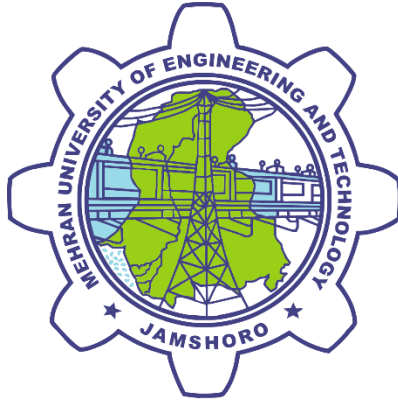


MEHRAN UNIVERSITY  
OF  
ENGINEERING AND TECHNOLOGY



REGULATIONS  
BACHELOR OF BUSINESS ADMINISTRATION  
(BBA), 2019

NAME & DESIGNATION		SIGNATURE	DATE
Prepared by:	Prof. Dr. Arabella Bhutto Co-Director, MUISTD		
Reviewed by:	Prof. Dr. Abdul Sami Qureshi Dean Faculty of Sciences Technology & Humanities		
Approved by:	Prof. Dr. Muhammad Aslam Uqali Vice Chancellor		
Date of Issue:			

**MEHRAN UNIVERSITY  
OF  
ENGINEERING AND TECHNOLOGY**

**Regulations** regarding the **degree of Bachelor of Business Administration (BBA)** of the Mehran University of Engineering and Technology under section 46(1)(k) of the Act, 1977.

1. **Short Title:** These regulations may be called the Mehran University of Engineering and Technology Bachelor of Business Administration (BBA) degree regulations 2019 and shall be subject to the Mehran University of Engineering and Technology, Bachelor of Business Administration (BBA) degree statutes, 2019.
2. **Commencement:** These regulations shall come into force with immediate effect.
3. **Definitions:** In these statutes, unless explicitly mentioned otherwise: -
  - (a) “University” means the Mehran University of Engineering and Technology.
  - (b) “Academic Year” means the Academic Year of the University.
  - (c) “Semester” means a Period of 18 weeks out of an academic year for teaching and evaluation and /or guidance of the students of the University.
  - (d) “Vice Chancellor” "Pro Vice Chancellor", "Dean", "Director", "Chairman" "Teacher" and "Controller of Examinations" means respectively the Vice-Chancellor, the Pro Vice Chancellor, the Dean of Faculty, the Director of Institute, the Chairman of Teaching Department, the Teacher and the Controller of Examinations of the University.
  - (e) “Credit Hours (C.H.)” means as has been defined in Appendix-I.
  - (f) “Quality Point (Q.P.)” means as has been defined in Appendix-I.
  - (g) “Grade Point Average (G. P.A.)” means as has been defined in Appendix-I.
  - (h) “Cumulative Grade Point Average (CGPA)” means as has been defined in Appendix-I.
4. First Year, Second Year, Third Year and Fourth Year for the degree of the Bachelor of Business Administration will each be of one-year duration (Total 4 years) each comprising of two semesters. Total Credit hours for all 4 years shall be 139-142.
5. The courses of studies for the degree programs of the university shall be as given in the appendix, provided that these will be subject to change as passed by the Academic Council of the University from time to timer.
6. BBA degree program will carry a number of approved courses and each course shall be assigned a number of Credit Hours. The Credit Hours per semester for each discipline shall be 15-19.

