REGULATION

OF

MASTER OF BUSINESS ADMINISTRATION

FROM ACADEMIC YEAR 2023-24

ସମ୍ବଲପୁର ବିଶ୍ୱବିଦ୍ୟାଳୟ

CENTRE FOR DISTANCE AND ONLINE EDUCATION
SAMBALPUR UNIVERSITY
JYOTI VIHAR, SAMBALPUR, ODISHA – 768019

R K Behera
30.8.2024

REGULATION FOR TWO-YEAR MASTER OF BUSINESS ADMINISTRATION UNDER SEMESTER SYSTEM TO RUN THROUGH OPEN AND DISTANCE LEARNING/ ONLINE MODE

(Effective from Academic Year 2023-24)

1. DURATION OF CURRICULUM AND ACADEMIC SESSION FOR ADMISSION

Centre for Distance and Online Education, Sambalpur University offers Master Degree in Business Administration through Open and Distance Learning (ODL) mode. The duration of MBA programme shall be two academic years comprised of four semesters. As per UGC - DEB admission shall be done twice in a year i.e. February session and August session.

2. ELIGIBILITY FOR ADMISSION

A learner who has passed the Bachelor Degree Examination of Sambalpur University or any examination recognized as equivalent there to by the Academic Council of Sambalpur University shall be eligible to apply for admission into MBA programme of Centre for Distance and Online Education. Further, the learner should have acquired Academic Bank of Credit (ABC) ID and DEB – ID. All admission shall be completed before the last date notified by UGC-DEB time to time. Learners will be admitted on first come first serve basis.

3. READMISSION

The leaners who have discontinued study in any semester on valid ground or those who have fallen short of required attendance in the programme specific personal contract programme may be allowed for readmission in any semester on payment of Rs. 500/- (Five Hundred rupees only) in the shape of State Bank Collect in favor of the Director, CDOE. The maximum period allowed for completion of MBA programme is four consecutive academic years (8 semesters) from the date of admission to the First Semester.

4. CONDUCT AND DISCIPLINE

The rules framed by P.G. Council, Sambalpur University shall be applicable for the learners of Master of Business Administration Programme.

5. LEARNERS ATTENDANCE

Attendance shall be recorded in each theory class by the faculty members. The learner should have minimum attendance of 75% in personal contact programme. In special cases

30.8.2024

7. EXAMINATION

The Centre for Distance and Online Education offering MBA Programme though ODL/ OL mode shall include two types of assessment; (i) Continuous or Internal assessment and (ii) Summative assessment in the term of end semester examination or term examination.

In each semester, out of theory papers of 100 marks, there shall be internal assessment of 20 marks and for the rest 80 marks there shall be end term examination to be held after the completion of the course of each semester. The duration of end term examination shall be of 3 hours and examination shall be conducted at the Centre for Distance and Online Education. The full time faculty of Open and Distance Learning and/or Online Mode or faculty of the University shall be associated to function as invigilators, examination superintendent, as observers etc

a) Internal Assessment

The Internal assessment shall be based on the factors such as attendance, quizzes, assignments, class participations, presentations etc. There shall be three assignments for each theory paper in which the learners are required to submit hand written script. Out of the three assignment best two score will be considered for evaluation process. The weightage given to each of the factors should be decided by the concerned faculty members. The mark should be submitted in duplicate to the examination unit of CDOE/Director. The internal marks will be retained for the learners appearing back/ repeat/ improvement examinations.

b) Evaluation of Summer Training Project Report and Viva-Voce

A learner shall have to undertake summer project in any reputed industry or service organization. A project report based on summer training shall have to be submitted within 30 days of completion of the project work. Name of the topic, organization and name of the supervisor should be sent to the program coordinator of the MBA program for information and approval prior to commencement of the project. The project report having 50 marks and the Viva-Voce 50 marks shall be evaluated immediately after completion by examiner (Senior Company Executive/ Faculty of a University) and faculty of CDOE.

