



GOA UNIVERSITY

Taleigao Plateau, Goa

No. 2/746/2025-Legal(Vol.XXX)/ 395

Date: 30th December, 2025

To,

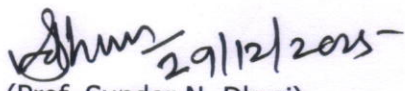
1. The Secretary to Hon'ble Governor of Goa & Chancellor of Goa University, Raj Bhavan, Dona Paula, Goa.
2. The Director, Directorate of Higher Education, Govt. of Goa, Goa Education Complex, Alto - Porvorim - Goa.
3. All the Deans of Schools of Studies
4. All the Directors of recognized institutions.
5. All the Vice Deans of Schools of Studies.
6. All the Deans/Principals of affiliated Colleges.
7. All the Divisional/Sectional Heads of University Offices.
8. The President, University College Teachers Association, Goa C/o Fr. Agnel College of Arts and Commerce, Pilar, Goa - 403601.
9. The Secretary, Goa University Teacher's Association.
10. The Registrar, High Court of Bombay at Goa, Penha De Franca, Porvorim, Bardez - Goa - 403521.
11. Senior Adv. A.A. Agni, University Counsel, Navelkar Trade Centre, 2nd Floor, Opp. Azad Maidan, Panaji, Goa.
12. The Assistant Registrar - Office of the Vice-Chancellor
13. The PA to Registrar
14. The Office copy
15. The Guard File

Sub: New Ordinance OA-44 Governing the Bachelor in Business Administration Programmes. (Effective from Academic Year 2025-2026).

Sir/Madam,

I am to forward herewith a copy of the Ordinance OA-44 Governing the Bachelor in Business Administration Programmes. (Effective from Academic Year 2025-2026). This Ordinance OA-44 has been approved by the Hon'ble Chancellor of Goa University on 8th December, 2025 under Statute SA-2(6) as amended. The Ordinance OA-44 is approved by Academic Council in its meeting held on 6th December, 2024. The Executive Council has approved the said Ordinance in its meeting held on 17th January, 2025. Further, some modifications suggested by the Directorate of Higher Education and other minor changes to the said Ordinance were approved by Vice Chancellor on behalf of Academic Council and Executive Council on 6th November, 2025.

Yours sincerely



(Prof. Sunder N. Dhuri)

REGISTRAR

Encl: As above

New Ordinance OA-44 Governing the Bachelor in Business Administration Programmes. (Effective from Academic Year 2025-2026).

OA-44 **Ordinance Governing the Bachelor in Business Administration Programme of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on AICTE Model Curriculum Framework for Under-Graduate Degree as per NEP 2020. (Effective from Academic Year 2025-2026).**

OA-44.1 **GENERAL**

The Under-Graduate Degree in Business Administration Programmes envisage flexible duration and structure, comprehensive credit distribution, innovative programme structure, diverse specializations and practical exposure, assessment and grading, and research orientation for honours students.

OA-44.2 **OBJECTIVES**

The General Objectives of the Programme shall be to:

- (i) Align the curriculum with the current and future needs of the industry, ensuring that graduates are not only well-equipped with foundational knowledge in management principles, practices, and financial acumen but also possess essential communication skills. This alignment ensures our graduates to excel in their careers and adapt to the evolving business landscape.
- (ii) Incorporate best practices in management education from leading institutions across the globe, while adapting them to the Indian context. This includes Induction Programme aimed at instilling core values and ethics in students, setting a precedent for a holistic educational journey that mirrors global standards.
- (iii) Develop a comprehensive framework that includes updated course descriptions, learning outcomes, and assessment methods, ensuring a holistic approach to management education.
- (iv) Identify and include relevant pedagogical resources, case studies, and reference materials to support effective teaching and learning.

OA-44.3 **DEGREE**

Bachelor in Business Administration, Bachelor in Business Administration (Honours) and Bachelor in Business Administration (Honours with Research).

OA-44.4 **DURATION**

- (i) The duration of the UG Programme shall be of Four Years/Eight Semesters or Three Years/Six Semesters with multiple entry and exit options.
- (ii) A student may also be permitted to take a break from the Programme during the period of study.
- (iii) The total duration for completion of the UG Programme shall not exceed seven years from the date of initial registration.
- (iv) Every Academic Year shall consist of two Semesters.
- (v) In addition, there shall be Internship during the summer vacation.

