

Revised Rules of Passing and Promotion  
for

# **Bachelor of Business Administration (BBA)**

(Faculty of Management)

**BBA Semester I, II (2023-24)**  
**BBA Semester III, IV (2024-25)**  
**BBA Semester V, VI (2025-26)**



**MAHARAJA GANGA SINGH UNIVERSITY**

**BIKANER - RAJASTHAN**

*Sanjay Kumar*  
25/6/25

## Testing and Evaluation

There will be Internal Assessment for 30 marks and Final Semester-End Examination (External) will be for 120 marks in each course/paper.

### Evaluation

#### Internal Assessment: 30 Marks

- a. Midterm Examination: 2 Exams of 20 Marks each to be conducted by the College/ Department. Best marks obtained in any of the two, be counted for each course.
- b. Students' Participation in curricular, extra-curricular activities, class participation, attendance etc. shall account for 10 Marks.

#### External Assessment: 120 Marks

### Semester End Examination Paper Pattern

There shall be three Sections:

- Section A: (20 marks) Shall contain 10 questions, two from each Unit. Each question shall be of 2 marks. All the questions are compulsory. Section A shall contain 5 Multiple Choice Questions and remaining 5 will be fill-in the blanks type. Minimum Two questions must be set from each Module/ Unit.
- Section B: (40 marks) Shall contain 5 questions (two from each unit with internal choice). Each question shall be of 8 marks. The candidate is required to answer all 5 questions. The answers should not exceed 150 words.
- Section C: (60 marks) Shall contain 5 Case Studies and / or Questions, one from each Unit. Each Case Study or Question shall be of 20 marks. The candidate is required to answer any three Case Studies / questions. The answers should not exceed 400 words.

Unless specifically mentioned for a particular course, the above Scheme of Internal and External Evaluation shall remain constant. To pass in a particular Paper / Course, every candidate shall be required to obtain at least 40% marks separately in Theory, Practical and Internals Exams. Courses BBA4.5AECT11, BBA4.5AECT21, BBA5SDCT31, BBA5VACT41 and BBA5.5SDCT51 are mandatory for all. The Course wise content for these courses shall remain common for all students of Undergraduate Programmes. In Semester IV (Indian Knowledge System), Semester V (Communication Skills), and Semester VI (Special Elective Course) Semester End assessment/exam/evaluation will not be conducted by the University. The respective College / Department will send the Semester assessment (marks) of the student to the University.

The duration of External examination shall be 3 hours.

On the basis of total marks (Internal and External) obtained, the student shall be awarded SGPA and CGPA under the formula specified for CBCS. Total Credits (All semesters) shall be 120 and Total Marks (All semesters) shall be 3000.





## Rules of Passing and Promotion

A candidate admitted to the BBA Program shall be permitted to appear at University Examinations only when he/she has been enrolled as a student of the Maharaja Ganga Singh University, Bikaner.

To qualify for the BBA Program, the candidate must earn the prescribed number of credits as contained in the Course structure / syllabus in force for the particular session.

The pass marks in each course / paper shall be 40%. Every candidate will have to pass separately in Internal and External (Semester End) Assessment. There shall be no supplementary examinations.

Where a candidate fails to take examination in any one or more papers or having taken the examination, has but failed to secure the minimum pass marks in any one or more papers or in the aggregate, his marks in the Internal Assessment / class tests, semester reports and/or assignments shall be carried forward to the subsequent examination.

### I - Semester Course & Examination

After appearing at the Examination of I-Semester the candidates can be put in the following categories in the context of declaration of the results of the I Semester Examination:

- (i) **Pass Promoted**, i.e., those who have passed in examinations of all courses of the Semester.
- (ii) **Back Promoted**, i.e., those who passed in at least 50% examinations of all the courses of the Semester i.e. the candidate has earned 50% or more credits in the examinations of I Semester.
- (iii) **Fail Promoted**, i.e., those who have not passed in at least 50% examinations of all the courses of the Semester i.e. the candidate has not earned a minimum of 50% credits in the examinations of I Semester.

### Promotion from I to II Semester:

All students who have put in the minimum percentage of attendance in I Semester and filled up the examination form in time shall be promoted to the II-Semester.

