

## BACHELOR OF BUSINESS ADMINISTRATION (BBA)

### RULES

#### A. INTRODUCTION:

National University pursues a policy of continuous updating and improving the four-year course curricula for Bachelors of Business Administration (BBA). This is to take into account the modern developments in different disciplines of study, especially in the field of business where things move too fast. Detailed Syllabuses for all the courses has been framed keeping in view the objectives of National University in this regard. Business Administration being a major discipline has to be considered in a special way as it has got a professional backing and a large employer group needing the services of its graduates. The following rules are the outcome of continuous effort on the part of an expert group renowned in the field of business education in Bangladesh. Continuous improvements and appropriate timely changes are natural in the process of development to follow in future.

#### B. THE PROGRAM:

BBA program will be a four-year program, where teaching and examination of allocated courses for a specific semester would be finished within six months. Student will automatically be transferred to the next semester after examination pending the results.

#### C. ADMISSION:

Students will be admitted in the first year, first semester of BBA in approved colleges/Institutions as per policy of the National University through a centrally administered admission test by following MCQ method." Detailed procedure of admission, qualifications for admission and allocation of seats etc. will be set by the National University.

**QUALIFICATIONS FOR ENROLMENT:** Only those students who have passed both HSC/equivalent examinations of current year and immediate previous year and age not more than 22 years, at least in the letter grade C<sup>+</sup> (CGPA-2.5) points are qualified for enrolment in BBA program. Students must have obtained letter grade B (CGPA-3) of related subjects (like, for Science-Mathematics or physics, for Arts-economics or commercial geography or statistics and for Commerce-book keeping and accounting or principles of business and practices or management etc).

**ENROLMENT PROCEDURE:** Students seeking admission must apply on online in specified time. The attested copies of testimonial and marks sheet (two copies each) of HSC and SSC examinations, 8 (Eight) copies attested recent passport size photographs. Five (500/=) Taka as admission form fees must be submitted with printed online application form.

**FEES AND CHARGES:** Admission fees, semester fees and tuition fees will be as follows. Examination fees are not included with this fees.

Sl No	Head of Fees	Amount per semester/Month	Number of Semesters/Months	Total Amount
01	Admission fees	15,000.00	1	15,000.00
02	Semester Fees (Per Semester)	3,000.00	7	21,000.00
03	Tuition Fees (Per Month)	2,000.00	48	96,000.00
04	Examination Fees*	Fixed by National University		-
Total in four years				1,32,000.00

- National University fees, examination fees and other fees (if need) are not included in the total cost.

**D. MEDIUM OF INSTRUCTION:** The medium of instruction is in English. Students must study and provide their examination in English.

### **E. SALIENT FEATURES OF THE PROGRAM:**

1. There are thirty-nine lecture courses each having 3 credit hour weight, including one on English and one on Bangladesh Studies. English and Bangladesh Studies are compulsory courses for all students of undergraduate programs of the National University.
2. There is one non-lecture course i.e., Viva and Project Paper Defense that has an equal weight of a lecture course, to be taken in the eighth semester of BBA program. The students are allowed 3 months, after their final examination, to complete and submit their project paper.
3. The eighth semester will determine the major or specialization of a BBA student where he/she will have four options, out of which he/she must select one.

Each course (except Viva and Project Paper Defense) requiring class lectures will be completed with a minimum class lecture of 45 per semester (3 lectures per week), each semester being of six months duration. Each semester will consist of about 21 weeks in which 17 weeks will be kept for class lectures, 1 week for pre-examination break and 3 weeks for examination. The duration of class lectures should not be less than 50 minutes. Teacher assigned for a particular course should plan the lectures accordingly keeping in view the course content to match the available working days excluding holidays and other off days.

### **F. CLASS ATTENDANCE:**

Every student of BBA Program must attend at least 85% of class lectures to qualify- for sitting in the semester final examinations. Students having less than 85% attendance but more than 60% can be allowed to sit in examinations as non-collegiate students. Rules applicable for non-collegiate students will be applied on them.

