percentage, calculated up to the last day of instruction of the semester, will be indicated by a number / letter code as shown in the Table 2.

TABLE 2 ATTENDANCE CODE TABLE

<b>Percentage of Attendance (Rounded to)</b>	<b>Attendance Code</b>
95 and above	H
85 to 94	9
80 to 84	8
Below 80	L



The particulars of students who have an attendance percentage less than 80 in the courses they had registered for, will be displayed on the University notice boards/website. **Students, whose attendance is less than 80% in the courses they had registered for, will not be permitted to sit for the End-Semester Examination in these courses.**

The Hall Ticket for the End-Semester Examination will be issued only to eligible students upon their clearing all of their dues to the University, Hostel, Library and other Departments/Sections (if any) of the University.

- R.10.2 If a student has an attendance percentage lower than 80 in a course, his/her performance in that course will be treated as not satisfactory, and he/she shall be awarded “**W**” grade (‘W’ meaning failure for want of the minimum attendance) in that course. **This grade shall be mentioned in his/her grade card till the course is successfully completed.**

#### R.10.3 Condonation of Insufficient Attendance

Students who have availed themselves of medical leave on valid grounds may be considered for Condonation of insufficient attendance, provided the percentage of their attendance excluding the period of their medical leave is not below 80 % and their attendance including the period of their illness does not fall below 70%. Students can avail themselves of this facility only once during the entire period of their study.

Students who wish to apply for Condonation of insufficient attendance should do so within two days of the last working day of the semester, along with the medical certificates and other relevant documents, to the office of the Dean (Academic). An Attendance Committee constituted by the Chairman of the Academic Council will study the individual cases and approve of the applications on the basis of their merit.

#### R.11.0 Assessment Procedure – Tests and Examinations

- R.11.1 The Academic Council will decide from time to time on the system of tests and examinations in each course in each semester. The general guidelines for this are as follows:

#### R.12.0 System of Tests

- R.12.1 In the lecture / tutorial-based courses, *two Sessional Examinations* will be conducted for each course. The details of weightage of marks for the Sessional Examinations will be announced by the course teacher, in consultation with the Class Committee, and the Dean (Academic), at the beginning of the semester.

### **R.13.0 End-Semester Examinations**

R.13.1 There will be an End-Semester Examination of three hours duration in each lecture-based course/laboratory based course.

### **R.14.0 Evaluation of Project Work**

R.14.1 The progress of the students in their project works will be assessed through two periodical reviews by a Project Review Committee, constituted by the Head of the Department /Dean (Academic).

Upon completion of the project work, the student will have to submit a project report which will be evaluated by duly appointed examiner/s. The evaluation will be based on the report, the assessments during the periodical reviews, and a viva voce examination on the project work.

R.14.2 The project reports of B.B.A. students who have not completed their courses will be evaluated in the same semester and the results sent in an envelope labelled CONFIDENTIAL to the Dean (Academic), by the examiners. The results of evaluation of the project work will be declared by the Dean (Academic) only after successful completion of all the courses by these students.

### **R.15.0 Weightages**

R.15.1 Weightages of Sessional Examinations and End Semester Examinations for the different courses:

(a) ***Theory courses:***

The weightage for theory courses of the B.B.A. programme should not be below 40% each for both Sessional and End-Semester examinations. Subject to the above constraint, the Class Committee is free to decide on the weightages for any course and announce the same to the students within 2 weeks from the beginning of the semester.

(b) ***Laboratory courses:***

Sessional Assessment	- 50%
End-semester examination	- 50%

(c) ***Subject Viva Voce:***

External Assessment at the end of the semester - 100%

R.15.2 The evaluation for all examinations, tutorials, assignments (if any), laboratory work and examinations will be on an absolute basis. The final marks in each course are calculated as per the Weightages mentioned in regulation **R.16.1**. The equivalent letter grading is on a relative basis, taking into consideration the marks scored by the students of the class in the particular course.

### **R.16.0 Make-up Examination**

- R.16.1 Students who have missed the Sessional examination(s) or End-Semester examinations for valid reasons are eligible to appear for a Make-up Examination.

Students who have missed either one or both the Sessional Examinations and the End-Semester examination in the same course for genuine reasons, such as illness, may be permitted to write only the Make-up Examination for the **missed End-Semester Examination, with no marks being awarded for the missed Sessional Examination(s)**, provided they satisfy the attendance requirements.

