Draft #1 of File 15067/ACA16-2/2025/ACA 16 Approved by ASSISTANT REGISTRAR III (ACADEMIC) on 13-Feb-2025 12:03 PM - Page 1

MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Mahatma Gandhi University Bachelor in Business Administration (BBA, BBA (Honours), BBA (Honours with Research)) Regulations, 2024 (As per AICTE Norms) - Recommendations for amendments to the Regulations - Approved - Orders issued.

ACA 16

No. 1418/ACA 16/2025/MGU Priyadarsini Hills,Dated: 13.02.2025

Read:-1. U.O. No. 7319/LEGN/2024/MGU, dated 08.08.2024.

2. Recommendations of the Convenor, Sub-Committee on Rules and Regulations for the Honours Undergraduate Programmes.

3. Orders of the Professor in charge of the Vice Chancellor under Section 10(17), Chapter III of the Mahatma Gandhi University Act 1985, dated 12.02.2025.

ORDER

Mahatma Gandhi University Bachelor in Business Administration (BBA, BBA (Honours), BBA (Honours with Research)) Regulations, 2024 (As per AICTE Norms), have been approved vide paper read as (1) above and published on the website of the University.

The Sub-Committee on Rules and Regulations for the Honours Undergraduate Programmes, after detailed deliberations, submitted recommendations, vide paper read as (2) above, to amend the Mahatma Gandhi University Bachelor in Business Administration (BBA, BBA (Honours), BBA (Honours with Research)) Regulations, 2024. (Recommendations are attached as annexure.)

Hence, considering the emergency, sanction has been accorded by the Professor in charge of the Vice Chancellor, in exercise of the powers of the Academic Council vested upon him under Section 10(17), Chapter III of the Mahatma Gandhi University Act 1985, vide paper read as (3) above, to approve the recommendations for amendments.

Orders are issued accordingly.

SHAJI K G

ASSISTANT REGISTRAR III

(ACADEMIC)

For REGISTRAR

Copy To

1. PS to VC
2. PA to Registrar/CE
3. Convenor, Sub-Committee on Rules and Regulations for the Honours Undergraduate Programmes
4. JR 2 (Admin)/ DR 2, AR 3 (Academic)
5. JR/DR/AR (Exam/Academic)
6 . Tabulation/Academic Sections concerned
7. IT Cell 1/IT Cell 2/ IT Cell 3 Sections
8. AC C 1/ AC C 2 / Legislation Sections
9 . P R O /IQAC /Records Sections.
10. Stock File/File Copy

File No: 15067/AC A16 - 2/2025/AC A16.

Forwarded / By Order

Section Officer

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ANNEXURE

Sl. No	Existing	Amendment
1	3.iv. Eligibility criteria for opting for the course in the Fourth Year: a) BBA (Honours with Research): Minimum 75% marks in all courses in MGU_BBA Degree up to Sixth semester. b) For BBA (Honours): BBA Degree	3.iv. Eligibility criteria for BBA (Honours with Research): Students who acquire minimum 75% in their graduation (upto 6th semester) are eligible for Honours with Research Programme. However if necessary, university may conduct screening test for the honours with research programme in accordance with University Regulations time to time.
2	Nil	3.ix. Additional Credits will be awarded for those who actively participating in social activities, which may include participation in National Service Scheme (NSS), Sports and Games, Arts, participation in University/ college union related activities (for respective elected/ nominated members), National Cadet Corps (NCC), adult education/ literacy initiatives, mentoring school students, and engaging in similar social service organizations that deemed appropriate to the University.
3	Nil	3.x. Grace marks shall be awarded to a student for meritorious achievements in cocurricular activities (in Sports/ Arts/ NSS/ NCC etc.). Such a benefit is applicable in the same academic year spreading over two semesters, in which the said meritorious achievements are earned. The Academic Council will decide from time to time the eligibility and other rules of awarding the grace marks.
4	Nil	3.xi. Options will be made available for students to earn credit by completing quality assured remote learning modes, including online programmes offered on the Study Webs of Active-Learning for Young Aspiring Minds (SWAYAM) or other Online Educational Platforms approved by the competent body/university from time to time.
5	4.xix. Mapping of Marks to Grades: The mapping of marks to	4.xix. Mapping of Marks to Grades: The mapping of marks to

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grades shall be done as per the following table:

Range of Percentage of marks	Assigned Grade
91-100	A+
81-90	A
71-80	B+
61-70	B
51-60	C+
46-50	C
40-45	D
< 40	F (Fail due to less marks)
	Students have to acquire minimum 75% of attendance for a course to make them eligible to appear for End Semester Assessment of that particular course

grades shall be done as per the following table. Based on the marks obtained, the grade point will be mentioned in the student's grade cards.