7. There shall be two semesters in an academic year. The duration of teaching time in each semester shall be 15-16 weeks. The semester starting with the commencement of the academic year will be called the 'First Semester' and the following semester will be called the 'Second Semester'.
8. External examination system will be only for Practical Viva-Voce and Project/Thesis/Design Examination.
9. Yearly Academic Program is as under;

(i)	Teaching Duration of 1st Semester	16 Weeks
(ii)	Conduct of Mid Semester Exam	01 Week
(iii)	Preparation and Conduct of final 1st Semester Exam	05 Weeks
(iv)	Summer Break	06 Weeks
(v)	Teaching duration of 2 <sup>nd</sup> Semester	16 Weeks
(vi)	Conduct of Mid Semester Exam	01 Week
(vii)	Preparation and Conduct of final 1st Semester Exam	05 Weeks
(viii)	Winter Break	02 Weeks
<b>Total</b>		<b><u>52 Weeks</u></b>

Note: -

- (i) Minimum number of contact hour for a theory subject of 3 CHs per semester is 45.
- (ii) Minimum number of contact hour for practical of 1 CH per semester is 14.
- (iii) Minimum number of contact hour for a theory subject of 2 CHs per semester is 30

10. Minimum Requirement for each semester course shall be as follows

6. Requirement minimum requirement for each semester course shall be as follows:
  - (i) Assignments.
  - (ii) Tests (minimum two).
  - (iii) Mid Semester Examination
  - (iv) Final Semester Examination

11. Grade Equivalent

GRADE	GRADE POINT	MARKS				REMARKS
		THEORY		PRACTICAL		
		MAX: MARKS 100	MAX: MARKS 50	MAX: MARKS 100	MAX: MARKS 50	
A+	4.0	85 & above	42 & above	85 & above	42 & above	
A	3.75	80 to 84	40 to 41	80 to 84	40 to 41	
B+	3.5	75 to 79	37 to 39	75 to 79	37 to 39	
B	3.0	70 to 74	35 to 36	70 to 74	35 to 36	
C+	2.5	65 to 69	32 to 34	65 to 69	32 to 34	
C	2.0	60 to 64	30 to 31	60 to 64	30 to 31	
D+	1.5	55 to 59	27 to 29	55 to 59	27 to 29	

D	1.0	50 to 54	25 to 26	50 to 54	25 to 26	
F	0.0	0 to 49 (Fail)	0 to 24 (Fail)	0 to 49 (Fail)	0 to 24 (Fail)	

- Fraction is to be considered as a whole number.
- Subjects carrying more than 100 marks in Theory/ Practical will be awarded grades accordingly.

12. The results will be prepared on the basis of Grade Point Average (G.P.A.) as explained in Appendix-I.

### 13. Departmental Committee

Institute will have a Departmental Committee consisting of three senior most teachers of the Institute including Director to assess the progress of the students during the semester and the results of all the examinations including the final semester examination. In case of any discrepancy in the results, during scanning process, the concerned committee will seek approval through the Dean and the Pro Vice Chancellor from the Vice Chancellor for rechecking the Scripts by a Subject expert (other than the Subject teacher). The final recommendations of the Departmental Committee concerning the results will be submitted through the concerned Dean and Pro Vice Chancellor to the Vice Chancellor for consideration and approval.

14. The distribution of marks for each theory and practical course in a Semester will be as follows;

		<b>Theory</b>	
		Maximum 100 Marks	Maximum 50 Marks
(i)	Quiz/Test (s)	10	05
(ii)	Assignment/Project/Presentation	10	05
(iii)	Mid Semester Exam:	20	10
(iv)	Final Semester Exam:	60	30
<b>Total</b>		<b>100</b>	<b>50</b>

		Maximum 100 Marks
(i)	Lab Ruberic	30
(ii)	Mini Project/ Open ended lab	10
(iii)	Semester Lab Exam	60
	(a) Objective type test (30)	
	(b) Conduct of Pr/Viva voce (30)	
<b>Total</b>		<b>100</b>

	<b>Business Proposal/Plan</b>	Maximum 100 Marks
(i)	Sessional Work	25%
(ii)	Evaluation of Project report	25%
(iii)	Viva-Voce Examination	50%

15. The schedule of Tests, Mid Semester & Final Semester Examinations shall be as

<b>Sr. #</b>	<b>Activity</b>	<b>Period</b>
1	Mid Semester Examination	After 08 Weeks
2	Final Semester Examination	After 16 Weeks

16. The Semester Examination will be of 3-hours duration for 3 CHs course and each question paper will contain 5 questions without any choice. Similarly, Final Semester Examination will be of 2-hours duration for 2 CHs course and each question paper will contain 3 questions without any choice. Final semester examination will be conducted from the whole course

17. Mid Semester examination will be of one and half hour duration for 3 CHs course and each question paper will contain minimum three questions without any choice. Similarly, Mid Semester Examination will be of one-hour duration for 2 CHs course and each question paper will contain minimum two questions without any choice.