30.8.2024

c) Dissertation and Viva-Voce

A learner shall have to do a dissertation of 100 marks under the supervision of faculty of CDOE/Department of Business Administration of the University. The ProgrammeCoordinator in consultation with other faculty member shall distribute learners among the faculty member depending on their specialization option in forth semester. The concern faculty/ supervisor shall provide topic to the learners (Or on the alternative the learner will be take up a topic for dissertation in consultation with the faculty/ supervisor)

- The completed dissertation work shall be submitted within one week after completion of fourth semester examination.
- The written part of dissertation having 70% marks and the viva-voce 30% marks shall be evaluated within 2 weeks after completion of forth semester examination by external examiner and internal examiner (supervisor) jointly.

d) Paper Setting and Examiner

The Board of Studies shall recommend the names of the paper setter/ examiner and or by Institution for setting of paper and evaluation of answer script for the semester examination.The paper setter shall be outside the CDOE and at least 50% of the theory paper shall be evaluated by the external examiner and rest by course teacher.

e) Question Pattern

The question paper shall be divided into two parts such as Group-A and Group-B.

Group-A will carry 20 Multiple Choice Questions, one mark each.

Group-B shall have 5 long type questions of twelve marks each and there shall be one question from each unit with one alternative. The paper setter shall frame the question papers as to ensure that no part of the syllabus left out of study by a learner.

f) Moderation of Question Papers

Moderation board shall be consisting of three members for moderating question papers. One member shall be among CDOE Faculty and other two member shall be from outside CDOE, Sambalpur University.

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8. PROCEDURE FOR BACK/REPEAT/IMPROVEMENT EXAMINATION

a) Back Paper Examination

If a learner fails in a semester examination, the learner shall be allowed to clear those papers, in two immediate subsequent chances.

b) Repeat Examination

If a learner fails to clear a semester in two subsequent chances after regular chance, then she/he has to appear the repeat examination in all papers of that semester. However, maximum period allowed for completion of MBA program is four consecutive academic years.

Learner passing in all papers in terms of grade point (5.0) but failing in grade point average (5.5), then have to appear repeat examinations in those papers in which they have secured less than required average grade point to pass. Such learner shall have to apply to the programme coordinator of MBA program in plain paper before 15 days of ensuring semester examination and has to deposit the examination fees.

c) Improvement Examination

After publication of each semester result a learner may be allowed to improve the performance in theory paper(s) only at the immediate next examination of that semester. However, a learner may be allowed to improve his/her performance in maximum six theory papers of any or all the semesters within 8 semesters, from the first registration of the programme. Such learner shall have to apply to the programme coordinator of MBA programme in plain paper before 15 days of ensuring semester examination and has to deposit the examination fees. In such a case, the higher mark secured in each paper will be considered for computing the marks. While, notifying the results of the learners appearing back/ Improvement after final Examination, the date of passing examination will be the date in which the learner has cleared/ improved all examination of MBA programme.

9. CALCULATION OF GP, GPA, OGPA AND EQUIVALENT PERCENTAGE OF MARKS

a) Grade

The grade awarded to a learner in any particular course shall be based on his/her performance in all the tests conducted during a semester for that course. The percentage of

30.8.2024

marks secured by a learner in a particular course shall be converted to a grade and grade point for the course in the manner specified in the following table:

% of Marks	Grade	Grade Point (GP)
>=90	E	10
>=80 and <90	A^+	9
>=70 and <80	A	8
>=60 and <70	B^+	7
>=50 and <60	B	6
>=40 and <50	C^+	5
<=40	F	0

Each course carries a specific number of credit (C) describing the weightage.

b) Grade Point Average

The Grade Point Average (GPA) is awarded at the end of each semester and shall be calculated as follows.

$$\text{GPA} = \frac{\sum (\textit{Credits in each course} \times \textit{GP in that course})}{\textit{Total number of Credits in that semester}}$$

GPA shall be rounded upto 2 decimal points.

Example: In a semester, a learner secured the following grade points in eight papers.