Grade Point	**Range of Percentage of marks** (Both CCA &ESE Marks put together)	**Letter Grade**	**Class**
10	91-100	A+ (Excellent)	First Class with Distinction
9	81-90	A (Very Good)	
8	71-80	B+ (Good)	First Class
7	61-70	B (Above Average)	
6	51-60	C+ (Average)	Second Class

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			5	46-50	C (Satisfactory)	Third Class	
			4	40-45	D (Pass)		
			0	< 40 cumulative score of ESE and CCA or < 35 for ESE	F (Fail)	Fail	
			0		Ab(Absent)	Fail	
					Students have to acquire minimum 75% of attendance for a course to make them eligible to appear for End Semester Assessment of that		

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					particular course		
6	4.xxi. Re-entry Criteria in to Fourth Year (Seventh Semester): The student who takes an exit after third year without an award of degree may be allowed to re-enter in to Seventh Semester for completion of the BBA (Honours) or BBA (Honours with Research) Programme as per the respective University / Admitting Body schedule after earning requisite credits in the Third year.	This clause stands cancelled					
7	4.xxii. The Minimum eligibility criteria for opting the course in the fourth year will be as follows: a) BBA (Honours with Research): Minimum 75% marks in all courses in MGU_BBA Degree up to Sixth semester b) For BBA (Honours): BBA Degree	4.xxii. Eligibility criteria for BBA (Honours with Research): Students who acquire minimum 75% in their graduation (upto 6th semester) are eligible for Honours with Research Programme. However if necessary, university may conduct screening test for the honours with research programme in accordance with University Regulations time to time.					
8	Nil	4.xxvii. College-level Academic Committee: Is a committee constituted for the FYUGP at the college level comprising the Principal as the Chairperson, the Academic Coordinator/ Nodal Officer as its convenor.					
9	Nil	4.xxviii. Academic Co-ordinator/ Nodal Officer: A senior faculty member nominated by the college council.					
10	Nil	4.xxix. Senior Faculty Advisor (SFA): Is a faculty nominated by the Department Council to co-ordinate all the necessary work related to MGU-BBA undertaken in that department, including the continuous comprehensive assessment.					
11	Nil	4.xxx. Department Council means the body of all teachers of a department in a college.					
12	Nil	4.xxxi. Faculty Adviser (FA) means a teacher from the parent department nominated by the Department Council to advise students in academic matters.					
13	Nil	4.xxxii. Graduate Attributes means the qualities and					

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		characteristics to be obtained by the graduates of a programme of study at the University or the Higher Education Institution, which include the learning outcomes related to the disciplinary areas in the chosen field of learning and generic learning outcomes. University will specify graduate attributes for its programmes.
14	Nil	4.xxxiii. Open Elective (OE): An optional course that a student can choose from a wider range of subjects, often outside their primary specialization, allowing them to explore different areas of study and gain additional skills beyond their core curriculum. Learners have freedom to choose from a number of optional courses offered by the Department.
15	5. Students who have opted for the honours with research should successfully complete a research project under the guidance of the mentor and should submit a research report for evaluation. They must successfully defend the research project to obtain 20 credits under a faculty member of the University/ College/ Recognized Research Institute. The research outcomes of their project work may be published in peer-reviewed journals or presented at conferences or seminars or patented.	5. i. The recognized research departments or departments with at least two faculty members having PhD shall offer the Honours with Research programme. Minimum 2 students (mentees) should be allotted to a faculty member (Mentor). ii. Students who have chosen the honours with research stream shall do their entire fourth year under the mentorship of a mentor. iii. Students who have opted for the honours with research should successfully complete a research project under the guidance of the mentor and should submit a research report for evaluation. They must successfully defend the research project to obtain 20 credits under a faculty member of the University/ College/ Recognized Research Institute. The research outcomes of their project work may be published in peer-reviewed journals or presented at conferences or seminars or patented.
16	6. DSE Discipline Specific Electives (DSE) is designed to provide the students with an opportunity to pursue in-depth study of a particular subject or discipline and develop competency in that chosen area.	6. i. Discipline-Specific Electives (DSE) are designed to provide students with an opportunity to pursue an in-depth study of a particular subject or discipline and develop competency in their chosen area.

