

**FACULTY OF BUSINESS STUDIES
UNIVERSITY OF RAJSHAHI, RAJSHAHI**

**Proposed Ordinance for the Bachelor of Business Administration (BBA)
Program
Effective from the Session 2022-2023**

Proposed Ordinance

A. General:

The Departments in the Faculty of Business Studies shall be:

1. Accounting and Information Systems
2. Management Studies
3. Marketing
4. Finance
5. Banking and Insurance
6. Tourism and Hospitality Management
7. Any other Department/Departments that shall be approved by the University from time to time.

B. Admission:

Students will be admitted into the first-year class of the BBA Program as per University rules.

C. Duration of the Program:

1. The BBA Program shall be of 4 (four) year duration divided into 8 (eight) semesters of study for the Bachelor of Business Administration for all the departments.
144 credit hours including viva voce weighted 12 credit hours, an internship weighted 3 credit hours, and 4750 marks for all the departments under the faculty.
Every semester shall be 24 (twenty-four) weeks of which 14 (fourteen) weeks for class teaching, at least 2 (two) weeks for preparatory leave, 4 (four) weeks for holding the semester final examinations, and 4 (weeks) for result publication.
2. The program shall include teaching 40-60 (Forty to Sixty) course units distributed by the respective department. Semester-wise and year-wise distribution of courses and corresponding credit hours are detailed in clause 'S' of this ordinance.
3. a) For each teaching course unit, there shall be 3 (three) lectures of one class hour duration every week and each course unit will carry 3 (three) credit hours.
b) Full marks in each teaching Course Unit shall be 100 marks for 3 credits, 50 marks for 2 credits, and 25 marks for 1 credit.
4. Out of 40-60 (Forty to Sixty) course units, 12 course units shall be Core Courses (CC) common to all the Departments of the Faculty. Detailed Curriculum for the core courses shall be prepared by the Departments keeping the course titles unchanged and be approved by the University. Titles of the core courses are shown in clause 'Q' of this ordinance.

D. Evaluation:

The performance of the students shall be evaluated as under:

1. a) In-course tests, assignments, oral tests, etc. shall carry 20% and class attendance 10% and the 03 (three) hours semester final examination will carry 70% of the total marks. If there is any practical/industrial training/industrial attachment/ professional training/fieldwork, then marks distribution must be different as per university rules.

At least two in-course tests of one class hour each and one assignment/oral test shall be conducted, and evaluated by the course teacher.

The semester final scripts shall be evaluated by two examiners including the course teacher.

The marks for class attendance shall be counted as per the following table.

Marks on Class Attendance/Participation

Attendance	Marks
90% and above	10
85% to below 90%	9
80% to below 85%	8
75% to below 80%	7
70% to below 75%	6
65% to below 70%	5
60% to below 65%	4
Less than 60%	0

- b) If a teacher is unable or restricted by the examination rules of the University, he/she shall not evaluate in-course tests, home assignments etc. and the semester final scripts.
- c) The result of the Semester Final Examination shall be tabulated by three teachers to be recommended by the Examination Committee.
- d) Third Examination: In case the marks awarded by the two examiners differ by 20% or more, the examination committee shall recommend a third examiner, and the arithmetic mean of the two nearest marks shall be counted.

In case both the extreme marks differ from the middle mark by exactly the same margin, the arithmetic mean of the two higher (considering 3rd Examiner marks) marks (advantage to the student) shall be taken.

If the number of scripts to be third examined is 50% or more of the total number of scripts of a course, all the scripts of that course shall have to be third examined.

- e) The third examiner shall be recommended by the Examination Committee from the panel of examiners other than a member of the Examination Committee or a tabulator.
- f) In each course, a total of (i) the marks obtain in the semester final examiners plus (ii) in-course tests, home assignments, oral test if any and class attendance marks given by the course teacher, shall be converted into letter grades as follows:

GRADING SYSTEM

Marks Obtained	Letter Grade	Grade Point
80% and above	A+ (A plus)	4.00
75% to less than 80%	A (A regular)	3.75
70% to less than 75%	A- (A minus)	3.50
65% to less than 70%	B+ (B plus)	3.25
60% to less than 65%	B (B regular)	3.00
55% to less than 60%	B- (B minus)	2.75
50% to less than 55%	C+ (C plus)	2.50
45% to less than 50%	C (C regular)	2.25
40% to less than 45%	D (D regular)	2.00
Less than 40%	F (Fail)	00