OA-44.5 **UG CERTIFICATE/UG DIPLOMA AND DEGREES TO BE AWARDED**

The following Certificate/Diploma/Degrees shall be awarded:

- (i) Under Graduate Certificate in Business Administration (**NCrF Level: 4.5**): Students exiting on completion of 1 year (2 Semesters) of study in the chosen discipline having fulfilled the Credit requirement.

- (ii) Under Graduate Diploma in Business Administration (**NCrF Level: 5**): Students exiting on completion of 2 years (4 Semesters) of study in the chosen discipline having fulfilled the Credit requirement.
- (iii) Bachelor of Business Administration (BBA) (**NCrF Level: 5.5**): After the completion of 3 years in the Programme and having fulfilled the Credit requirements.
- (iv) Bachelor of Business Administration (Honours) (BBA Honours) (**NCrF Level: 6**): After the completion of 4 years in the Programme and having fulfilled the Credit requirements.
- (v) Bachelor of Business Administration (Honours with Research) (BBA Honours with Research) (**NCrF Level: 6**): after the completion of 4 years in the Programme and having fulfilled the Credit requirements.

OA-44.6

ELIGIBILITY FOR ADMISSION

The eligibility for admission to the Four Year UG Degree Programme shall be as follows:

- (i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board / equivalent body, after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.
- (ii) Appearance for the Entrance Test for the admission is compulsory.
- (iii) A candidate shall be admitted for the Programme based on criteria as decided by the Admissions Committee appointed by the Vice-Chancellor for the on-campus programmes and by the Principal of the College for the affiliated colleges.
- (iv) A student not covered under any of the above categories but desirous of seeking admission to the said Programme may apply to the University /College. However, the Vice-Chancellor along with Dean of the concerned School and Chairperson of Board of Studies of concerned subjects shall decide the eligibility in such cases.
- (v) To be eligible for admission to Semester VII, s/he should have no backlogs.
- (vi) A student migrating from another recognized University and desirous of direct admission to UG Programme shall be eligible for admission based on the earned Credits in the subjects for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) Ordinance of Goa University. The Vice-Chancellor along with Dean of the concerned School and Chairperson of Board of Studies of concerned subjects shall decide the eligibility.
- (vii) A student with a UG Certificate shall be eligible to take admission in the Third Semester of the Degree Programme within three years of exit and complete the Degree Programme within the maximum period as specified in OA-44.4 (iii) above, subject to availability of seats.
- (viii) A student with a UG Diploma shall be eligible to take admission in the Fifth Semester of the Degree Programme within a period of three years of exit and complete the Degree Programme within the maximum period as specified in OA-44.4 (iii) above, subject to availability of seats.
- (ix) A student who has exited with a UG Degree shall be eligible to take admission in the Seventh Semester of the Degree Honours Programme within a period of three years and complete the Degree Honours Programme within the maximum period as specified in OA-44.4 (iii) above, subject to availability of seats.

- (x) A student who obtains 75% and above or equivalent CGPA of the total marks obtained in the first Six Semesters shall be eligible to take admission to the four-year Degree (Honours with Research) at the Seventh Semester.
- (xi) Exit Criteria after First Year of BBA Programme:
Students at the time of exit shall have to compulsorily complete additional 04 Credits either in a Skill based subject or work based Vocational Course offered during summer term or Internship/Apprenticeship/Social Responsibility & Community Engagement – encompassing community engagement with an NGO after the second semester of minimum 08 weeks of duration.
- (xii) Exit Criteria after Second Year of BBA Programme:
Students at the time of exit shall have to compulsorily complete additional 04 Credits either in a Skill based subject or work based Vocational Course offered during summer term or Internship/Apprenticeship/Social Responsibility & Community Engagement – encompassing community engagement with an NGO / Capstone Project after the fourth semester of minimum 8 weeks of duration.
- (xiii) Exit Criteria after Third Year of BBA Programme:
The students shall have an option to exit after 3rd year of Business Administration Program and will be awarded with a Bachelor's in Business Administration.

OA-44.7

INDUCTION PROGRAMME

Respective School/College shall conduct an Induction Programme, consisting of activities such as lectures and ice-breaking sessions.

OA-44.8

COURSES AND PROGRAMME STRUCTURE

- (i) A Course shall consist of either of the following:
 - (a) Only theory component,
 - (b) Only practical component or,
 - (c) Both theory and practical components.