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		ii. To be eligible for the award of a specialization, a learner must acquire 12 credits in the discipline-specific electives of a particular specialization. Upon completing the three-year BBA degree, students will have the opportunity to obtain a single specialization(Preferably 4 credits from Sem 5 courses and 8 credits from Sem 6 courses). However, those who choose to continue for a fourth year will have the opportunity to obtain an additional specialization(Preferably 4 credits from Sem 5 courses and 8 credits from Sem 7 courses).
17	8. Students can take extra credit courses from their own department or from other departments (AICTE approved) as per the Admitting Body / University norms. Extra credits will not be counted for awarding BBA degree/ BBA (Honours)/BBA(Honours with Research).	8. This statement stands cancelled.
18	8. SEMESTER-WISE CREDIT DISTRIBUTION OF PROPOSED BBA (HONOURS) AND BBA (HONOURS WITH RESEARCH) PROGRAMME:	8. SEMESTER-WISE CREDIT DISTRIBUTION OF PROPOSED BBA (HONOURS) AND BBA (HONOURS WITH RESEARCH) PROGRAMME:

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Semester	Core Courses	Ability Enhancement Courses	Multi-Disciplinary Elective course	Value added Courses	Skill Enhancement courses	Discipline Specific Elective	Total
I	15	6	2	2	-	-	25
II	12	6	2	2	2	-	24
III	12	-	3	2	4	-	21
IV	16	-	-	4	3	-	23
V	8	-	-	-	4	8	20
VI	6	-	-	-	6	8	20
BBA (Honours)							
VII	12				4	8	24
VIII					8*	12	20
BBA (Honours with Research)							
VII	12					12	24
VIII					20*		20

**Dissertation*

Category-wise distribution

	CC	AEC	MDE	VAC	SEC	DSE	Total
BBA	72	9	7	10	19	16	133
BBA (Honours)	92	9	7	10	27	32	177
BBA (Honours with Research)	84	9	7	10	43	24	177

Semester	Core Courses	Ability Enhancement Courses	Multi-Disciplinary Elective course	Value added Courses	Skill Enhancement courses	Discipline Specific Elective	Total
BBA							
I	15	6*	2	2	-	-	25
II	12	6*	2	2	2	-	24
III	12	-	3	2	4	-	21
IV	16	-	-	4	3	-	23
V	8	-	-	-	4	8	20
VI	6	-	-	-	6	8	20
BBA (Honours)							
VII	12#				4	8	24
VIII					8##	12	20
BBA (Honours with Research)							
VII	12				4	8	24
VIII					20##		20

including 4 credits for OE / online course
Dissertation
*AEC-OL may be online or offline

Category-wise distribution

	CC	AEC	MDE	VAC	SEC	DSE	Total
BBA	69	12	7	10	19	16	133
BBA (Honours)	81	12	7	10	31	36	177
BBA (Honours with Research)	81	12	7	10	43	24	177

19	9. i. A student shall be permitted to register for the end-semester	9. i. A student shall be permitted to register for the end-semester

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<table>
<tr><td></td><td>evaluation of a specific course to acquire the credits only if he/she has acquired 75% of attendance in that particular course (Note: Course-specific attendance).</td><td>evaluation of a specific course to acquire the credits only if he/she has completed 75% of the prescribed classroom activities in physical, online, or blended modes, including any alternate activities as specified by the course faculty of that particular course.</td></tr>
<tr><td>20</td><td>10. Outcome Based Approach
The curriculum is designed based on Outcome Based Education (OBE) practices.
Programme Outcomes (PO) are provided as Annexure-II.</td><td>10. Outcome Based Approach
The curriculum is designed based on Outcome Based Education (OBE) practices. The Graduate Attributes (GAs) and Programme Outcomes (POs) are provided as Annexure II. The OBE based syllabus template is provided as Annexure III.</td></tr>
<tr><td>21</td><td>11.vii) The course faculty may provide options for students to improve their performance through a continuous assessment mechanism.</td><td>This clause stands cancelled.</td></tr>
<tr><td>22</td><td>11.ix) Regarding evaluation, one credit may be evaluated for 25 marks in a semester; thus, a 4-credit course will be evaluated for 100 marks; 3-credit courses for 75 marks and 2-credit courses for 50 marks.</td><td>11. ix) Regarding evaluation, one credit may be evaluated for 25 marks in a semester; thus, a 4-credit course will be evaluated for 100 marks; 2-credit courses for 50 marks. However, for tabulation purposes, courses with 1-credit will be evaluated for 50 marks and will be converted into 25 marks.
<table>
<tr><th>Credit</th><th>CCA</th><th>ESE</th><th>Total</th></tr>
<tr><td>4</td><td>30</td><td>70</td><td>100</td></tr>
<tr><td>3</td><td>25</td><td>50</td><td>75</td></tr>
<tr><td>2</td><td>15</td><td>35</td><td>50</td></tr>
</table>
</td></tr>
<tr><td>23</td><td>11.xiv. For Evaluating a course both CCA and ESE or CCA alone shall be administered as specified in the syllabus.</td><td>This clause stands cancelled</td></tr>
<tr><td>24</td><td>11.xv. Duration of Examination