2. In the tabulation process, only the total marks of a course shall be rounded up and the results will be published in letter-grades only.
3. At the end of the second semester of each academic year, the examination committee shall hold a viva voce and award marks to the student based on their performance. Each viva voce shall carry a weighted of 3 (three) credit hours.
4. After the completion of the 4th year second semester final examination, a student shall undergo an internship (with defense by 1st and 2nd examiner) program for three months and shall write a report which shall be submitted to the 4th year examination committee. The internship program shall be guided by a teacher (within the Department), and the report shall be evaluated by the two examiners (1st and 2nd examiner recommended by the concerned examination committee)
5. The published results of the program shall show the Grades Earned and the Grade Point Average (GPA) only at the semester (SGPA) and/or the year-end (YGPA).
6. The controller of examinations shall publish the cumulative result of the program and shall provide the transcript showing course-wise grades and the Cumulative Grade Point Average (CGPA) of the candidates.
7. The same examination committee shall conduct both semester examinations of the same year.
8. **Class Test/Class Assessment:** It should be evaluated by the course teachers and marks with scripts shall be submitted to the examination committee for preservation.

E. Attendance Requirements to Participate in the Semester Final Examination:

1. A student who attended in minimum of 75% of class (Regular) shall be allowed to participate in the semester final examination. But a student who attended a class of less than 75% of classes and a minimum of 60% of classes (Non-collegiate) shall be allowed to sit for the semester final examination with a fine of Tk. 1000/-. A student who attended a class less than 60% of classes shall not be allowed to sit for the semester final examination (Dis-collegiate)
2. The course teacher shall submit the class attendance register to the Chairman of the department.
3. The Chairman of the Department shall monitor class holding and attendance of students.

F. Official Result Publication: The result shall be published (by controller of examination) semester-wise within 2-4 weeks after completion of the final examination.

G. Industrial Training/ Industrial Attachment/ Professional Training/ In-plant Training/ Internship/ Fieldwork/ Study Tour courses/ Project/ Seminar etc.: A total of 2 - 8 credits shall be allocated in the BBA program for all the departments.

1. Internship is compulsory for each student of the faculty which shall carry 3(three) credits. In case of an internship, a student earns an 'F' grade, he/she shall be allowed to complete the same with the next available batch (once only).
2. Industrial Training/ Industrial Attachment /Professional Training/ In-plant Training / Fieldwork/ Study Tour/ Projects/ Seminar etc. shall be determined by the individual department and credit shall not be exceeded more than 5(five).

H. Practical Examination:

At least 1(one) practical examiner shall be a course teacher and another one shall be either from the department **or** from outside of the Department of Rajshahi University **or** other universities **or** relevant recognized practitioners. It shall be decided by the concerned examination committee.

I. Annual Promotion:

1. Promotion from one year to the next year, a student shall be required to earn a minimum Year Grade Point Average (GPA) (except viva voce grade) as under:

Class Year	Minimum YGPA
First Year	2.00
Second Year	2.25
Third Year	2.50

The Grade Point Average (GPA) will be calculated as shown in clause 'R' of this ordinance.

2. If a student fails to be promoted to the next year, s(he) shall be re-admitted in the immediate next year of the first semester.
3. Students, failing to earn a minimum yearly GPA for promotion as mentioned above, will be added a maximum **0.09** GPA as promotion under the condonation rule. But it will not be added for CGPA calculation. It is only for the year promotion.
4. Students failing to clear up the University dues of the year of study shall not be promoted to the next year's class.

J. Degree Requirements:

1. For the degree of BBA, a student of the program shall be required to earn:
 - a) 144 credit hours including viva voce weighted 12 credit hours and an internship program weighted 3 credit hours.
 - b) CGPA of 2.50 out of 4.00 and complete the program in a maximum of six academic years including the year of first admission into the program.
2. For the degree of BBA no grade from any source other than that of the prescribed 144 credit hours shall be considered.

K. Course Improvement of Grades:

1. a) A promoted student shall only be allowed to appear in the theoretical course improvement examination in the immediate next academic year for 2(two) times in order to clear **an 'F' grade**. This shall be applicable up to **semester 6** for all the departments. But if a student with an 'F' grade in a course obtains a **D, C, or C+** grade in the Improvement Examination, s(he) will not be allowed to take any further Improvement Examination in that course. However, a student must complete the program within six academic years.
 - b) Theoretical course improvement shall only be allowed if the earned grade is less than **B⁻** (minus) [**<2.75 LG i.e. up to C+ (C plus)**].
A student earning less than B- (minus) in the 1st, 2nd and 3rd year may choose maximum **two courses** (in each semester) to improve the grade by appearing at the concerned semester final examination once only with the next available batch. However, a student must complete the program within six academic years.
 - c) In a Practical course a student shall not be allowed to appear in clearing F Grade or improvement examination.
 - d) A student has to carry his previous marks on continuous assessment (CA).
 - e) In the case of a student's failure to improve course grade at the course improvement examination, the previous grade shall remain valid.