For Courses which have both theory and practical components, the ratio of 75% theory and 25% practical shall be maintained with separate heads of passing. However, in case of Skills Enhancement Courses (SEC) and Vocational (Exit) Courses the emphasis shall be on hands-on training/Practical component.

The pedagogy for a Course may include any or combination of the following: Lectures, tutorials, practicum, case studies, seminar, internship, studio activities, field/laboratory projects, community engagement and such others as recommended by the Board of Studies.

- (ii) A Programme shall comprise of the following categories of courses:
 - (i) Core Course (CC)
 - (ii) Multidisciplinary Elective Courses (MDE)
 - (iii) Value-Added Courses (VAC)
 - (iv) Ability Enhancement Courses (AEC)
 - (v) Skills Enhancement Courses (SEC)
 - (vi) Project
 - (vii) Dissertation (D)

OA-44.9

COURSES OPTED FROM OTHER INSTITUTES

Students shall be permitted to opt Credits/Courses from any other Schools/Disciplines/Colleges/Institutions affiliated to the Goa University or with whom there is a signed MoU.

OA-44.10

CREDIT REQUIREMENTS

A. Definition of Credit:

1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit
1 Hr. Practical (P) per week	0.5 Credit
2 Hours Practical (P) per week	1 Credit

B. Course code and definition:

Course code	Definitions
L	Lecture
T	Tutorial
P	Practical
CC	Core Courses
AEC	Ability Enhancement Courses
MDE	Multi-Disciplinary Elective course
VAC	Value added Courses
SEC	Skill Enhancement courses
DSE	Discipline Specific Elective
OE	Open Elective

OA-44.11

PROGRAMME STRUCTURE

The Programme Structure for the Four-year UG Degree Programmes and the Three-year UG Degree Programmes shall be as specified below:

Types of UG Degree Programmes	Three-year UG	Four-year UG
BBA	120 Credits	-
BBA (Honours) and BBA (Honours with Research)	-	160 Credits

However, the Colleges shall ensure that the required facilities are available before admitting students for a UG Degree Programme.

OA-44.12

CREDIT DISTRIBUTION

Ordinarily, the number of Credits to be completed in each Semester shall be 20.

OA-44.12.1 SEMESTER WISE CREDIT DISTRIBUTION

Semester	Core Courses (CC)	Ability Enhancement Courses (AEC)	Multi-Disciplinary Elective Course (MDE)	Value added Courses (VAC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)	Total
I	12	4	2	2	--	--	20
II	12	2	2	2	2		20
III	12	--	2	2	4		20
IV	14	--	--	2	4	--	20
V	8	--	--	--	4 (Internship)	8	20
VI	6	--	--	--	6	8	20
BBA (Honours)							
VII	4	--	4 (Open Elective)	--	4 (Internship)	8	20
VIII	--	--	--	--	8 (Project – start in VII)	12	20
BBA (Honours with Research)							
VII	8	--	--	--	4 (Internship)	8	20
VIII	20 (Research Project)	--	--	--	--	--	20

OA-44.12.2 CATEGORY WISE DISTRIBUTION OF CREDITS

Description	Core Courses	Ability Enhancement Courses	Multi-Disciplinary Elective course	Value Added Courses	Skill Enhancement courses	Discipline Specific Elective	Total
BBA	64	6	6	8	20	16	120
BBA (Honours)	68	6	10	8	32	36	160
BBA (Honours with Research)	92	6	6	8	24	24	160

OA-44.12.3 SEMESTER WISE STRUCTURE

Note: Students can take extra credit course from their own Department/Discipline or from other Department/Discipline as per the Admitting Body/ University norms.

SEMESTER - I		
S. No.	Course Code	Credit
1	CC	4
2	AEC	2
3	CC	4
4	CC	4
5	AEC	2

6	MDE [^]	2 [^]
7	VAC*	2*
8	AEC** Additional Course - Indian or Foreign Language	2**
	TOTAL	20

Note:

- (i) [^]Indian Knowledge System: Indian Culture and Civilization, Indian Vision for Human Society, Indian Science, Indian Town Planning and Architecture, Indian Mathematics and Astronomy, Indian Aesthetics, Indian Health and Wellness.
- (ii) * Environmental Science and Sustainability
- (iii) **Indian Languages: Sanskrit/Hindi/All Regional languages Foreign Languages: Spanish/ German/ French/ Korean/ Mandarin. The credits of this course will not be counted for SGPA/CGPA calculation. However, a minimum pass grade is compulsory for this course.