Questions shall be set as per the defined Outcome. The question setter shall ensure that there will be Time and Mode (T & M) flexibility for all External Examinations. BoS can recommend the T & M from the following list.</td><td>11.xv. Duration of Examination

Questions shall be set as per the defined Outcome. The question setter shall ensure that there will be Time and Mode (T & M) flexibility for all External Examinations. BoS can recommend the T & M from the following list.</td></tr>
</table>

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Mode	Time (in Hours)	
	Minimum	Maximum
Written Examination	1	2
Multiple Choice	1	1.5
Open Book	1	2
Any Other Mode	1	2

Mode	Time (in Hours)	
	Minimum	Maximum
Written Examination	1	2
Multiple Choice	0.75	1.5
Open Book	1	2
Any Other Mode	1	2

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<table>
<tr>
<td>25</td>
<td>11.xvi. Evaluation of Project/ Dissertation: The evaluation of project work shall be CCA with 30% and ESE 70%. The scheme of evaluation of the Project is given below:
<table>
<tr><td>Project Type</td><td>Maximum Marks</td><td>CCA</td><td>ESE</td></tr>
<tr><td>Research Project of Honours with Research(20 credits)</td><td>500</td><td>150</td><td>350</td></tr>
<tr><td>Project of Honours</td><td>200</td><td>60</td><td>140</td></tr>
</table>
The format for the Project/ Dissertation report to be as per the model format given by AICTE.</td>
<td>11.xvi. Evaluation of Project/ Dissertation: The evaluation of project work shall be CCA with 30% and ESE 70%. The scheme of evaluation of the Project is given below:
<table>
<tr><td>Project Type</td><td>Maximum Marks</td><td>CCA</td><td>ESE</td></tr>
<tr><td>Research Project of Honours with Research(20 credits)</td><td>300</td><td>90</td><td>210</td></tr>
<tr><td>Project of Honours</td><td>100</td><td>30</td><td>70</td></tr>
</table>
The format for the Project/ Dissertation report to be as per the model format given by AICTE.</td>
</tr>
<tr>
<td>26</td>
<td>11.xvii.
(b) The mapping of marks to grades shall be done as per the following table:
<table>
<tr><td>Range of Percentage of marks</td><td>Assigned Grade</td></tr>
<tr><td>91-100</td><td>A+</td></tr>
<tr><td>81-90</td><td>A</td></tr>
<tr><td>71-80</td><td>B+</td></tr>
</table>
</td>
<td>11.xvii.
(b) Cumulative percentage of CCA and ESE shall be rounded off to the nearest highest integer.
(c) The mapping of marks to grades shall be done as per the following table:
<table>
<tr><td>Grade Point</td><td>Range of Percentage of marks (Both CCA</td><td>Letter Grade</td><td>Class</td></tr>
</table>
</td>
</tr>
</table>

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61-70	B
51-60	C+
46-50	C
40-45	D
< 40	F (Fail due to less marks)
-	Students have to acquire minimum 75% of attendance for a course to make them eligible to appear for End Semester Assessment of that particular course

	&ESE Marks put together)		
10	91-100	A+ (Excellent)	
9	81-90	A (Very Good)	First Class with Distinction
8	71-80	B+ (Good)	
7	61-70	B (Above Average)	First Class
6	51-60	C+ (Average)	Second Class
5	46-50	C (Satisfactory)	
4	40-45	D (Pass)	Third Class
0	< 40 cumulative	F (Fail)	