### **G. PROMOTION, AWARD OF DEGREE, IMPROVEMENT AND DROP-OUT**

Result of a BBA student will be determined on the basis of Grade Point in a 4-point scale along with Letter Grade. However, to determine the Letter Grade/Grade Point the following range of marks will be considered:

#### **BBA Grading System:**

<b>Marks Range</b>	<b>Grade Point</b>	<b>Letter Grade</b>
80% and above	A <sup>+</sup>	4.0
75% to 79%	A	3.75
70% to 74%	A <sup>-</sup>	3.50
65% to 69%	B <sup>+</sup>	3.25
60% to 64%	B	3.0
55% to 59%	B <sup>-</sup>	2.75
50% to 54%	C <sup>+</sup>	2.50
45% to 49%	C	2.25
40% to 44%	D	2.00
Below 39%	F	0.0

For promotion, results for two semesters in a year tabulated together will be considered for year to year basis promotion. For getting promotion from one year to the next year, the student must appear in -the final examinations, at least partially, so that he/she earns a GPA of 1.5 in the first year and then on GPA of 2.0 for second and third year (combined for two semesters in each year). In case of calculating GPA for promotion purposes improvement marks in that relevant year will not be considered. In case he/she fails (F grade) in any or more course(s), he/she will have to appear in the final examination of that those course(s) in subsequent semesters (two chances will be given to convert F grade into a countable grade). Where a student remains absent in any of the examinations which is countable towards GPA calculation, each absent will be deemed to have earned Zero marks (Grade Point 0.0) for him/her and the credit for relevant course be deemed to have been taken. In any case, a student will not be allowed to sit for further regular examinations when his status is confirmed as not having earned the requisite pass number. In such a case he/she will have to seek for re-admission and continue with the next available batch as usual. A student can pre-empt his/her not getting promotion and seek for readmission well in advance to re-start with the next batch. In this process he must pass in all the lecture courses within a maximum period of six academic years.

A student of BBA eligible for appearing in improvements in the fourth year courses will also not be allowed to cross the statutory period of six years in the process. If he/she crosses the statutory period of six years, he/she loses his/her chance to improve the grades. For Viva and Project Paper Defense only, an additional time for a maximum period of six months may be allowed. No improvement examination will be allowed for Viva and Project Paper Defense. If he/she fails to qualify for the degree within six consecutive academic years and an additional period of six months for Viva and Project Paper Defense, being a regular student, he/she will automatically be dropped from the program. A regular student can get himself re-admitted for a maximum of two times. In such cases too he/she also must earn the degree-within a maximum period of six consecutive

academic years with an additional time of six months for Viva and Project Paper Defense. Rules for non-collegiate students to be determined and applied separately by the National University.

**AWARD, OF THE DEGREE OF BBA WILL BE DEPENDENT UPON A STUDENT PERFORMING AS FOLLOWS:**

Total Credits Obtained	Performance in the Courses	Time Taken	Cumulative Grade Point Average	Degree to be Awarded
120 Credits	No F grade in any course	Maximum 6 years to complete the lecture courses and an additional six months to complete Viva and Project Paper Defense	Minimum 2.0 in a 4.0 scale	BBA (Major in Accounting, or Management, or Finance, or Marketing)

A student earning D or more can opt for appearing in the Improvement Examination (except for Viva and Project Paper Defense) with next immediate available batch only, but only once for one course. In that case the earlier grade (and also the relevant marks, if any) earned in the course will be deleted. All mid term and assignment marks will remain unchanged in case of a student appearing in any improvement examination (i.e., improvement will depend only on the course final examination). In case of re-admitted students, the marks obtained earlier in the same semester courses only will be deleted from his/her record. However, a student will be usually readmitted in First, Third, Fifth, or Seventh semester only. In both the cases of retaking a course for failure or for improvement, a student must apply in specific form to the Controller of Examinations through the Head of the Department and through the Principal within 15 days of the publication of the provisional result. Semester results or yearly, results (if combined for two' semesters) will be considered as provisional.