SEMESTER II		
S. No.	Course Code	Credit
1	CC	4
2	CC	4
3	CC	4
4	SEC	2
5	MDE	2
6	VAC	2
7	AEC	2
8	AEC* Additional Course - Indian or Foreign Language*	2*
	Internship	**
	TOTAL	20

Note:

1. *Indian Languages: Sanskrit/Hindi/All Regional languages Foreign Languages: Spanish/ German/ French/ Korean/ Mandarin. The credits of this course will not be counted for SGPA/CGPA calculation. However, a minimum pass grade is compulsory for this course.
2. ** At the end of the second Semester every student shall undergo Summer Training / Internship / Capstone for Eight Weeks in the industry/Research or Academic Institute or Social Responsibility & Community Engagement Programme - encompassing Community Engagement with an NGO. This component will be credited in the fifth semester. This shall also be considered as an exit course for those exiting with UG-Certificate. This shall not be used for calculation of CGPA. If a student with UG Certificate re-enters the programme, these marks shall be reflected in Semester V results as per the guidelines of internship evaluation approved by BoS.

SEMESTER III		
S. No.	CourseCode	Credit
1	CC	4
2	CC	4
3	CC	4
4	MDE	2
5	SEC	4
6	VAC Yoga/Sports/NCC/NSS/Disaster Management	2
TOTAL		20

SEMESTER IV		
S. No.	Course Code	Credit
1	CC	2
2	CC	4
3	CC	4
4	CC	4
5	VAC	2
6	SEC	2
7	SEC	2
8	Internship	**
TOTAL		20

Note:

**At the end of the Fourth Semester every student shall undergo Summer Training / Internship / Capstone for Eight Weeks in the industry/Research or Academic Institute. This component will be credited in the fifth semester. This shall also be considered as an exit course for those exiting with UG-Diploma. This shall not be used for calculation of CGPA. If a student with UG Diploma re-enters the programme, these marks shall be reflected in Semester V results as per the guidelines of internship evaluation approved by BoS.

SEMESTER V		
S. No.	Course Code	Credit
1	CC	4
2	CC	4
3	DSE	4
4	DSE	4
5	SEC Internship/Capstone Project	4
6	SEC Major Project [evaluation in sixth semester]	-
7	DSE* Discipline Specific Elective (Audit Course)	4**
TOTAL		20

Note:

* Additional DSE as an Audit Course (Non-Credit but compulsory) shall be opted by the student.

** The credits of this course will not be counted for SGPA/CGPA calculation. However, a minimum pass grade is compulsory for this course.

SEMESTER VI		
S. No.	Course Code	Credit
1	CC	4
2	CC	2
3	DSE	4
4	DSE	4
5	SEC	2
6	SEC Major Project [Initiated in fifth semester]	4
7	DSE* Discipline Specific Elective (Audit Course)	4**
TOTAL		20

Note:

*Additional DSE as an Audit Course (Non-Credit but compulsory) shall be opted by the student.

** The credits of this course will not be counted for SGPA/CGPA calculation. However, a minimum pass grade is compulsory for this course.

SEMESTER VII – (BBA (Honours))		
S. No.	Course Code	Credit
1	OE	4
2	CC	4
3	DSE Discipline Specific Electives - V	4
4	DSE Discipline Specific Electives - VI	4
5	SEC Dissertation work [evaluation in eight semester]	-
6	SEC Summer Internship -II	4
TOTAL		20

SEMESTER VIII – (BBA (Honours))		
S. No.	Course Code	Credit
1	DSE Discipline Specific Electives - VII	4
2	DSE Discipline Specific Electives - VIII	4
3	DSE Discipline Specific Electives - IX	4
4	SEC Dissertation work [Started in seventh semester]	8
TOTAL		20

SEMESTER VII – (BBA (Honours with Research))		
S. No.	Course Code	Credit
1	CC	4
2	CC	4
3	SEC Research Internship Report and Viva –Voce	4
4	DSE Discipline Specific Electives - X	4
5	DSE Discipline Specific Electives - XI	4
TOTAL		20

SEMESTER VIII – (BBA (Honours with Research))		
S. No.	Course Code	Credit
1	SEC Dissertation (For Research Track)*	20
TOTAL		20

Note:

*The Dissertation work will start from the beginning of fourth year of BBA (Honours with Research) Program.