Paper Code	Credit	Grade Point
CP-101	4	8
CP-102	4	7
CP-103	4	8
CP-104	4	6
CP-105	4	8
CP-106	4	7
CP-107	4	8
CP-108	4	6

Total Credit = 32

$$\text{GPA} = \frac{(4\times8)+(4\times7)+(4\times8)+(4\times6)+(4\times8)+(4\times7)+(4\times8)+(4\times6)}{32} = 7.25$$

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c) Overall Grade Point Average

The overall grade point average (OGPA) is awarded on successful completion of all semesters and shall be calculated as follows.

$$\text{CGPA} = \frac{\sum (GPA\ of\ each\ semester \times Total\ Credits\ in\ that\ Semester)}{Total\ number\ of\ credits\ in\ all\ the\ Semesters}$$

Example: A learner secured the following GPAs in four semesters.

Semester	Credit	GPA
First	32	7.50
Second	32	8.00
Third	36	7.30
Fourth	24	7.25

$$\text{OGPA} = \frac{(7.50\times32)+(8.00\times32)+(7.30\times36)+(7.25\times24)}{124} = 7.52$$

OGPA shall be rounded upto 2 decimal point.

d) Calculation of equivalent percentage of Marks:

The OGPA can be converted to percentage of marks as given below.

Percentage of marks = (OGPA - 0.5) × 10

9. PASSING CRITERIA FOR A SEMESTER

A learner in order to pass a semester examination must secure a minimum grade point (GP) of 5 (C^+) in individual theory and other credit components. Further, the learner has to secure 5.5 grade point average (GPA) in aggregate of theory and other credit components.

10. CLASSIFICATION OF RESULTS

A learner must obtain minimum 5.5 OGPA for successful completion of all the semesters and degree shall be awarded. The classification of the result is made on the basis of the OGPA as follows:

- OGPA 6.5 and above : First Class
- OGPA 5.5 or more but less than 6.5 : Second Class
- OGPA <5.5 : Fail

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11. AWARD OF DEGREE CERTIFICATE AND MARKSHEET

A degree certificate under the official seal of the University and signed by the Vice-Chancellor shall be presented at the convocation or in absentia to each of the qualified learner in prescribed format.

The CDOE shall issue provisional Certificate-cum-Mark sheet after successful completion of all the semester of the MBA programme and Mark sheet for each semester to the learner. The learners need not to pay any fees for issue of Degree Certificate, PCM or semester mark sheet.

12. CERTIFICATION

Each award shall be uploaded in the National Academic Depository. It shall be mandatory to mention the followings on the backside of each degrees/ certificates and mark sheets issued by the University/ CDOE to the learners.

a) Mode of Delivery: ODL/ OL
b) Date of Admission:
c) Date of Completion:
d) Name and Address of Examination Centre:

13. GENERAL GUIDELINES

Any grievances/inquiry by the admitted learners regarding their results or any other relevant matter may be conveyed through the concerned programme/ course coordinator. Any provision in the regulation shall be changed as and when required. This regulation shall supersede all previous regulations. In case where the provision is silent, prevailing rules of the CDOE / University for other similar course(s) will be applicable. In case where any of the provision needs interpretation, the interpretation offered by the CDOE/ University will be final.

30/8/2024
Controller of Examinations

30.8.2024
Director, CDOE

Approved

30/8/24
Vice-Chancellor

REGULATION

OF

MASTER OF COMMERCE

FROM ACADEMIC YEAR 2023-24

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CENTRE FOR DISTANCE AND ONLINE EDUCATION
SAMBALPUR UNIVERSITY,
JYOTI VIHAR, BURLA, SAMBALPUR, ODISHA – 768019

30.8.2024

REGULATION FOR TWO-YEAR MASTER OF COMMERCE UNDER SEMESTER SYSTEM TO RUN THROUGH OPEN AND DISTANCE LEARNING/ ONLINE MODE

(Effective from Academic Year 2023-24)

1. DURATION OF CURRICULUM AND ACADEMIC SESSION FOR ADMISSION

Centre for Distance and Online Education, Sambalpur University offers Master Degree in Commerce through Open and Distance Learning (ODL) mode. The duration of M.Com programme shall be two academic years comprised of four semesters. As per UGC -DEB admission shall be done twice in a year i.e. February session and August session.

2. ELIGIBILITY FOR ADMISSION

A learner who has passed the Bachelor Degree Examination of Sambalpur University or any examination recognized as equivalent there to by the Academic Council of Sambalpur University shall be eligible to apply for admission into M.Com programme of Centre for Distance and Online Education. Further, the learner should have acquired Academic Bank of Credit (ABC) ID and DEB – ID. All admission shall be completed before the last date notified by UGC-DEB time to time. Learners will be admitted on first come first serve basis.

