

OSMANIA UNIVERSITY, EXAMINATION BRANCH, HYDERABAD-07.

UG (BBA) COURSE CBCS System w.e.f 2016.

GUIDELINES FOR UG BBA(CBCS) COURSE

Bachelor of Business Administration (BBA) Programme introduced from the academic year 2011-2012 by the Department of Business Management, Under the Faculty of Management, and Osmania University. The duration of the course is 3 years i.e. (Year-Wise System).

Eligibility for joining in BBA Course: 10+2 Intermediate course.

Medium of Instruction: The Medium of Instruction of BBA Programme will be English only.

Syllabus and Study Scheme: The course structure of three years BBA course shall be in two parts Part-I which contains General English and Second Languages of First and Second Year. and IHC, Science and Civilization & Environmental Studies as non-credit course. Whereas Part-II contains all the optional papers. In the third year project work and comprehensive viva-voce is compulsory.

However, The Year-wise System changed from 2016 to Semester system.

COURSES INTRODUCED IN BBA(CBCS) System:

BBA (Regular): w.e.f 2016

BBA (Honours) w.e.f 2016

BBA (Business Analytics) w.e.f 2022

BBA (Banking and Insurance) w.e.f. 2023

BBA (Logistics) A sectorial course w.e.f 2023

BBA (Retail Operations) A sectorial course w.e.f 2023

BBA (Fashion Design & Fashion Management) A sectorial course w.e.f 2023

BBA (Financial Markets) A sectorial course w.e.f 2023

BBA (Information Technology) A sectorial course w.e.f 2023

BBA (Entrepreneurship) A sectorial course w.e.f 2023

BBA (Digital Marketing) A sectorial course w.e.f 2023

BBA (Accounting) A sectorial course w.e.f 2023

BBA (Tourism and Hospitality Operations) A sectorial course w.e.f 2023

BBA (Healthcare Management) A sectorial course w.e.f 2023

And other approved BBA sectorial Courses w.e.f. 2023

The UG BBA (CBCS) Course Semester wise system has been introduced from the year 2016. The course contains 3 years with 6 semesters being offered by affiliated colleges, Osmania University.

OU Grading System follows the Choice-Based Credit System (CBCS) and uses a 10-point letter-grade scale, ranging from "O to D", where 'O' (10-grade points) is the highest and 'D' (5-grade points) is the lower grade, and an 'F' (zero grade points) indicates failure for below 39 marks.

OU GRADING SYSTEM FOR UG COURSES UNDER CBCS:

- (A) A CANDIDATE'S GRADES ARE CONVERTED INTO BOTH GRADE POINTS AND CREDIT POINTS; EACH PAPER OR PROGRAM HAS A FIXED AMOUNT OF CREDITS.

(B) An aspirant's cumulative grade point average (CGPA) is a measure of their overall academic performance over the six semesters of their bachelor's degree, whereas their semester grade point average (SGPA) represents their achievement in a given semester.

(C) The grade letter per the Osmania University grading system is an indicator of a candidate's success in an area of study or semester-wise exams. The grade letter is symbolized as O, A, B, C, D, E or F. However, if a candidate is absent for the exam, AB is used in the memo. The UG University grading system assigns a letter grade for every programme or paper, with each grade letter carrying a specific weight in Grade Point.

From 2016 to 2020 the grade points are as follows:

Range of Marks (in %)	Letter Grade	Grade Point
85 to 100	O	10
70 to 84	A	9
60 to 69	B	8
55 to 59	C	7
50 to 54	D	6
40 to 49	E	5
Below 40	F	0
Absent	Ab	NA

From 2020 the grade points are as follows:

Range of Marks (in %)	Inference	Letter Grade	Grade Point
90 to 100	Outstanding	O	10
75 to 89	Excellent	A+	9
60 to 74	Very Good	A	8
55 to 59	Good	B+	7
50 to 54	Above Average	B	6
45 to 49	Average	C	5
40 to 44	Pass	D	4
Less than 40	Fail (Reappear)	F (RA)	0

Calculation of SGPA:

$$\text{SGPA} = \frac{\sum (\text{Letter Grade Point} \times \text{Credits})}{\sum (\text{Credits})}$$

Cumulative Grade Point Average (CGPA):

$$\text{CGPA} = \frac{\sum \text{SGPA} \times (\text{Credits})}{\sum (\text{Total Credits})}$$

NOTE:

1. SGPA is computed only if the candidate passes in all the theory and practical papers with a minimum of 'D' grade.

2. If a candidate secures 'F' grade in a theory/practical paper, he/she is considered to have failed in that paper.
3. SGPA and CGPA are computed up to second decimal point.
4. U.E= University Exam; I.A=Internal Assessment; Ab=Absent.

Lab and Project:

In the 3rd Semester of BBA (Regular) and BBA (Business Analytics) course, Information Technology Lab will be conducted for (35L+15I Marks) and for Analytics, Descriptive Business Analytics lab will be conducted for (35L+15I Marks).