18. A student should have at least 75% attendance to appear in the Final Semester Examination.

19. In genuine cases, maximum 10% condonation in attendance shall be the discretionary powers of the Pro Vice Chancellor on the basis of an application to be scrutinized by Director concerned and routed through respective Dean FoSTH.

20. The eligibility attendance of Theory/ Practical for late admitted students to First Semester of First Year only shall be calculated from the date of admission.

21. Distributions of attendance marks will be as given in the following tables;

<b>A. For Theory Head of 3CHs i.e. 100 Marks</b>		
<b>Sr.#</b>	<b>Number of Lecture Hours Attended</b>	<b>Marks to be awarded</b>
1	41 to 42	10
2	37 to 40	09
3	33 to 36	08
4	31 to 32	07
5	Below 31	00

**B. For Theory Head of 2CHs i.e. 50 Marks**

<b>Sr.#</b>	<b>Number of Lecture Hours Attended</b>	<b>Marks to be awarded</b>
1	20 to 21	05
2	18 to 19	04
3	16 to 17	03
4	Below 16	00

**C. For Practical Head of 3CHs i.e. 100 Marks**

<b>Sr.#</b>	<b>Number of Lecture Hours Attended</b>	<b>Marks to be awarded</b>
1	95%to 100%	10
2	86%to 94%	09
3	81%to 85%	08
4	75%to 80%	07
5	Below 75%	00

22. The procedure of conducting assignments/ tests / mid semester examination / final semester examination and declaration of results shall be as follows:-

- (a) The scripts of all assignments will be returned and those of the tests and mid-semester examination will be shown to the students after evaluation. Each blank page / gaps in the scripts will be stamped/lines drawn, by the teacher concerned.
- (b) Mid Semester Examination will be conducted by the Examination Department in collaboration with the Institute.
- (c) The question papers and their solutions (duly sealed) for the mid semester & final semester examinations will be deposited by the teacher concerned with the Controller of Examinations at least two days before the Examination.
- (d) The marks of each test and mid-semester examination will be displayed and solutions will be discussed in the class room immediately after evaluation. If any student is not satisfied with the evaluation, he/she may convey this to the Co-Director of MUISTD within 7 days of the result thus displayed and the matter will then be looked into by the Departmental Committee, whose decision will be final. Any such objections after the expiry of 7 days will not be accepted. A copy of the Marks of the tests and mid-semester will be deposited by the teacher in the department office immediately after the announcement of the results.
- (e) The teachers will prepare 3 copies of the result of each course separately at the end of each semester (attendance, tests, mid –semester examination, assignments and final semester examination) on the prescribed proforma and shall forward two copies to the Controller of Examinations.

- (f) The cumulative result (including all the marks of attendance, assignments, tests, mid-semester examination and final semester examination) of each semester of a year will be announced by the Controller of Examinations.