3. READMISSION

The leaners who have discontinued study in any semester on valid ground or those who have fallen short of required attendance in the programme specific personal contract programme may be allowed for readmission in any semester on payment of Rs. 500/- (Five Hundred rupees only) in the shape of State Bank Collect in favor of the Director, CDOE. The maximum period allowed for completion of M.Com programme is four consecutive academic years (8 semesters) from the date of admission to the First Semester.

4. CONDUCT AND DISCIPLINE

The rules framed by P.G. Council, Sambalpur University shall be applicable for the learners of Master of Commerce Programme.

5. LEARNERS ATTENDANCE

Attendance shall be recorded in each theory class by the faculty members. The learner should have minimum attendance of 75% in personal contact programme. In special cases like death of a family member, long period of hospitalization or long period absence to

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30.8.2024

7. EXAMINATION

The Centre for Distance and Online Education offering M.Com Programme though ODL/ OL mode shall include two types of assessment; (i) Continuous or Internal assessment and (ii) Summative assessment in the term of end semester examination or term examination.

In each semester, out of theory papers of 100 marks, there shall be internal assessment of 20 marks and for the rest 80 marks there shall be end term examination to be held after the completion of the course of each semester. The duration of end term examination shall be of 3 hours and examination shall be conducted at the Centre for Distance and Online Education. The full time faculty of Open and Distance Learning and/or Online Mode or faculty of the University shall be associated to function as invigilators, examination superintendent, as observers etc.

a) Internal Assessment

The Internal assessment shall be based on the factors such as attendance, quizzes, assignments, class participations, presentations etc. There shall be three assignments for each theory paper in which the learners are required to submit hand written script. Out of the three assignment best two score will be considered for evaluation process. The weightage given to each of the factors should be decided by the concerned faculty members. The mark should be submitted in duplicate to the examination unit of CDOE/Director. The internal marks will be retained for the learners appearing back/ repeat/ improvement examinations.

b) Dissertation and Viva-Voce

A learner shall have to do a dissertation of 100 marks under the supervision of faculty of CDOE. The Programme Coordinator in consultation with other faculty member shall distribute learners among the faculty member depending on their specialization option in forth semester. The concern faculty/ supervisor shall provide topic to the learners (Or on the

30.8.2024

alternative the learner will be take up a topic for dissertation in consultation with the faculty/ supervisor)

- The completed dissertation work shall be submitted within one week after completion of fourth semester examination.
- The written part of dissertation having 80% marks and the viva-voce 20% marks shall be evaluated within 2 weeks after completion of forth semester examination by external examiner and internal examiner (supervisor) jointly.

c) Paper Setting and Examiner

The Board of Studies shall recommend the names of the paper setter/ examiner and or by Institution for setting of paper and evaluation of answer script for the semester examination. The paper setter shall be outside the CDOE and at least 50% of the theory paper shall be evaluated by the external examiner and rest by course teacher.

d) Question Pattern

The question paper shall be divided into two parts such as Group-A and Group-B.

Group-A will carry 20 Multiple Choice Questions, one mark each.

Group-B shall have 5 long type questions of twelve marks each and there shall be one question from each unit with one alternative. The paper setter shall frame the question papers as to ensure that no part of the syllabus left out of study by a learner.

e) Moderation of Question Papers

Moderation board shall be consisting of three members for moderating question papers. One member shall be among CDOE Faculty and other two members shall be from outside CDOE, Sambalpur University.

8. PROCEDURE FOR BACK/REPEAT/IMPROVEMENT EXAMINATION

a) Back Paper Examination

If a learner fails in a semester examination, the learner shall be allowed to clear those papers, in two immediate subsequent chances.

30.8.2024

b) Repeat Examination

If a learner fails to clear a semester in two subsequent chances after regular chance, then she/he has to appear the repeat examination in all papers of that semester. However, maximum period allowed for completion of M.Com program is four consecutive academic years.

