

Revised As Recommended by
A.C

Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan, Sonipat
(Established by the State Legislature Act 31 of 2006)

Department of Laws



ORDINANCE

**Bachelor of Business Administration
And Bachelor of Laws (BBALLB)**

Five Year Course

Course Code: 39

w.e.f. 2024-25

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Khanpur Kalan (Sonipat)**

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B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan

Department of Laws

ORDINANCE

Bachelor of Business Administration

And Bachelor of Laws

(w.e.f July 2024)

1. Definitions :

- 1.1 Programme stands for Bachelor of Business Administration and Bachelor of Laws.
- 1.2 Credit is the weightage assigned to a paper in terms of contact hours.
- 1.3 Grade stands for a letter grade assigned to a student on the basis of evaluation of a paper on the 10 point scale.
- 1.4 Grade point stands for the numerical equivalent of the letter grade.

2. Duration:

- 2.1 The Programme of the degree of BBA. LL.B. five year shall be spread over five academic years consisting of ten semesters.
- 2.2 A Candidate once admitted in BB.A LL.B. 1st year must clear all her papers within 7 years from the date of her admission in the 1st years 1st semester. Otherwise she shall stand disqualified to obtain the degree of BBA. LL.B.

3. Admission :

3.1 Eligibility :

- 3.1.1 Only a girl candidate having 45% (42.5% in case of S.C./S.T./ Persons with disability) or above marks in +2 examination or any equivalent examination shall be eligible to seek admission in the first semester of this five year programme.
- 3.1.2 A candidate who has got reappear/compartament in +2 examinations shall not be eligible to seek admission to the Programme

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3.1.3 No candidate who is in employment (full time/part time/honorary service) shall be eligible to take admission in this programme without taking leave from her institute /office from the date of admission to the termination of her final examination including other essential requirements. She has to submit an affidavit in this regard. In case of violation of these rules her admission shall stand cancelled.

3.2 Procedure :

3.2.1 The admission shall be made on the basis of merit in 10+2 exam/entrance test/interview etc. as decided by the University from time to time.

4. **Fees:** The Programme fee shall be paid by the candidate as prescribed by the University from time to time.

5. Teaching Methodology:

5.1 Methods of Teaching include, Tutorial, Mentors class room teaching, assignments, research papers, seminars, group discussion etc.

5.2 The medium of instruction shall be English and Hindi both.

6. Credit Weightage:

Each paper has a certain number of credits which reflect its weightage. Credits of a paper are evaluated as under:-

6.1 Lecture: One credit per lecture per week per semester will generally be adopted.

6.2 Tutorial: One credit per tutorial hour per week per semester will be adopted.

7. Examination:

7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination, and third semester examination and so on.

7.2 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners shall be appointed for each course and shall be recommended by the Board of Studies (BOS).

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- 7.3 The examination shall consist of theory papers and/or practical papers. Theory papers are to be set by the internal/external paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department. The medium of examination shall be English and Hindi both.
- 7.4 The examination for even semesters will normally be held in December/January and odd semesters in May/June on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.
- 7.5 Every paper is coordinated by a member of the teaching staff of the department which is offering the paper in a given semester. This faculty member is called the subject/paper coordinator. She has the full responsibility for conducting the paper, coordinating the work of the other members of the faculty involved in the paper, holding the midterm examinations and assignments. For any difficulty, the student is expected to approach the subject coordinator for advice and clarification.
- 7.6 Every student has to appear in the midterm tests. If a student does not take the midterm test, she shall be awarded zero marks in the test. The marks obtained in midterm test/seminars/projects/moots etc. are to be submitted to the examination branch duly signed by the Chairperson of the department before the close of semester examination. The examination branch/ shall convert the marks in to equivalent grades as per the grading procedure.
- 7.7 If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more papers for that examination, she can appear for such papers at subsequent examinations without attending a fresh course of studies for that semester such a candidate may, in the meantime, continue his/her studies for the next semesters. Supplementary examinations for the last two semesters will be held after six months i.e. for odd semester in the month of May and for even semester in the month of December/January.
- 7.8 For holding the Midterm Tests during even and odd semester the schedule of midterm test shall be laid down by teacher(s) concerned in consultation with the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.

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7.9 For Midterm Test, the syllabus for Examination will be what is covered in particular term.

7.10 The examination branch will design standardized Performa for maintaining the following records at the Department level: • Midterm Test Awards

- Awards of Project/seminar/Moots/research papers etc.
- Awards of Attendance. • Consolidates Results.

7.11 **Declaration of Results:** Six weeks after the termination of the semester examination or as soon thereafter is possible, the controller of examination shall declare the result. After successful completion of the course, the candidate shall be awarded with a degree mentioning the division.

8. Reappear Examinations

A student having reappear in even/odd semester up to 8th semester may reappear in the examination with the regular students. The students having reappear in final year (9th & 10th semester) may reappear in both even and odd semester's regular examination.

9. Evaluation & Grading:

9.1 The University examination in each semester shall consist of papers according to the syllabus prescribed by the faculty. End semesters examination and Internal assessment shall carry 80% and 20% respectively each for the final assessment of the student.

9.2 The Weightage of the sub components is as follows: Subcomponents

Weightage

a) Mid- term exam.	10%
b) Project works/assignments/seminars Moots etc	05%
c) Attendance	05%

9.3. Ad-hoc Grace

If there is any discrepancy/ out of syllabus/ printing error/ untoward incident during the examination, the matter be referred to a Standing Committee of

- (i) Controller of Examinations.

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(ii) Head of the Department

(iii) One faculty member concerning the subject.

The Committee may recommend re-conduct of the paper or uniform grace marks to all but that should not exceed 10% of the total marks of that particular paper.