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				score of ESE and CCA or < 35 for ESE	Fail
			0		Ab(Absent)	Fail
					Students have to acquire minimum 75% of attendance for a course to make them eligible to appear for End Semester Assessment of that particular course	

(d) If a course evaluation consists of both theory and practical components, the minimum pass criteria for each component must be met separately.
(e) The marks for CCA components and ESE shall be rounded to two decimal places.
(f) The aggregate marks for CCA and ESE should be rounded up

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		to the next highest integer.
27	Nil	12. **Eligibility for Admission and Reservation of Seats** i. The eligibility for admissions and reservation of seats for MGU BBA (Honours) shall be in accordance with the norms/ rules made by the Government/ University from time to time. ii. During the time of admission each student may be provided with a unique higher education student ID which may be linked with the Aadhar number of the student so that this ID can be transferred if required to other higher education institutions as well. iii. The students may be permitted to change their HEI of study across the state. Depending upon the availability of academic and infrastructural facilities, the Institution may admit a certain number of students who opt to exercise this transfer option to the programme in any semester by transfer method, if required, from other Institutions subject to conditions as may be issued by the University/AICTE.
28	Nil	13. **Academic Monitoring and Student Support** The academic monitoring and student support shall be in the following manner, namely i. Advisory System: There shall be one Senior Faculty Advisor (SFA) for each department and one Faculty Advisor (FA) for 20 to 30 students of the class to provide advice in all relevant matters. The Head of the Department, in consultation with the SFA, shall assign FA for each student. ii. The documents regarding all academic activities of students in a class shall be kept under the custody of the FA/ SFA. iii. All requests/ applications from a student or parent to higher offices are to be forwarded/ recommended by FA/ SFA. Students shall first approach their FA/ SFA for all kinds of advice, clarifications, and permissions on academic matters. iv. It is the official responsibility of the institution to provide the

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		required guidance, clarifications, and advice to the students and parents strictly based on the prevailing academic regulations. v. The SFA shall arrange separate or combined meetings with FA, faculty members, parents, and students as and when required and discuss the academic progress of students. vi. The FA/ SFA shall also offer guidance and help to solve the issues on academic and non-academic matters, including personal issues of the students. vii. Regular advisory meetings shall be convened immediately after the commencement of the semester and immediately after announcing the marks of the Continuous Comprehensive Assessment (CCA). viii. The CCA related results shall be uploaded on the University portal only after displaying the same on the department notice board/ other official digital platforms of the college at least for two working days. a. Any concern raised by the students regarding CCA shall be looked into in the combined meetings of advisors, HoD, course faculty, and the students concerned. b. If the concerns are not resolved at the advisor's level, the same can be referred to the properly constituted college-level grievance redressal committees as per the existing UGC/AICTE/ University/ Government norms. c. The Principal/ HOD shall ensure the proper redressal of the concerns raised by the students regarding CCA. d. If the students raise further concerns about the issue, the principal shall refer the issue to the University-level grievance committee with proper documents and minutes of all the committees. ix. The FA/ SFA shall be the custodian of the minutes and action taken reports of the advisory meetings. The SFA shall get the minutes and action taken reports of advisory meetings approved

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		by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce them before the University as and when required. x. The Principal shall inform/ forward all regulations, guidelines, communications, announcements, etc. issued by the University regarding student academic and other matters to the HODs/ SFA for information and timely action. xi. It shall be the official responsibility of the Principal to extend the required administrative and financial support to the HODs, SFAs and FAs to arrange necessary orientation programmes for students regarding student counselling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters. xii. An integrated educational planning and administration software will be made available by the University to manage the academic information of all students which include student admissions and registration, managing student personal and academic information, course registrations, attendance management, all process related to assessments including regular & online examinations, grading, publishing of results, supplementary examinations, LMS, stakeholders' feedback, etc. xiii. Faculty, staff, students, and parents shall be allowed to access this software system over a highly secure authenticated mechanism from within the campus and outside the campus.
29	Nil	14. **Re-admission** : Students who opt out before the completion of the third year shall be provided with a 'Course cum Credits Certificate' after the successful completion of a semester as proof for re-entry to another institution.
30	Nil	15. **Duration of Programmes, Credits Requirements and Options:** i. Students will be offered the opportunity to take breaks during the programme and resume after the break, but the total duration