Learner passing in all papers in terms of grade point (4.0) but failing in grade point average (4.5), then have to appear repeat examinations in those papers in which they have secured less than required average grade point to pass. Such learner shall have to apply to the programme coordinator of M.Com programme in plain paper before 15 days of ensuring semester examination and has to deposit the examination fees.

c) Improvement Examination

After publication of each semester result a learner may be allowed to improve the performance in theory paper(s) only at the immediate next examination of that semester. However, a learner may be allowed to improve his/her performance in maximum six theory papers of any or all the semesters within 8 semesters, from the first registration of the programme. Such learner shall have to apply to the programme coordinator of M.Com programme in plain paper before 15 days of ensuring semester examination and has to deposit the examination fees. In such a case, the higher mark secured in each paper will be considered for computing the marks. While, notifying the results of the learners appearing back/ Improvement after final Examination, the date of passing examination will be the date in which the learner has cleared/ improved all examination of M.Com programme.

9. CALCULATION OF GP, GPA, OGPA AND EQUIVALENT PERCENTAGE OF MARKS

a) Grade

The grade awarded to a learner in any particular course shall be based on his/her performance in all the tests conducted during a semester for that course. The percentage of marks secured by a learner in a particular course shall be converted to a grade and grade point for the course in the manner specified in the following table:

% of Marks	Grade	Grade Point (GP)
>=90	E	10
>=80 and <90	A^+	9

30.8.2024

>=70 and <80	A	8
>=60 and <70	B^+	7
>=50 and <60	B	6
>=40 and <50	C^+	5
>=30 and <40	C	4
<30	F	0

Each course carries a specific number of credit (C) describing the weightage.

b) Grade Point Average

The Grade Point Average (GPA) is awarded at the end of each semester and shall be calculated as follows.

$$GPA = \frac{\sum (Credits\ in\ each\ course \times GP\ in\ that\ course)}{Total\ number\ of\ Credits\ in\ that\ semester}$$

GPA shall be rounded up to 2 decimal points.

Example: In a semester, a learner secured the following grade points in eight papers.

Paper Code	Credit	Grade Point
MCO-101	4	8
MCO -102	4	7
MCO -103	4	8
MCO -104	4	6
MCO -105	4	8

Total Credit = 20

$$GPA = \frac{(4\times8)+(4\times7)+(4\times8)+(4\times6)+(4\times8)}{20} = 7.40$$

c) Overall Grade Point Average

The overall grade point average (OGPA) is awarded on successful completion of all semesters and shall be calculated as follows.

$$CGPA = \frac{\sum (GPA\ of\ each\ semester \times Total\ Credits\ in\ that\ Semester)}{Total\ number\ of\ credits\ in\ all\ the\ Semesters}$$

30.8.2024

Example: A learner secured the following GPAs in four semesters.

Semester	Credit	GPA
First	20	7.50
Second	24	8.00
Third	24	7.30
Fourth	22	7.25

$$\text{OGPA} = \frac{(7.50\times20)+(8.00\times24)+(7.30\times24)+(7.25\times22)}{90} = 7.52$$

OGPA shall be rounded upto 2 decimal point.

d) Calculation of Equivalent Percentage of Marks:

The OGPA can be converted to percentage of marks as given below.

Percentage of marks = (OGPA - 0.5) × 10

9. PASSING CRITERIA FOR A SEMESTER

A learner in order to pass a semester examination must secure a minimum grade point (GP) of 4.5 (C^+) in individual theory and other credit components. Further, the learner has to secure 4.5 grade point average (GPA) in aggregate of theory and other credit components.

10. CLASSIFICATION OF RESULTS

A learner must obtain minimum 4.5 OGPA for successful completion of all the semesters and degree shall be awarded. The classification of the result is made on the basis of the OGPA as follows:

- OGPA 6.5 and above : First Class
- OGPA 5.5 or more but less than 6.5 : Second Class
- OGPA 4.5 or more but less than 5.5 : Third Class
- OGPA <4.5 : Fail

11. AWARD OF DEGREE CERTIFICATE AND MARKSHEET

A degree certificate under the official seal of the University and signed by the Vice-Chancellor shall be presented at the convocation or in absentia to each of the qualified learner in prescribed format.