Students of Fourth Year shall be assessed for Project Work and Research Internship Report and Viva –Voce and Dissertation (For Research Track).

OA-44.13

DISSERTATION

Dissertation shall be implemented as follows:

- (i) Dissertation shall be spread over Semester VII and VIII and assessed in Semester VIII.
- (ii) Dissertation shall be carried out by the student on an individual basis and not as group work.
- (iii) The topic of the Dissertation shall be finalized by the student in consultation with the Research Supervisor/Research Mentor by the beginning of the Academic Year in which they are pursuing their Dissertation.
- (iv) The Departmental/Discipline Faculty Committee (DFC) shall decide the modalities relating to the implementation of Dissertation.
- (v) In case of Schools, the DFC shall comprise the Dean/Vice-Dean Research, Programme Director and the faculty members of the Discipline. In case of the Colleges, the DFC shall comprise the Principal of the College, Head of the Department, and faculty members teaching the Programme.
- (vi) The Departmental/Discipline Faculty Committee (DFC) shall decide the distribution/number of students to be allotted to a Research Supervisor.
- (vii) The Dissertation workload shall be two hours per week irrespective of the number of students guided by a teacher.
- (viii) Dissertation shall be based on field work/library work /laboratory work/on-the-job training or similar work assigned by the teacher.

- (ix) The Research Report shall be accepted for assessment only after clearing the mandatory plagiarism test.
- (x) A student shall declare, in the prescribed proforma provided by the University, that the Dissertation is her/his own original work and that all the sources used are duly acknowledged.
- (xi) The Research Supervisor shall certify, in the prescribed proforma provided by the University, that the Dissertation is a work of the student completed under her/his supervision.
- (xii) A student shall submit their Dissertations to the College/School through the Research Supervisor not later than one week before the last teaching day in that Semester. Ordinarily, no student shall be permitted to submit the Dissertation after the due date.
- (xiii) A student shall submit a soft copy and a spiral bound copy of the Dissertation to the School/College in the standard format as notified by Goa University for the Ph.D. Programme.
- (xiv) The DFC shall decide the modalities relating to the implementation of Internship.

OA-44.14

EVALUATION OF PROJECTS/INTERNSHIP

- (i) A Project shall be offered in Semester V and VI. However, it shall be evaluated and credited in Semester VI. The Project shall be a Group Project. The Project/Internship workload will be as per University Guidelines issued from time to time.
- (ii) Project and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
- (iii) The Project Supervisor shall ensure that the content in the Project Report is not plagiarized.
- (iv) The assessment of the Project/Internship shall be done by the Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the Guidelines defined in the Project/Internship Manual.

OA-44.15

SCHEME OF EXAMINATION

The assessment of all Courses including Dissertation shall comprise continuous Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) and shall be fully internal, carried out by the teacher teaching the Course. If the teacher/s who had taught the course is/are no longer associated with the School/College, the Dean/Programme Director/Principal shall appoint a paper setter cum evaluator.

- (a) Each teacher of the concerned Course shall be the examiner for the portions/he has taught. The teacher of the Course shall be the Course Coordinator and shall coordinate the teaching, examination and evaluation (both ISA and SEA) of the Course and maintain records of all the assessments.
- (b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher shall be identified as the Course Coordinator by the DFC.

A Course shall have a 'single passing-head' based on the combined performance at the ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course Grade.

- (a) The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester.

- (b) Every teacher shall submit to the Programme Director/HoD/ Programme Coordinator, the question paper, assessed answer books and the marks assigned within ten days after the conduct of each assessment.
- (c) The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the student(s) by the concerned teacher and submitted to the Programme Director/HoD/ Programme Coordinator along with the question paper in a sealed envelope.

OA-44.16

EVALUATION OF COURSES

- (a) A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.
- (b) The weightage for the ISA and SEA for both theory and practical Courses shall be 60% and 40% respectively.
- (c) There shall be four ISA's for each Course of two or more Credits, each of 20%, for a total of 60% of total marks of the Course. Out of four ISA's best three ISA's shall be considered. However, for a 1 Credit Course, only two ISAs shall be conducted and evaluated for 60% of the total marks of the Course and the best ISA will be considered.
- (d) ISA will consist of class tests, mid-Semester examination(s) homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study.