### II-Semester Course & Examination

After declaration of results of the I and II-Semesters, a candidate can be put in the following categories:

- (i) **Pass Promoted:** A candidate who has passed in examinations of all the courses of the I and II-Semesters.
- (ii) **Back Promoted:** A student, who has not passed in all the courses of either I or II Semester or both, shall be promoted to the III-Semester if he/she has earned 50% or more credits in the examinations of I and II-Semesters taken together. All such students shall have the option to clear the courses, in which they had failed, in the subsequent available examination(s) of the



concerned semester.

- (iii) **Failed:** A candidate who has passed in less than 50% of prescribed courses (i.e. earned less than 50% credits) in the examinations of I and II-Semesters taken together shall be treated as failed.

#### **Promotion from II to III-Semester:**

- (i) A candidate who comes under the category 'Pass Promoted or Back Promoted' is eligible to be promoted to the III-Semester, if otherwise eligible.
- (ii) Failed candidates shall not be promoted to the III-Semester. However, they shall be promoted to the third semester when they become eligible to come under the category of either 'Passed Promoted or Back Promoted' as explained above after passing the failed courses in the subsequent available examination(s).

#### **III-Semester Course & Examination**

After appearing at the Examination of III-Semester the candidates can be put in the following categories in the context of declaration of the results of the I Semester Examination:

- (i) **Pass Promoted**, i.e., those who have passed in examinations of all courses of the III Semester.
- (ii) **Back Promoted**, i.e., those who passed in at least 50% examinations of all the courses of the III Semester i.e. the candidate has earned 50% or more credits in the examinations of III Semester.
- (iii) **Fail Promoted**, i.e., those who have not passed in at least 50% examinations of all the courses of the Semester i.e. the candidate has not earned a minimum of 50% credits in the examinations of III Semester.

#### **Promotion from III to IV-Semester:**

All students who have put in the minimum percentage of attendance in III Semester and filled in the examination form in time shall be promoted to the IV Semester.

#### **IV-Semester Course & Examination**

After declaration of results of the III and IV Semesters, a candidate can be put in the following categories:

- (i) **Pass Promoted:** A candidate who has passed in examinations of all the courses of the III and IV Semesters.
- (ii) **Back Promoted:** A student, who has not passed in all the courses of either III and / or IV Semester, shall be promoted to the V Semester if he/she has earned 50% or more credits in the examinations of III and IV Semesters taken together. All such students shall have the option to clear the courses, in which they had failed, in the subsequent available examination(s) of the concerned semester.

  
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- (iii) **Failed:** A candidate who has passed in less than 50% of prescribed courses (i.e. earned less than 50% credits) in the examinations of III and IV Semesters taken together shall be treated as failed.

**Promotion from IV to V Semester:**

- (i) A candidate who comes under the category 'Pass Promoted or Back Promoted' is eligible to be promoted to the V Semester, if otherwise eligible.
- (ii) Failed candidates shall not be promoted to the V Semester. However, they shall be promoted to the fifth semester when they become eligible to come under the category of either 'Pass Promoted or Back Promoted' as explained above after passing the failed courses in the subsequent available examination(s) as Ex-Students.

**V-Semester Course & Examination**

After declaration of results of the V Semesters, a candidate can be put in the following categories:

- (i) **Pass Promoted:** A candidate who has passed in examinations of all the courses of the V Semester.
- (ii) **Back:** A student, who has not passed in all the courses of V Semester, shall not be promoted to the VI Semester. All such students shall have the option to clear the courses, in which they had failed, in the subsequent available examination(s) of the concerned semester.

**Promotion from V to VI Semester:**

All students who have been put in 'Pass Promoted Category' in Sem I, III and V (i.e. the candidate has passed in all examinations of all the courses of the Semester I, III and V) and has put in the minimum percentage of attendance in V Semester and filled in the examination form in time, shall be promoted to the VI Semester.

Candidates who have pending courses in Semester II and IV (courses / subjects not passed for II and / or IV Semester Examinations) shall appear for the same along with Semester VI Examinations.

**Declaration of Results after VI Semester**

(Based on the results of the I, II, III, IV, V and VI Semester Examination)

After declaration of results of V and VI Semesters, a candidate can be put in the following two categories:

- (i) **Passed:** A candidate who has passed in all the courses of I, II, III, IV, V and VI Semesters and obtained at least CGPA of 5.0.
- (ii) **Failed:** All those students who have not "Passed" shall be categorized as "Failed".

Such Failed students may clear their failed courses in subsequent examinations as Ex-students.