30.8.2024

The CDOE shall issue provisional Certificate-cum-Mark sheet after successful completion of all the semester of the M.Com programme and Mark sheet for each semester to the learner. The learners need not to pay any fees for issue of Degree Certificate, PCM or semester mark sheet.

12. CERTIFICATION

Each award shall be uploaded in the National Academic Depository. It shall be mandatory to mention the followings on the backside of each degrees/ certificates and mark sheets issued by the University/ CDOE to the learners.

a) Mode of Delivery: ODL/ OL

b) Date of Admission:

c) Date of Completion:

d) Name and Address of Examination Centre:

13. GENERAL GUIDELINES

Any grievances/inquiry by the admitted learners regarding their results or any other relevant matter may be conveyed through the concerned programme/ course coordinator. Any provision in the regulation shall be changed as and when required. This regulation shall supersede all previous regulations. In case where the provision is silent, prevailing rules of the CDOE / University for other similar course(s) will be applicable. In case where any of the provision needs interpretation, the interpretation offered by the CDOE/ University will be final.

Controller of Examinations

Director, CDOE

Approved

Vice-Chancellor

REGULATION

OF

BACHELOR OF BUSINESS ADMINISTRATION

FROM ACADEMIC YEAR 2023-24

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CENTRE FOR DISTANCE AND ONLINE EDUCATION
SAMBALPUR UNIVERSITY
JYOTI VIHAR, SAMBALPUR, ODISHA – 768019

30.8.2024

REGULATION FOR THREE-YEAR BACHELOR OF BUSINESS ADMINISTRATION UNDER SEMESTER SYSTEM TO RUN THROUGH OPEN AND DISTANCE LEARNING/ ONLINE MODE

(Effective from Academic Year 2023-24)

1. DURATION OF CURRICULUM AND ACADEMIC SESSION FOR ADMISSION

Centre for Distance and Online Education, Sambalpur University offers Bachelor Degree in Business Administration through Open and Distance Learning (ODL) mode. The duration of BBA programme shall be three academic years comprised of six semesters. As per UGC - DEB admission shall be done twice in a year i.e. February session and August session.

2. ELIGIBILITY FOR ADMISSION

A learner who has passed the 12th Standard or equivalent examination of Sambalpur University or any examination recognized as equivalent there to by the Academic Council of Sambalpur University shall be eligible to apply for admission into BBA programme of Centre for Distance and Online Education. Further, the learner should have acquired Academic Bank of Credit (ABC) ID and DEB – ID. All admission shall be completed before the last date notified by UGC-DEB time to time. Learners will be admitted on first come first serve basis.

3. READMISSION

The learners who have discontinued study in any semester on valid ground or those who have fallen short of required attendance in the programme specific personal contract programme may be allowed for readmission in any semester on payment of Rs. 500/- (Five Hundred rupees only) in the shape of State Bank Collect in favor of the Director, CDOE. The maximum period allowed for completion of BBA programme is six consecutive academic years (12 semesters) from the date of admission to the First Semester.

4. CONDUCT AND DISCIPLINE

The rules framed by P.G. Council, Sambalpur University shall be applicable for the learners of Bachelor of Business Administration Programme.

5. LEARNERS ATTENDANCE

Attendance shall be recorded in each theory class by the faculty members. The learner should have minimum attendance of 75% in personal contact programme. In special cases like

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30.8.2024

7. EXAMINATION

The Centre for Distance and Online Education offering BBA Programme though ODL/ OL mode shall include two types of assessment; (i) Continuous or Internal assessment and (ii) Summative assessment in the term of end semester examination or term examination.