**H. EXAMINATION RULES**

There will be at least two in-course examinations and one home assignment to be conducted by the course teacher for his/her course and marks along with grade be submitted to the Head of the Department for compilation and subsequent submission to the Controller of Examinations of the National University. Only semester final examinations will be conducted by the National University on six monthly basis for each semester. The routine for final examination be spread in such a way that those sifting for improvements and retakes should not coincide. Two examiners will evaluate the final examination scripts and a third examiner be appointed should the difference of marks awarded exceed 20%.

Each lecture course examination will be of three hours. Viva-voce will be taken at the end of 4<sup>th</sup> year for 50 marks and the rest 50 marks for the project report. Two individual marks will be added together and the total will be considered to grade the full course. Examiners will examine. The Project report (one internal/supervisor and a second examiner/external). The examination committee as per normal convention of National University will conduct viva.

*All lecture courses bearing 100 marks will be examined and marks awarded as follows:*

Name of Examination	Duration	Marks	Examined by
First Mid Term	1 hour exam	15	Course Teacher
Second Mid Term	1 hour exam	15	Course Teacher
Final Examination	3 hour exam	70	Two Examiners
<b>Total:</b>		<b>100</b>	

**I. EVALUATION**

There will be an examination committee for each year of the BBA Program. Two examiners will evaluate the final examination scripts independently,, requiring the appointment of a third examiner where the difference of marks awarded is more than 20%. Appointment of examination committee chairman/members and the examiners will be made from a panel of examiners consisting of college and university teachers of the .country. A teacher may be restricted to act as an examiner or in any other capacity in the examination related works of the National University even if he/she is .in the panel, if he/she is so barred by the University for Specific Reason(s). The third examiner for a course will be from the panel other than a member of the examination committee or a tabulator, provided further that he/she was not an examiner of this course. A same examiner except third examination cannot examine two papers of the same year. Examination works should be distributed as widely and as evenly as possible and a teacher should not be given unusual load. At least-two tabulators should tabulate the results and in doing so they are to round up marks to the advantage of a student i.e. any fraction being the next number.

Computation of Grade Point Average will be made on the basis of following illustration:

$$GPA = \frac{\text{Credit} \times \text{Grade Point}}{\text{Total Credits}}$$

Example:

#### FIRST SEMESTER

Course No.	No. of Credits	Grade Awarded	Corresponding Grade Point	Points Secured
	Col	Col. 2	Col. 3	Col.4=(Col.1×col.3)
1101	3	B	3	9
1102	3	A	4	12
1103	3	C	2	6
1104	3	B	3	9
1105	3	B	3	9
<b>TOTAL:</b>	<b>15</b>			<b>45</b>

EARNED CREDIT (EC) = 3+3+3+3+3=15

$$CGPA = \frac{45}{15} = 3.00$$

#### SECOND SEMESTER

Course No.	No. of Credits	Grade Awarded	Corresponding Grade Point	Points Secured
	Col. 1	Col. 2	Col. 3	Col.4=Col.1×Col.3)
1201	3	B	3	9
1202	3	C	2	6
1203	3	F	0	0
1204	3	B	3	9
1205	3	C	2	6
<b>TOTAL:</b>	<b>15</b>			<b>30</b>

EARNED CREDIT (EC) = 3+3+3+3+3 = 15

$$CGPA = \frac{30}{15} = 2.00$$

#### Cumulative up to date

Total Credit	15 + 15	30
Total Grade Point Secured	45 + 30	75
CGPA	75/30	2.5
EARNED CREDIT (EC)	15+ 12	27

#### J. DISCIPLINARY MEASURES

Any student adopting unfair means will be treated as per the rules of National University in this regard.

#### K. APPLICATION, MODIFICATION AND ADMINISTRATION OF THE RULES

National University will from time to time change, modify, insert, amend, and administer the existing rules for BBA Four-year program. The National University will, also make any further detailing of the rules, explanations, clarifications etc., given herein as and when required.