2. Supplementary Examination:

- a) A student earning **F** grades in any theoretical course in the 4th year (1st and 2nd semester) shall be required to improve the grade by sitting in the Supplementary Examination. A supplementary Examination will be held within 30 days from the publication of the results of the course (F grade to be improved). However, a student securing an F grade, in any course will be allowed to sit for the Improvement Examination a second time with the next available batch provided s(he) fails to clear the grade at the Supplementary Examination. But if a student with an '**F**' grade in a course obtains a **D, C, or C+** grade in the Supplementary Examination, s(he) will not be allowed to take any further Improvement Examination in that course.
 - b) To clear an '**F**' grade in the 4th year (1st and 2nd semester), the student shall apply to the concerned Examination Committee at least 2 (two) weeks before the start of the semester supplementary examination through the chairman of the concerned department.
 - c) The Examination Committee, under which the last fourth-year Examination was held, shall act as the Examination Committee of the Supplementary Examination.
3. No improvement shall be allowed in the in-course test/home-assignment/oral test marks as well as grades earned in viva voce.
 4. For the improvement of grade in a course the student shall apply to the concerned Examination Committee at least 2(two) weeks before the start of the semester final examination through the chairman of the concerned department.

5. Final Result (CGPA) Improvements:

- a) A student obtaining a BBA Degree within 4 or 5 academic years shall only be allowed to improve results in the immediate next regular examination after publication of the result. A student shall only be allowed to take part in the result improvement examination for a maximum of **two** theoretical courses of the last (8th) semester.
- b) Result improvement in theoretical courses shall only be allowed if the earned grade is less than **B⁻(minus) (<2.75 i.e. up to C+)**. However, no improvement shall be allowed after the expiration of (six) academic years from the beginning.

L. Readmission:

1. Students failing to get a promotion to the next year may seek readmission with the next available batch.
2. On readmission grades earned by a student in the preceding year of readmission shall cease to exist and the student shall have to repeat all the coursework and examination.
3. Readmission in a class year shall be allowed **only twice** and the degree shall be completed within a maximum period of six academic years.
4. On readmission, the roll number of the student will remain the same and every roll number will carry with it the year of admission.

M. Dropping Out:

1. Students failing to earn the required yearly GPA after taking readmission (mentioned above) in any year shall be dropped out of the program.
2. Students failing to clear an '**F**' grade at the second improvement examination shall be dropped out of the program.

N. Adoption of Unfair Means:

If any student adopts unfair means in any examination or home assignments, the teacher/invigilator shall report in writing to the Chief Invigilator/Chairman of the Examination Committee for onward transmission to the Disciplinary Board of the University for action as per University rules.

O. Dean's Honors List and Dean's Merit List:

1. A list of meritorious students who have been awarded the BBA degree with a CGPA of at least 3.85 shall be included in the Dean's Honors List of the year.
2. Students who have earned a YGPA of **4.00** in any year shall be included in the Dean's Merit List of the year.

P. Administration and Examination:

1. Respective statutory authorities of the University shall design the course curriculum, allocate courses for the program, and constitute the examination committee and the panel of examiners as per the rules of the University.
2. At the beginning of a semester:
 - a) a course teacher shall provide the students a course outline indicating the textbooks to be followed, probable dates of in-course tests and home assignments, and
 - b) The chairman of the department shall prepare a schedule indicating 14 (fourteen) weeks for class teaching, at least 2 (two) weeks for preparatory leave, 4 (four) weeks for holding the semester final examinations, and 4(weeks) for result publication.
 - c) However, the Dean of the Faculty of Business Studies shall ensure that the program of the Departments is implemented in due time.
3. The Examination Committee shall recommend two question setters and two script examiners including the course teacher for each course and moderate questions, hold semester final examinations, and viva voices. The printing of questions and publication of results shall be done by the Examination Committee in cooperation with the Controller of Examinations as per University rules.
4. The Chairman of the Examination Committee shall submit the examination result to the Chairman of the Department including:
 - a) A grade sheet and all the relevant working papers.
 - b) A list of students recommended for promotion to the next year class.
 - c) A list of teachers showing their involvement in the examination works.
5. The course teacher shall publish the result of the in-course tests and home assignment, within one week of the date of holding and submit the average in-course and home-assignment marks to the Chairman of the Examination Committee before the semester final examination starts. Tabulation work will be started after all the marks of the semester final are received by the Chairman and one copy by the controller of examinations. Modification of submitted marks shall not be allowed.
6. Within the framework of these rules and the rules of the University, the Departmental Academic Committee may adopt policies for strengthening the academic and co-curricular activities of the Department.