In each semester, out of theory papers of 100 marks, there shall be internal assessment of 20 marks and for the rest 80 marks there shall be end term examination to be held after the completion of the course of each semester. The duration of end term examination shall be of 3 hours and examination shall be conducted at the Centre for Distance and Online Education. The full time faculty of Open and Distance Learning and/or Online Mode or faculty of the University shall be associated to function as invigilators, examination superintendent, as observers etc

a) Internal Assessment

The Internal assessment shall be based on the factors such as attendance, quizzes, assignments, class participations, presentations etc. There shall be three assignments for each theory paper in which the learners are required to submit hand written script. Out of the three assignment best two score will be considered for evaluation process. The weightage given to each of the factors should be decided by the concerned faculty members. The mark should be submitted in duplicate to the examination unit of CDOE/Director. The internal marks will be retained for the learners appearing back/ repeat/ improvement examinations.

b) Evaluation of Summer Training Project Report and Viva-Voce

A learner shall have to undertake summer project in any reputed industry or service organization. A project report based on summer training shall have to be submitted within 30 days of completion of the project work. Name of the topic, organization and name of the supervisor should be sent to the program coordinator of the BBA program for information and approval prior to commencement of the project. The project report having 50 marks and the Viva-Voce 50 marks shall be evaluated immediately after completion by examiner (Senior Company Executive/ Faculty of a University) and faculty of CDOE.

c) Dissertation and Viva-Voce

A learner shall have to do a dissertation of 100 marks under the supervision of faculty of CDOE/Department of Business Administration of the University. The Programme-Coordinator in consultation with other faculty member shall distribute learners among the

30.8.2024

faculty member depending on their specialization option in fifth semester. The concern faculty/ supervisor shall provide topic to the learners (Or on the alternative the learner will be take up a topic for dissertation in consultation with the faculty/ supervisor)

- The completed dissertation work shall be submitted within one week after completion of fifth semester examination.
- The written part of dissertation having 70% marks and the viva-voce 30% marks shall be evaluated within 2 weeks after completion of fifth semester examination by external examiner and internal examiner (supervisor) jointly.

d) Paper Setting and Examiner

The Board of Studies shall recommend the names of the paper setter/ examiner and or by Institution for setting of paper and evaluation of answer script for the semester examination. The paper setter shall be outside the CDOE and at least 50% of the theory paper shall be evaluated by the external examiner and rest by course teacher.

e) Question Pattern

The question paper shall be divided into two parts such as Group-A and Group-B.

Group-A will carry 10 objective type question each carry two mark.

Group-B shall have 4 long type questions of fifteen marks each and there shall be one question from each unit with alternative. The paper setter shall frame the question papers as to ensure that no part of the syllabus left out of study by a learner.

f) Moderation of Question Papers

Moderation board shall be consisting of three members for moderating question papers. One member shall be among CDOE Faculty and other two member shall be from outside CDOE, Sambalpur University.

8. PROCEDURE FOR BACK/REPEAT/IMPROVEMENT EXAMINATION

a) Back Paper Examination

If a learner fails in a semester examination, the learner shall be allowed to clear those papers, in two immediate subsequent chances.

b) Repeat Examination

30.8.2024

If a learner fails to clear a semester in two subsequent chances after regular chance, then she/he has to appear the repeat examination in all papers of that semester. However, maximum period allowed for completion of BBA program is six consecutive academic years.

Learner passing in all papers in terms of grade point (5.0) but failing in grade point average (5.5), then have to appear repeat examinations in those papers in which they have secured less than required average grade point to pass. Such learner shall have to apply to the programme coordinator of BBA program in plain paper before 15 days of ensuring semester examination and has to deposit the examination fees.

c) Improvement Examination

After publication of each semester result a learner may be allowed to improve the performance in theory paper(s) only at the immediate next examination of that semester. However, a learner may be allowed to improve his/her performance in maximum six theory papers of any or all the semesters within 12 semesters, from the first registration of the programme. Such learner shall have to apply to the programme coordinator of BBA programme in plain paper before 15 days of ensuring semester examination and has to deposit the examination fees. In such a case, the higher mark secured in each paper will be considered for computing the marks. While, notifying the results of the learners appearing back/ Improvement after final Examination, the date of passing examination will be the date in which the learner has cleared/ improved all examination of BBA programme.

9. CALCULATION OF GP, GPA, OGPA AND EQUIVALENT PERCENTAGE OF MARKS

a) Grade

The grade awarded to a learner in any particular course shall be based on his/her performance in all the tests conducted during a semester for that course.