PROJECT: In the Sixth Semester Project work & Viva-Voce will be conducted by the University for (100+50 Marks). The External examiners will be appointed for Viva and project work.

INTERNAL AND EXTERNAL EXAMINERS FOR LAB AND PROJECT:

No External examiner is appointed for odd semesters i.e 3,5 semesters. The College can appoint their own internal examiners to conduct IT Lab and Descriptive Business Analytics lab. No bill can be claimed for the above.

For IT lab and Descriptive Business Analytics lab there will be no external examiners appointed by the Board of Studies. If any college wishes to appoint external for the odd semesters they have to inform BoS and appoint the examiner at their own risk. The college has to bear the expense of payment to the external examiner.

Only for even semesters **External examiners** will be appointed by the Department of Business Management, Osmania University. The BBA college can claim bill for project and viva-voce if they paid to external examiner.

Selection of Electives: For BBA (Regular & Analytics) course there will be electives in 5th 6th semesters (Finance, HR, Marketing). The candidate has to choose any one of the elective subject with the condition that both 5th and 6th semester electives selection should be same.

INTERNALS: As per the practical circular issued by the Examination Branch, Osmania University the college has to upload the internal marks for the concerned subjects.

Internal exams will be conducted once only. If a candidate misses internals, he/she cannot re-appear.

1. **PRACTICALS:** As per the practical circular issued by the Examination Branch, Osmania University the college has to approach the BoS only for **even semesters** to appoint the external examiner and submit a letter with their student's strength. After the practical exams the college has to upload the internal marks of the concerned subjects through college login. **The BoS is the authority to appoint external examiners.**
2. **PROJECT WORK & VIVA-VOCE:** The Department of Business Management, Osmania University is the authority to appoint examiners for conducting project and viva-voce. After the exams the college has to upload the marks through college login.

For Project Work and Viva-Voce, bill can be claimed by the college through their theory contingent fund.

The marks secured by the student in the internal tests, assignments, seminars, practicals, project work and semester-end examinations are converted into SGPA and CGPA.

Skill Enhancement Course SEC (Choice Based): Each department shall offer one SEC paper in each of the Semesters III, IV, V and VI. Students shall choose one SEC paper.

IMPROVEMENT: There is no provision for improvement in UG CBCS SYSTEM.

CANDIDATES WILL NOT BE ALLOWED TO IMPROVE MARKS/GRADE IN THE INTERNAL ASSESSMENT, SEMINARS AND PROJECT WORK.

RULES FOR PROMOTIONS IN THE COURSE:

- a) In the normal course of time a candidate is expected to complete UG Degree course within three years from the date of admission.
- b) The six-semester three-year course should be completed by a student within 5 years (3+2) as per the guidelines of UGC, approved by Osmania University Standing Committee of the Academic Senate on 28.01.2016.
- c) From the academic year 2017-18 onwards any student from earlier year-wise UG programme seeking readmission will have to opt for the CBCS semester system.
- d) Each course/paper shall have a character code which indicates:
i. The Department
ii. The Semester
iii. The course no/paper no.
- e) The detailed UG course structure for each department will be designed by the UG Board of studies of the Department and finalized by the Faculty and approved by the Standing Committee of the Academic Senate of the University from time to time.
- f) Attendance: 75% of attendance is compulsory for all students. However, there is a provision for condonation of attendance for the students who have attendance between 65% to 75% on medical grounds up to the end of the semester including tests and practicals. A student who does not satisfy the requirements of attendance shall not be permitted to take internal assessment as well as the semester end examinations.
- g) **Whenever the syllabus is revised, the candidate reappearing shall be allowed to appear for UG Degree examinations according to the old syllabus up to 5 years from the time of his/her admission.**
- h) Re-admission: i) The candidate should have been promoted to next higher class/semester in which they are seeking readmission. ii) They should join the course within 4 Weeks in case of semester system from the date of commencement of classes. iii) They should be able to complete the course within five years from the year of their original admission. iv) They should pay the readmission fee as prescribed by the University.

NO RE-ADMISSION SHALL BE MADE AFTER THE CUT OFF DATE (4TH WEEK IN A 15 WEEK SEMESTER) UNDER ANY CIRCUMSTANCE.

The cutoff date for granting readmission shall be reckoned from the date of the commencement of classes for different courses as per the almanac communicated by the University every year.

Candidates who, after completing a semester/year of the course but taken T.C to join some other course and come back to continue the earlier course will not be permitted to do so

Transfers from other University: If any student seeks a transfer from any other University to Osmania University for study of BBA Course as per the eligibility criteria, only the result will be declared. No consolidated memo will be issued for transfer students. They will only get Provisional Certificate

CONVERSION FORMULA: It may be noted that under CBCS system, which is a credit based system, the results are given in the form of Grades. Grade Letter consists of a range of marks instead of certain fixed figure of marks. As per existing University norms there is no such conversion formula approved by the University that gives accurate percentage of Marks. However, if any institution or organization is very particular about any candidate's marks or percentage, they may contact the examination branch of Osmania University officially.

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