Such of the above-mentioned students should make an application, recommended by the Faculty Advisor and Head of the Department, to the Dean (Academic) **within one week of the date of the examination missed, explaining the reason(s) for their absence.** Applications received after this period will not be entertained.

The Examination Monitoring and Grievance Redressal Committee (EMGRC) will scrutinize the applications and make recommendations to the Dean (Academic) on the basis of the merit of their applications.

- R.16.2 Official permission to take a Make-up examination will be given under exceptional circumstances, such as admission to a hospital on account of illness.

**Students residing in the hostels should produce a Medical Certificate issued by the Chief Medical Officer (CMO) of the University** that he / she was admitted in the University hospital during the period of the missed Sessional Examination(s) /End-Semester Examination.

Students residing in the hostels who wish to have consultations with doctors outside are required to obtain the written permission of the Medical Officer of the University hospital **before they have such consultations.**

**Students residing in the hostels but already having consultations with doctors outside are required to obtain an endorsement on the certificate of treatment from the Medical Officer of the University hospital.**

A student staying outside the University campus permanently / temporarily must produce a Medical Certificate from a Registered Medical Practitioner and the same **should be duly endorsed by CMO of the University and forwarded by the Faculty Advisor.**

- R.16.3 **A single Make-up examination will be held about a week after the End-Semester examination for those who are permitted to take the Make-up examination.**

The question paper will be common to all students taking the Make-up examination in a given course. However, the question paper will be so structured that a student will be required to answer only part(s) of the question paper carrying marks in proportion to the Weightages of the examinations missed by him / her.

### **R.17.0 Course-wise Grading of Students**

#### R.17.1 Letter Grades

Based on the performance in each semester, each student is awarded a final letter grade at the end of the semester in each course. The letter grades and the corresponding grade points are shown in Table 3.

TABLE 3 GRADE CONVERSION TABLE

<b>Grade</b>	<b>Grade Points</b>	<b>Result</b>
S	10	Pass
A+	9	Pass
A	8	Pass
B	7	Pass
C	6	Pass
D	5	Pass
E	4	Pass
U	0	Fail
W	0	Failure for want of the minimum attendance
I	0	Incomplete

The “I” grade, awarded in a course to a student for failing to complete the prescribed formalities relevant to that course, will be subsequently changed to a pass grade (i.e., S/A+/A/B/C/D/E) or a “U” grade in the same semester on completion of those formalities.

- R.17.2 A student is considered to have completed a course successfully and earned the associated credits if he/she secures a letter grade other than a “U”, “W” or “I” in that course. **The grade “U” or “W” in any course implies a failure in that course. A course successfully completed cannot be repeated.**

### **R.18.0 Method of Awarding Letter Grades**

- R.18.1 A final meeting of the Class Committee without the student members will be convened within seven days from the last day of the End-Semester examination.

The letter grades to be awarded to the students for the different courses will be finalized at the meeting.

R.18.2 Along with the Summary Sheet, a copy of the Result Sheet (Grade Sheet) for each course, containing the absolute marks, final grade and attendance code, will be submitted by the course teachers / Class Co-ordinator to the Class Committee Chairman concerned. After finalization of the grades at the Class Committee meeting, the Grade Summary Sheet and the Grade Sheet of the individual courses will be endorsed and forwarded by the Class Committee Chairman to the Dean (Academic).

### **R.19.0 Declaration of Results**

R.19.1 After finalization of the grades by the Class Committee as per regulation **R.19.1**, the Grade Sheets will be submitted for approval to a Grade Approval Committee constituted by the Chairman of the Academic Council. After their verification by the Grade Approval Committee, the Grade Summary Sheet and Grade Sheets of the individual courses will be endorsed and forwarded by the members of the Grade Approval Committee to the Dean (Academic).

R 19.2 With the approval of the Grade Approval Committee, the results of all the examinations conducted in a semester will be placed before the Result Passing Committee, constituted by the Chairman of the Academic Council, for the final approval.

With the approval of the Result Passing Committee, letter-grades awarded to the students in each course will be announced by the office of the Dean (Academic) on the University notice boards and website.

R.19.3 The “U” or “W” grade, once awarded, stays in the record of the student, and is replaced with a pass grade when he/she completes the course successfully later; the CGPA will be accordingly revised.