Clause:**Q. Title of Core Course:**

The following 12 Core Courses (CC) shall be offered by the Departments in different semesters of the BBA Program.

- | | |
|---|---|
| 1. Microeconomics | 7. Introduction to Business |
| 2. Business Statistics | 8. Taxation |
| 3. Principles and Practices of Accounting | 9. Business Communication |
| 4. Principles of Management | 10. Computer Application in Business |
| 5. Principles of Marketing | 11. Business Research Methods |
| 6. Principles of Finance | 12. Principles and Practices of Banking |

R. Computation of Grade Point Average:

The Grade Point Average (GPA) shall be computed as follows:

$$\text{SGPA} = \frac{\sum(\text{Credit Earned} \times \text{Grade Points})}{\text{Total Credit}}$$

Example: First Semester:

Course No	Credits	Grade Obtained	Earned Credit	Corresponding Grade Points	Points Secured
101	3	B+	3	3.25	9.75
102	3	A+	3	4.00	12.00
103	3	D	3	2.00	6.00
104	3	B	3	3.00	9.00
105	3	B-	3	2.75	8.25
111	2	C+	2	2.50	5.00
112	1	A	1	4.00	4.00
Total Credit=18		Total Earned Credit=18		Total Grade Point = 54.00	

$$\text{SGPA} = \frac{(\text{Total Point Secured})}{\text{Total Credit}} = \frac{54}{18} = 3.00$$

Second Semester

Course No	Credits	Grade Obtained	Earned Credit	Corresponding Grade Points	Points Secured
106	3	B+	3	3.25	9.75
107	3	A+	3	4.00	12.00
108	3	C+	3	2.50	7.50
109	3	F	0	0	0
110	3	B-	3	2.75	8.25
113	2	C+	2	2.50	5.00
114	1	C+	1	2.50	2.50
Total Credit=18		Total Earned Credit=15		Total Grade Point = 45.00	

$$\text{SGPA} = \frac{(\text{Total Point Secured})}{\text{Total Credit}} = \frac{45}{18} = 2.50$$

Calculative Data = Total Credit = 18 + 18 = 36

Calculation Data = Total Earned Credit = 18 + 15 = 33

Total Points Secured = 54 + 45 = 99

$$\text{YGPA} = \frac{99}{36} = 2.75$$

SGPA = Semester Grade Point Average

YGPA = Yearly Grade Point Average

S. Semester and Year Wise Distribution of Courses and Credit Hours for All Departments.

Year	Semester	Accounting and Information Systems		Management Studies		Marketing		Finance		Banking and Insurance		Tourism and Hospitality Management	
		Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit
1 st Year	1 st Sem.	5	15	5	15	5	15	5	15	5	15	5	15
	2 nd Sem.	7	20	6	18	6	18	6	18	6	18	7	19
2 nd Year	1 st Sem.	5	15	5	15	5	15	5	15	6	18	6	16
	2 nd Sem.	7	20	7	21	6	18	6	18	6	18	7	19
3 rd Year	1 st Sem.	6	18	5	15	6	18	6	17	6	18	6	16
	2 nd Sem.	6	18	7	21	7	21	7	22	6	18	6	18
4 th Year	1 st Sem.	6	17	6	18	7	18	6	18	6	18	8	20
	2 nd Sem.	7	21	7	21	7	21	7	21	7	21	7	21
Total		49	144	48	144	49	144	48	144	48	144	52	144

NB. For any inconsistency involved at the time of operations/implementation, the faculty of Business Studies reserves the right to modify/change/rectify/edit/clarify/ the part of this ordinance subject to secure approval from the Academic Council (AC).

(Prof. Abu Sadeque Md. Kamruzzaman)

Dean

Faculty of Business Studies
University of Rajshahi, Rajshahi

(Prof. Dr. Md. Meherul Islam Khan)

Convener

BBA Ordinance Sub-committee 2022-2023
Dept. of Finance
University of Rajshahi, Rajshahi

(Prof. Dr. A. K. M. Golam Rabbani Mondal)

Member Secretary

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