30.8.2024

The percentage of marks secured by a learner in a particular course shall be converted to a grade and grade point for the course in the manner specified in the following table:

% of Marks	Grade Point (GP)	Grade	Explanatory
90-100	10	O	Outstanding
80-89	9	E	Excellent
70-79	8	A	Very Good
60-69	7	B	Good
50-59	6	C	Fair
40-49	5	D	Average
Below 40 or Absent	0	F	Fail

Each course carries a specific number of credit (C) describing the weightage.

b) Grade Point Average

The Grade Point Average (GPA) is awarded at the end of each semester and shall be calculated as follows.

$$\text{GPA}= \frac{\sum (\textit{Credits in each course} \times \textit{GP in that course})}{\textit{Total number of Credits in that semester}}$$

GPA shall be rounded up to 2 decimal points.

Example: In a semester, a learner secured the following grade points in eight papers.

Paper Code	Credit	Grade Point
BBA-101	2	8
BBA-102	6	7
BBA-103	6	8
BBA-104	6	6

Total Credit = 20

$$\text{GPA} = \frac{(4\times8)+(4\times7)+(4\times8)+(4\times6)}{20} = 5.80$$

c) Overall Grade Point Average

The overall grade point average (OGPA) is awarded on successful completion of all semesters and shall be calculated as follows.

$$\text{CGPA} = \frac{\sum (\textit{GPA of each semester} \times \textit{Total Credits in that Semester})}{\textit{Total number of credits in all the Semesters}}$$

30.8.2024

Example: A learner secured the following GPAs in Six semesters.

Semester	Credit	GPA
First	20	5.80
Second	20	6.00
Third	26	5.70
Fourth	26	5.25
Fifth	30	6.70
Sixth	24	5.80

$$\text{OGPA} = \frac{(5.80\times20)+(6.00\times20)+(5.70\times26)+(5.25\times26)+(6.70\times30)+(5.80\times24)}{146} = 5.89$$

OGPA shall be rounded upto 2 decimal point.

d) Calculation of equivalent percentage of Marks:

The OGPA can be converted to percentage of marks as given below.

Percentage of marks = (OGPA - 0.5) × 10

9. PASSING CRITERIA FOR A SEMESTER

A learner in order to pass a semester examination must secure a minimum grade point (GP) of 5 (C^+) in individual theory and other credit components. Further, the learner has to secure 5.5 grade point average (GPA) in aggregate of theory and other credit components.

In order to obtain distinction, a student has to obtain 6.5 or above in OGPA and secure a minimum 6.5 GPA in all 6 semesters in first chance i.e. without any back or improvement.

10. CLASSIFICATION OF RESULTS

A learner must obtain minimum 5.5 OGPA for successful completion of all the semesters and degree shall be awarded. The classification of the result is made on the basis of the OGPA as follows:

- OGPA 6.5 and above : First Class
- OGPA 5.5 or more but less than 6.5 : Second Class
- OGPA <5.5 : Fail

11. AWARD OF DEGREE CERTIFICATE AND MARKSHEET

30.8.2024

A degree certificate under the official seal of the University and signed by the Vice-Chancellor shall be presented at the convocation or in absentia to each of the qualified learner in prescribed format.

The CDOE shall issue provisional Certificate-cum-Mark sheet after successful completion of all the semester of the BBA programme and Mark sheet for each semester to the learner. The learners need not to pay any fees for issue of Degree Certificate, PCM or semester mark sheet.

12. CERTIFICATION

Each award shall be uploaded in the National Academic Depository. It shall be mandatory to mention the followings on the backside of each degrees/ certificates and mark sheets issued by the University/ CDOE to the learners.

a) Mode of Delivery: ODL/ OL
b) Date of Admission:
c) Date of Completion:
d) Name and Address of Examination Centre:

13. GENERAL GUIDELINES

Any grievances/inquiry by the admitted learners regarding their results or any other relevant matter may be conveyed through the concerned programme/ course coordinator. Any provision in the regulation shall be changed as and when required. This regulation shall supersede all previous regulations. In case where the provision is silent, prevailing rules of the CDOE / University for other similar course(s) will be applicable. In case where any of the provision needs interpretation, the interpretation offered by the CDOE/ University will be final.

20/8/2024
Controller of Examinations

30.8.2024
Director, CDOE

Approved

20/8/24
Vice-Chancellor