9.4 Moderation of Marks

(a) Internal Examinations: If there are more than one teacher associated in any internal assessment, one of the member be made co-ordinator by the concerned HOD and he along with the others can moderate the marks to maintain uniformity so that no student get undue advantage or disadvantage. It can be done by fixing criteria beforehand.

(b) External Examination: if there is unusual variation (very high or very low) in the awards, the COE may refer the matter to a Moderation Committee consisting of :• Controller of Examination

- Chairperson of the concerned department
- One faculty member concerning the subject

9.5 Letter Grades ,Grade Point and Award of Grades:

9.5.1 A 10 point Grading system with the following letter grades shall be used to grade the academic performance of a student:

Academic Performance Letter Grades Grade Points (p)

Letter Grade	Grade Point
Outstanding(O)	10
Excellent(A+)	09
Very Good (A)	08
Good ((B+)	07
Above Average(B)	06
Average(C)	05
Pass (P)	04

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Fail (F)	00
Absent (AB)	00

9.5.2. Award of Grade: The conversion factor for Conversion from SPGA/CGPA to percentage of marks shall be 10. Award of grades and the corresponding grade points will be based on absolute marks as under:

Grade conversion

Letter Grade	Grade Points	Marks
Outstanding(O)	10	85-100
Excellent(A+)	09	75-84
Very Good (A)	08	65-74
Good ((B+)	07	55-64
Above Average(B)	06	50-54
Average(C)	05	46-49
Pass (P)	04	45
Fail (F)	00	Less than 45
Absent (AB)	00	Absent

9.5.3 A student obtaining Grade F or Ab shall be considered failed and will be required to reappear in the examination within the permissible chances given in the concerned ordinance for obtaining a pass grade.

9.5.4 The minimum passing marks/grade for passing any semester Examination shall be total 45% in external examination and 45% both in internal and external assessment in aggregate in each paper separately.

9.5.5 Minimum pass grade in each paper is 'P' grade. Grade will be awarded after adding the marks of internal assessment examination.

9.6 After finalization of the marks the same shall be displayed on the department notice board for duration of two days for the information of students. Students, who have specific grievance

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against the marks awarded to her, may discuss the same with the concerned course coordinator who after consideration of grievance of all students shall finalize the marks to be awarded for the course.

- 9.6.1 Before submission of the finalized award list in a prescribed formation to the concerned administrative office of the individual course coordinator shall discuss the marks distribution for his/her faculty of study. However, the final decision with regards to marks will vest with the course coordinator.
- 9.6.2 On receipt of the award lists for all papers offered by a given faculty of study the concerned administrative office shall put up the consolidated results for that faculty for discussion and approval from the departmental staff council (all staff members)
- 9.7 A candidate who fails to obtain the requisite marks/grade in any paper shall be required to appear in the concerned paper in the subsequent examinations.
- 9.8 The examinations for reappear in any subject(S) in the odd semester and that of in the even semester shall be held in the respective semesters along with the regular students. In addition to above, fifth year examination for reappear in the subjects in odd semesters will also be held during the even semester examinations and vice-versa.
- 9.9 The performance of students will be evaluated in terms of cumulative grade point average (CGPA) which is the grade point average for all the completed semesters at any point of time. The successful candidates shall be classified in three divisions as under:
- (i) Those who obtained 60% or more of the aggregate number of marks in all the subjects in all semesters mention total semesters of that course taken together shall be placed in first division.
 - (ii) Those who obtain less than 60% but not less than 50% of the aggregate number of marks in all subjects in all semesters taken together shall be placed in the second division.
 - (iii) Those who obtain below 50% and not less than 45% of the aggregate number of marks in all subjects in all semesters taken together shall be placed in the third Division.
- 9.10 Pass marks are 45% both in internal and external assessment in aggregate in each paper separately.
- 9.11 **Division:** The successful candidates shall be classified in two divisions as under:

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(i) Those who obtained 60% or more of the aggregate number of marks in the entire subject in all semesters mention total semesters of that course taken together shall be placed in first division.

(ii) Those who obtain less than 60% of the aggregate number of marks in all subjects in all semesters taken together shall be placed in the second division.

9.12 **Scholarship:** A candidate while appearing in the re-appear examination shall not be eligible for a scholarship, a prize or a medal.

10. Promotion

A student will be eligible for promotion to –

Students up to 6th semester will be promoted automatically.

7th semester: If she has passed total papers of 1st and 2nd semester taken together.

9th semester: if she has passed total papers of 3rd and 4th semester taken together.

11. Attendance :-

No candidate shall be considered to have pursued a regular course of the study unless she has attended not less than 75% of the lectures in each paper/seminar, case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each course of study. A deficiency up to 10% may be condoned by the Chairperson of the department. In some special cases the Hon'ble Vice-Chancellor may condone further. In any case no student having less than 60% attendance will be allowed to appear in the examination by Head of the department.

11.1 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/ Course Co-ordinator of the department, her name will be struck off from the department rolls with information to the Academic Branch

11.2 In case the student name is struck off due to non-payment of fee and is re-admitted later, her attendance shall not be counted for that period.

12. General Guidelines:

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12.1 Where this document is silent about any rule, the University policies/regulations as framed time to time will be applicable.

12.2 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.

12.3 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:

12.3.1 She has satisfied all the academic requirements as per the regulations; and

12.3.2 She has paid all fees due from her; and

12.3.3 There is no case of indiscipline pending against her.

A student who has completed the entire graduation requirement listed above shall be eligible for award of degree/ certificate. However, under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Academic Council may withdraw the degree/PG diploma already awarded.

Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the Academic Council

12.4 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations. 12.5 Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the Academic Council.

12.6 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by a committee constituted by the Dean Academic Affairs.

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