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		for completing the MGU BBA (Honours) shall not exceed 7 years. ii. Students who wish to complete the undergraduate programme faster may do so by completing different courses equivalent to the required number of credits and fulfilling all other requirements in N-1 semesters, where N is the number of semesters in the MGU BBA (Honours). iii. Provided further that the students may complete the undergraduate programme in slower pace, they may pursue the three years or six semester programme in 4 to 5 years (8 to 10 semesters), and four years, or eight semester programme in 5 to 6 years (10 to 12 semesters) without obtaining readmission.
31	Nil	16. **Credit Structure:** The proposed number of credits per course and the credit distribution of them for the MGU BBA(Honours) Programme are given below: i. An academic year shall consist of 200 working days; one semester consists of 90 working days; and an academic year consists of two semesters. ii. Ten working days in a semester shall be used for extracurricular activities. One semester consists of 18 weeks with 5 working days per week. In each semester, 15 days (3 weeks) should be kept aside for End Semester Evaluation (ESE) and CCA. iii. The maximum number of available weeks for curriculum transactions should be fixed at 15 in each semester. A minimum of 5 teaching or tutorial hours could be made available for a day in a 5-day week. iv. A course that includes one hour of lecture/ tutorial or two hours of lab work/ practical work/ field work/ practicum per week is given one credit hour. v. One credit in a semester should be designed for 15 hours of lectures/ tutorials or 30 hours of lab work/ practical work/ field

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		work/ practicum and 30 hours of learner engagement in terms of course-related activities such as seminar preparation, submitting assignments, etc. vi. A one-credit seminar or internship or studio activities or field work/ projects or community engagement and service will have two-hour engagements per week (30 hours of engagement per semester). vii. A course can have a combination of Lecture (L)/ Tutorial (T)/Practicum or Practical (P)/& Others (O) credits. viii. Minimum credit for one Course should be 2 (Two), and the maximum credit should be 4 (Four). ix. All Courses under the Ability Enhancement categories are of 3 credits. Summer Internship, Apprenticeship, Community outreach activities, etc. may require sixty hours (or as appropriate) of engagement for acquiring one credit. x. A student shall be able to opt for a certain number of extra credits over and above the requirements for the award of a degree. xi. Maximum number of credits that a student can earn per semester shall be restricted to 30. Hence, a student shall have the option of acquiring credits to a maximum of 180 credits for a 6-semester programme and 240 credits for a 4-year (8-semester) programme. xii. Each faculty member shall offer a maximum of 16 credits per semester. However those who are offering both practical and theory courses shall offer a maximum of 12-16 credits per semester. xiii. For a four-credit theory course, 60 hours of lecture/ tutorial class shall be assured as a mandatory requirement for the completion of that course.
32	Nil	17. **Guidelines for Acquiring Credit from Other Institutions/Online/Distance Mode**

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		i. Students can take extra credit courses from other institutions (AICTE approved)/approved online platforms like SWAYAM, Coursera, NPTEL as per the Admitting Body / University norms. ii. A student shall be able to pursue online courses for the courses mentioned in section 8 of these regulations. This can be taken from approved online platforms like SWAYAM, Coursera, NPTEL, etc as per the Admitting Body / University norms. iii. At the end of each semester university will include the credit acquired by the student through online courses in their semester grade card subject to a maximum of 30 credits.
33	Nil	18. **Credit Transfer and Credit Accumulation** i. University will establish a digital storage (DIGILOCKER) of academic credits for the credit accumulation and transfer in line with ABC. ii. The validity of credits earned shall be for a maximum period of seven (7) years or as specified in the university/ UGC/AICTE regulations.
34	Nil	19. **Proposed Options for Higher Studies for the Students of MGU-BBA (Honours)** The following higher studies options at the level of Post-graduation/Research was described by UGC in the national higher education qualification frame work; i. The two-year master programme will continue (with an option of having the second year devoted entirely to research) for those who have completed a 3-year BBA programme under the MGU-BBA regulations. ii. For students who have completed a 4-year honours degree