Number of Credit(s)	Number of ISAs to be conducted	Marks for each ISA
1	2	15
2	4	10
3	4	15
4	4	20
5	4	25
6	4	30

- (e) All internal assessments shall be completed by the last teaching day of the Semester.

Ordinarily, a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ISA component of that Course. Guest Faculty/Contributory Teacher teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Coordinator.

There shall be a continuous review of the teaching Programme by the DFC in every Semester.

The SEA shall be conducted as per the academic calendar. The DFC shall workout the examination schedule for SEA in consultation with other Schools/Departments from where the students are taking Elective Courses and displayed on the Notice Board.

The duration of all written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying 50 marks and above, shall be of three hours.

Number of Credit(s)	Marks for SEA	Duration of SEA (Hours)
1	10	1
2	20	1
3	30	2
4	40	2
5	50	3
6	60	3

The duration of SEA of all Practical/Field Courses shall be decided by the respective Board of Studies.

The SEA answer scripts shall be assessed by the teacher concerned, within ten days from the date of the examination. Before finalizing the scores obtained, the answer scripts shall be shown to the students after specifying the date and time on the Notice Board in advance.

(i) **SWAYAM Courses**

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester. Students shall inform Programme Director/Head of the Department before registering for the SWAYAM Courses. The certificates/marks obtained by the students after successful completion of SWAYAM course/s has to be forwarded to the Controller of Examination along with Semester marks through the Principal of the College/Dean of the Schools for uploading the Credits in the Academic Bank of Credits (ABC) account of the student.

(ii) Students shall be permitted to opt Credits/Course from any other Colleges/Institutions affiliated to the University. The assessment and evaluation of the Course shall be conducted by the concerned College/Institution offering the Course, the Institution shall be responsible for forwarding the marks to the parent institution where student is enrolled for the Programme for further processing.

OA-44.17

AWARD OF GRADES

Award of Grades shall be as per Ordinance OA-16.

The award of Entitlement marks shall be as per Ordinance OA-26.

- (i) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering the SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme.
- (ii) In the case of Elective Courses, a student shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Elective Course to secure the requisite number of Credits.
- (iii) Appearance in minimal number of ISAs (50%), and in the SEA, shall be compulsory for passing.
- (iv) There shall not be any supplementary examinations for SEA. However, repeat examinations shall be conducted as per the allotted time frame for SEA in the academic calendar. In such cases, the ISA score shall be carried forward. However, if the candidate is re-registering for a Course, neither the ISA nor the attendance of the previous attempt shall be carried forward.

- (v) After each exam ISA/SEA the answer books shall be shown to the students.
- (vi) Within two weeks of the last examination at the end of each semester, the ISA/SEA scores shall be announced by the School/College.
- (vii) Checking/verification of the scores data entry, preparation of grades and declaration of the results within three weeks of the receipt of all (ISA/SEA) the scores from the respective School/College shall be the responsibility of the Examination Section.

OA-44.18

ACADEMIC AUDIT

There shall be an audit of the BBA Programme conducted by an Academic Audit Committee (AAC). The committee shall look into the manner in which classes are conducted and the method as well as the content of evaluation of each course of each term shall be reviewed by an Academic Audit Committee.

The composition of AAC shall be as follows:

1. Chairperson, appointed by the Vice-Chancellor for a period not exceeding three years.
2. one from corporate sector, from a master panel approved for the purpose,
3. Coordinator of BBA programme from other affiliated Colleges,
4. Coordinator of BBA Programme of the concerned college (Member Secretary).

The Committee's broad objective shall be to see that the training imparted is consistent with the needs of the industry.

The Committee shall meet at the end of every academic year.

All course outlines, reading materials, question papers, answer sheets, assignments, project reports, grade sheets, formal student feedback, etc. shall be available for the scrutiny of the committee.

The results of the term are finalized after the approval of the committee with suitable modifications suggested by them. The Academic Audit Committee shall also be the Grievance Committee for all grievances related to evaluation and grading. The School/College shall announce the marks at the end of every semester which are subject to modifications and approval of the AAC.

The Grades approved by the Committee shall be handed over to the Office of the Controller of Examinations in Tabulated Grade Sheet form for each student completing the program.

OA-44.19

COLLEGE UNFAIR MEANS INQUIRY COMMITTEE (CUMIC)

The College/University Unfair Means Inquiry Committee shall inquire into the cases of unfair means and malpractices reported and shall recommend course of action as prescribed in OA-5.14.

XXXXXXX