### Assessment - The Grading System

Grades will be awarded to indicate the performance of each student in each Theory Subject, or Lab / Practical, or Seminar, or Project, etc., based on the % of marks obtained (in Continuous Internal Evaluation + Semester End Examination, both taken together), and a corresponding Letter Grade shall be given.

As a measure of the Student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:

% of Marks Secured in a Subject/Course/ Paper (Class Intervals)	Letter Grade	Grade Points
90% and above ( $\geq 90\%$ , $\leq 100\%$ )	O (Outstanding)	10
Below 90% but not less than 80% ( $\geq 80\%$ , $< 90\%$ )	A <sup>+</sup> (Excellent)	9
Below 80% but not less than 70% ( $\geq 70\%$ , $< 80\%$ )	A (Very Good)	8
Below 70% but not less than 60% ( $\geq 60\%$ , $< 70\%$ )	B <sup>+</sup> (Good)	7
Below 60% but not less than 50% ( $\geq 50\%$ , $< 60\%$ )	B (Above Average)	6
Below 50% but not less than 40% ( $\geq 40\%$ , $< 50\%$ )	C (Average)	5
Below 40% ( $< 40\%$ )	F (FAIL)	0
Absent	Ab	0

A student obtaining F Grade in any Subject is deemed to have 'failed' and is required to reappear in the particular course / paper, as and when conducted. In such cases, his/her Internal Assessment Marks in the respective course / paper will remain as obtained earlier.

If a student has not appeared for an examination, 'Ab' Grade will be allocated to him/her for the particular course/paper and shall be considered 'failed' and he/she will be required to reappear in the particular course / paper, as and when conducted. In such cases also, his/her Internal Assessment Marks in the respective course / paper will remain as obtained earlier.

A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks.

A student earns Grade Point (GP) in each Subject/ Course, on the basis of the Letter Grade obtained by him/her in that Subject/ Course. The corresponding 'Credit Points' (CP) are computed by multiplying the Grade Point with Credits for that particular Subject/ Course.

$$\text{Credit Points (CP)} = \text{Grade Point (GP)} \times \text{Credits .... for a Course}$$

**The Semester Grade Point Average (SGPA)** is calculated by dividing the Sum of Credit Points ( $\sum \text{CP}$ ) secured from ALL Subjects/ Courses registered in a Semester, by the Total Number of Credits registered during that Semester. SGPA is rounded off to TWO Decimal Places.

SGPA for each Semester is thus computed as:

$$\{ \sum_{i=1}^N C_i G_i \} / \{ \sum_{i=1}^N C_i \}$$





Where 'i' is the Subject indicator index (taking into account all Subjects/course/paper in a Semester), 'N' is the no. of Subjects 'Registered' for the Semester (as specifically required and listed under the Course Structure of MBA),  $C_i$  is the no. of Credits allotted to the  $i^{\text{th}}$  Subject/course/paper, and  $G_i$  represents the Grade Points (GP) corresponding to the Letter Grade awarded for that  $i^{\text{th}}$  Subject/course/paper.

**The Cumulative Grade Point Average (CGPA)** is a measure of the overall cumulative performance of a student over all Semesters considered for registration. The CGPA is the ratio of the Total Credit Points secured by a student in All registered Courses in All Semesters, and the Total Number of Credits registered in All the Semesters. CGPA is rounded off to two decimal places.

CGPA is computed as:

$$\{ \sum_{j=1}^M C_j G_j \} / \{ \sum_{j=1}^M C_j \}$$

Where 'M' is the Total number of Subjects/course/paper (as specifically required and listed under the Course Structure of BBA) from the 1<sup>st</sup> Semester onwards upto and inclusive of the 6<sup>th</sup> Semester, 'j' is the Subject indicator index (taking into account all Subjects from 1<sup>st</sup> to 6<sup>th</sup> Semester),  $C_j$  is the number of Credits allotted to the  $j^{\text{th}}$  Subject, and  $G_j$  represents the Grade Points (GP) corresponding to the Letter Grade awarded for that  $j^{\text{th}}$  Subject.

#### Award of Class

After a student has earned the requirements prescribed for the completion of the programme and is eligible for the award of BBA Degree, he/she shall be placed in one of the following three classes based on the CGPA:

Class Awarded	CGPA
First Division with Distinction	$\geq 7.75$
First Division	$6.75 \leq \text{CGPA} < 7.75$
Second Division	$6.00 \leq \text{CGPA} < 6.75$
Pass	$5.00 \leq \text{CGPA} < 6.00$

Sanjay Kumar  
25/06/2025