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		could complete their master programme within one year by acquiring the required credits as per the Post Graduate curriculum frame work requirement. iii. For enrolling in a PhD programme the candidate should have acquired a master degree or a 4-year honours degree with research.
35	Nil	20. **Power to Remove Difficulties.** If any difficulty arises in giving effect to the provisions of these Regulations, the Vice Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, which appears to him to be necessary or expedient for removing the difficulty. Every order made under this rule shall be subject to ratification by the appropriate university authorities.
36	Nil	21. **Modifications to the Regulations.** Notwithstanding anything contained in these Regulations, any amendments or modifications issued or notified by the UGC/AICTE or the State Government, from time to time, shall be deemed to have been incorporated into these regulations and shall constitute an integral part thereof.
37	Annexure II **Programme Outcomes** **At the end of First Year:** **Under Graduate Certificate in Business Administration** 1. To conceptualize and appreciate theoretical knowledge of management domain. 2. To appreciate the importance of effective communication skills in presenting opinions and ideas. 3. To nurture an ability to articulate a business environment 4. To identify a problem with the help of data and logical	Annexure II **Graduate Attributes (GAs) of Mahatma Gandhi University** The fundamental premise underlying the learning outcomes-based approach to curriculum planning and development is that higher education qualifications are awarded on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes and values) and academic standards expected. The expected learning outcomes are used as reference points that would help formulate graduate attributes, qualification descriptors, programme outcomes and course outcomes which in turn will help in curriculum planning and development, and in the design, delivery and review of academic programmes. The graduate attributes of Mahatma

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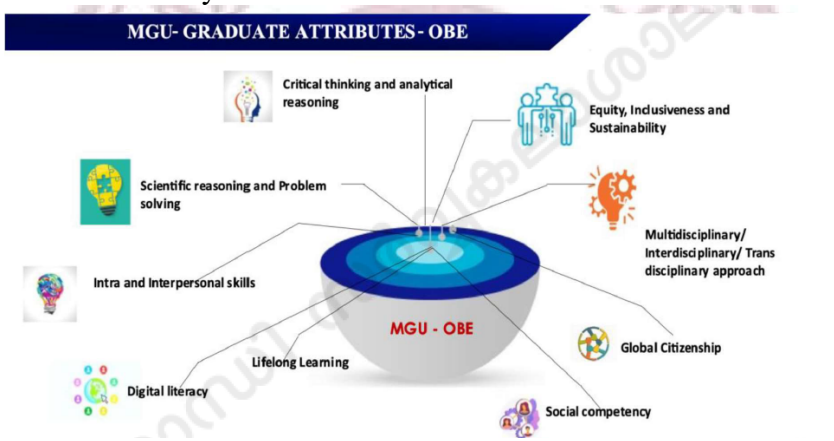
	thinking **At the end of Second Year:** **Under Graduate Diploma in Business Administration** 1. To describe the theoretical domain knowledge along with the managerial skills 2. To develop effective communication skills and logical thinking. 3. To learn and demonstrate professional conduct· 4. To appreciate the importance of group work culture. 5. To develop an ability to innovate and creative thinking. **At the end of Third Year:** **Bachelor in Business Administration (BBA)** 1. To exhibit factual and theoretical knowledge of management in general and business in particular. 2. To critically evaluate and analyze Indian and global business environments in different contexts. 3. To recognize their role as a manager, entrepreneur and a leader in a business management. 4. To be an effective communicator to present opinions, ideas based on critical thinking, analysis and logical reasoning. 5. To conduct and demonstrate professional and ethical behaviour. **At the fourth Year:**	Gandhi University are  **GA 1: Critical thinking and analytical reasoning** Capability to analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories to develop knowledge and understanding; critical sensibility to lived experiences, with self awareness and reflexivity of both self and society. **GA 2: Scientific reasoning and problem solving** Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective; capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations. **GA 3: Multidisciplinary/interdisciplinary/transdisciplinary approach**

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	Bachelor in Business Administration with Honours: **BBA (Honours) and Bachelor in Business Administration Honours with Research: BBA (Honours with Research)** 1. To exhibit factual and theoretical knowledge of management in general and business in particular to critically evaluate and analyse Indian and global business environments with ability to apply learning in different contexts. 2. To nurture an ability to articulate a business environment with clarity and mindfulness. 3. To exhibit ability to own roles and responsibilities with commitment, as members of multi-cultural team and communities in cross-cultural contexts and diversity management. 4. To be an effective and emotionally intelligent leader and a decision maker who has an acumen to influence and motivate teams. 5. To develop an ability to solve problems and provide solutions and facilitate informed decision making. 6. To promote research skills to conduct in-depth study of the understanding of Indian and Global Business Environment.	Acquire interdisciplinary /multidisciplinary/transdisciplinary knowledge base as a consequence of the learning they engage with their programme of study; develop a collaborative-multidisciplinary/interdisciplinary/transdisciplinary- approach for formulate constructive arguments and rational analysis for achieving common goals and objectives. **GA 4: Intra and interpersonal skills** Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team; lead the team to guide people to the right destination, in a smooth and efficient way. **GA 5: Digital literacy** Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data. **GA 6: Global citizenship** Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups. **GA 7: Social competency** Ability to contemplate of the impact of research findings on conventional practices, and a clear understanding of responsibility towards societal needs and reaching the targets for attaining inclusive and sustainable development. **GA 8: Equity, inclusiveness and sustainability** Appreciate equity, inclusiveness and sustainability and diversity; acquire ethical and moral reasoning and values of unity, secularism and national integration to enable to act as dignified