### **R.20.0 Distribution of Evaluated Answer Books**

R.20.1 Student shall have access to their answer books of the Sessional and End-Semester examinations through the course teachers concerned on the day specified in the Academic Calendar for theory courses only. In case of any dissatisfaction at the evaluation, a student may contact and make an appeal to the course teacher concerned within two days of the date of distribution of the evaluated answer books. If the teacher determines that a case for lower-than-deserved marks brought to his/her attention by a student is genuine upon re-examining the answer book, he/she shall forward the revised marks, along with a justification for the revision, to the Dean (Academic) through the Chairman of

the Class Committee concerned, and with an intimation to the respective Head of the Department.

If the student is not satisfied with the outcome of the re-examination of his/her answer book by the teacher, he/she should make an application to the Dean (Academic) for re-evaluation of the answer book within a week of the date of distribution of the evaluated answer books. Any applications for re-evaluation received after this period will not be entertained. All applications for re-evaluation will be processed by the EMGRC and suitable decision will be taken on the basis of individual merit.

The evaluated answer books after distributed to the students will be retained for a period of one year from the date of examination and will be destroyed by the Academic Office after this period. No grievances/complaints related to the examination/ valuation of answer books will be addressed by the university after the destruction of the answer books.

### **R.21.0 Course Repetition**

- R.21.1 A student who has secured a “U” grade in a any course will have the option of either repeating the course when it is offered next or reappearing only for the End-Semester Examination in the course, conducted in the subsequent semester, to secure a pass grade. A student securing a “W” grade in a Core course has to repeat the course compulsorily when it is offered next.
- R.21.2 A student who is repeating a course will be governed by the regulation and syllabus then in force, for that course.
- R.21.3 Supplementary examinations for failed candidates (those securing a “U” grade) in a course will be conducted only along with the regular End-Semester examinations in the subsequent semester(s), with a question paper common to them and the regular students of that semester. Question Papers for all supplementary examinations in a course will be on the basis of the regulations and syllabus then in force.

No supplementary examination will be conducted for a course that is not offered during a semester. Further, no supplementary examinations will be conducted for Sessional Examinations.

The student’s letter grade will be determined, on a relative basis, along with the class of students for whom the said course was offered in that semester.

- R21.4 A course successfully completed cannot be repeated.**

**R.22.0 Grade Card**

R.22.1 The grade card issued at the end of each semester to the students will contain the following:

- (i) the list of courses registered by the student along with credits for each course registered for in that semester
- (ii) the letter grade obtained in each course
- (iii) the attendance code assigned for each course
- (iv) the total credits earned in that semester
- (v) the cumulative credits earned up to the end of that semester
- (vi) the Grade Point Average of all the courses taken in that semester (SGPA)
- (vii) the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester up to the end of that semester

R.22.2 The Semester Grade Point Average (SGPA) will be calculated according to the following formula

$$GPA = \frac{\sum (C \times GP)}{\sum C}$$

where C = Credit(s) for the CGPA course registered for and completed,

GP = Grade Point, as per the Grade Conversion Table (Table 3), given under **R.18.1**, for the letter grade obtained by the candidate for the course,

$\sum C$  = Sum of credits from all the courses taken in that semester, including those in which the student has secured U and W grades.

For the Cumulative Grade Point Average (CGPA) a similar formula is used where  $\sum C$ , the sum of credits, is from all the courses registered in all the semesters completed up to the end of that semester.

**R.23.0 Eligibility for Award of the B.B.A. Degree**

R.23.1 A student shall be declared to be eligible for award of the B.B.A. degree if he/she has

- (i) registered for and successfully completed all the required Core courses, Laboratory courses, In Plant Training, Subject Viva Voce and the Project,
- (ii) Successfully earned the minimum required credits as specified in the curriculum within the stipulated time,
- (iii) no dues to the University, Hostels, Libraries, /Parent-Teacher Association/ Alumni Association, etc.

(iv) no disciplinary action pending against him / her.

R.23.2 **Degree Classification:** The Degree of Bachelor of Business Administration shall be awarded in three categories:

- (i) First Class with Distinction
- (ii) First Class
- (iii) Pass

For a First Class with Distinction, the student must earn 125 credits within three years from the time of admission/enrolment and obtained a minimum **CGPA of 8.25**, with **all courses passed in the first attempt**.

For a First Class, the student must earn 125 credits within three years from the time of admission/enrolment and obtained a **minimum CGPA of 6.75**.

Students who earn the requisite number of credits (125 credits) within five years from the date of admission/enrolment will be awarded a Pass.

R.23.3 The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.

#### **R.24.0 Power to Modify**

R.24.1 Notwithstanding all that has been stated above, the Academic Council reserves the right to modify any/all of the above regulations from time to time.

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