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		citizens; able to understand and appreciate diversity (caste, ethnicity, gender and marginalization), managing diversity and use of an inclusive approach to the extent possible. **GA 9: Lifelong learning** Ability to acquire knowledge and skills, including "learning how to learn", that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development/reskilling. **Programme Outcomes (PO)** **PO 1: Critical thinking and analytical reasoning** Capability to analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories to develop knowledge and understanding; critical sensibility to lived experiences, with self awareness and reflexivity of both self and society. **PO 2: Scientific reasoning and problem solving** Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective; capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations. **PO 3: Multidisciplinary/interdisciplinary/transdisciplinary approach** Acquire interdisciplinary /multidisciplinary/transdisciplinary

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		knowledge base as a consequence of the learning they engage with their programme of study; develop a collaborative-multidisciplinary/interdisciplinary/transdisciplinary- approach for formulate constructive arguments and rational analysis for achieving common goals and objectives. **PO 4: Communication skills** Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups. **PO 5: Leadership skills** Ability to work effectively and lead respectfully with diverse teams; setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way. **PO 6: Social consciousness and responsibility** Ability to contemplate of the impact of research findings on conventional practices, and a clear understanding of responsibility towards societal needs and reaching the targets for attaining inclusive and sustainable development. **PO 7: Equity, inclusiveness and sustainability** Appreciate equity, inclusiveness and sustainability and diversity; acquire ethical and moral reasoning and values of unity, secularism and national integration to enable to act as dignified citizens; able to understand and appreciate diversity (caste, ethnicity, gender and marginalization), managing diversity and use of an inclusive approach to the extent possible. **PO 8: Moral and ethical reasoning**

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		Ability to embrace moral/ethical values in conducting one's life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstrating the ability to identify ethical issues related to one's work, avoid unethical behaviour. **PO 9: networking and collaboration** Acquire skills to be able to collaborate and network with educational institutions, research organisations and industrial units in India and abroad. **PO 10: Lifelong learning** Ability to acquire knowledge and skills, including "learning how to learn", that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development/reskilling.

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38	Nil	**Annexure III** **Syllabus Template**

	Mahatma Gandhi University **Kottayam**					
Programme	**Bachelor of Business Administration(Honours)**					
Course Name						
Type of Course	CC/MDE/AEC/SEC/VAC/DSE/OE					
Course Code	**To be prepared by the University**					
Course Summary						
Semester		Credits				Total Hours
Course Details	Learning Approach	Lecture	Tutorial	Practical	Others	
Pre-requisites, if any						

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COURSE OUTCOMES (CO)

CO No.	Expected Course Outcome	Learning Domains *	PO No
1			
2			
3			
4			
5			
6			
7			
8			

**Remember (K), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C), Skill (S), Interest (I) and Appreciation (Ap)*

CO-PO ARTICULATION MATRIX

CO/PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
CO 1										
CO 2										
CO 3										
CO 4										
CO 5										
CO 6										
CO 7										
CO 8										

'0' is No Correlation, '1' is Slight Correlation (Low level), '2' is Moderate Correlation (Medium level) and '3' is Substantial Correlation (High level).

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COURSE CONTENT

Content for Classroom transactions (Units)

Module	Units	Course description	Hrs	CO No.
1	1.1			
	1.2			
	1.3			
2	2.1			
	2.2			
	2.3			

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Teaching and Learning Approach	**Classroom Procedure (Mode of transaction)**
Assessment Types	**MODE OF ASSESSMENT** **A. Continuous Comprehensive Assessment (CCA)**
	B. End Semester Evaluation (ESE)

References

1. **(following any standard reference format like APA, MLA, Chicago….)**

SUGGESTED READINGS