### **23. Promotion Rules**

- (a) A student will be promoted to the 2nd Semester of the first year provided he/she has completed minimum attendance requirement and filled up examination form and appeared in at least one of the Heads of the Final Semester examination (A Theory or Practical would be treated as separate Heads).
- (b) A student will be promoted to the 1st Semester of the 2nd year (3rd Semester) provided he / she has obtained C- Grade or higher in at least 50% Heads (including minimum of 02 Theory papers) of 1st Semester of First year in Regular Examination and has completed minimum attendance requirement of the 2nd Semester of the 1st year and has filled up the examination form and appeared in at least one of the Heads of the Examinations (Second Semester).
- (c) A student will be promoted to the 2nd Semester of the 2nd year (4th Semester) provided he/she has completed minimum attendance requirement of the 3rd Semester, filled up the examination form and appeared in at least one head of the final Semester examination (Third Semester).
- (d) A student will be promoted to the 1st Semester of the 3rd year (5th Semester) provided he/she has obtained C-Grade or higher in at least 50% Heads (including minimum of 05 Theory papers) of 1st year prior to start of classes of 5th Semester and has completed minimum attendance requirement of the 4th Semester, and has filled up the examination form and appeared in at least one of the Heads of the Examinations (Fourth Semester).
- (e) A student will be promoted to the 2nd Semester of the 3rd year (6th Semester) provided he/she has completed minimum attendance requirement, filled up the examination form and appeared in at least one of the Heads of the final Semester examination (Fifth Semester).
- (f) A student will be promoted to the 1st semester of the 4th year (7th Semester) provided he/she has cleared all Heads of First Year secured minimum C.G.P.A of 2.00, obtained C-Grade or higher in at least 50% Heads of Second Year (including 05 Theory papers) prior to start of classes of 7th Semester, and has completed minimum attendance requirement of the 6th Semester and has filled up the examination form and appeared in at least one of the Heads of the Examinations (Sixth Semester).

- (g) A student will be promoted to the 2nd Semester of the 4th year (8th Semester) provided he/she has completed minimum attendance requirement, filled up the examination form and appeared in at least one of the Heads of the final Semester examination (Seventh Semester).

**In any case Benefits of the fraction will be given to the student.**

24. The comprehensive Viva-Voce examination of the business proposal/pan work will be held at the completion or the last semester of the degree program. Success in the Viva-Voce will be compulsory for the degree. The Co-Director of the Institute, the concerned teacher of the project together with at least one external examiner will constitute the Viva-Voce Committee. Student who has failed in the Viva-Voce will be given the benefit of appearing again in the subsequent Viva-Voce.
25. A student who has secured minimum CGPA 2.00 in all the Semesters of 4 years and has passed in all the subjects will be eligible for the award of degree of Bachelor of Business Administration.
26. The detailed syllabi for various subjects shall be as approved by the Academic Council.
27. These Regulations are subject to modifications by the concerned University authorities as may be felt appropriate in future.



**APPENDED TO MEHRAN UNIVERSITY OF ENGINEERING AND TECHNOLOGY,  
BACHELOR OF BUSINESS ADMINISTRATION COURSES REGULATIONS 2019.**

**THE METHOD OF WORKING OUT G.P**

**1. Credit Hours (C.H.)**

One Credit hour for a particular course is generally to be considered as one hour of teaching theory per week and for practical 1 C.H. be considered as 3 contact hours.

**2. Quality Point (Q.P.)**

For computation of the (G.P.A.) the quality point (Q.P.) is first determine by the multiplying the value of the grade earned by the students with the Credit Hours of the that course, e.g. if a student obtains “A” grade for a three credit hours course then this quality point will be calculated as follows:

$$(Q.P.) = 4 \times 3 = 12$$

**3. Grade Point Average (G.P.A.).**

Grade point Average is an expression for the average performance of a student in the course he/she has offered during a particular semester. This is calculated by adding the quality points of all the courses taken, divided by the total number of Credit Hours offered:-

$$(G.P.A.) = \frac{\text{Sum of Quality Points.}}{\text{Sum of the Credit Hours}}$$

**4. Cumulative Grade Point Average (C.G.P.A.).**

The Cumulative Grade Point Average (C.G.P.A.) is the expression describing the performance of a student in all semester is determined by the following way:

$$(C.G.P.A.) = \frac{\text{Sum of Quality Points for all the courses appeared.}}{\text{Sum of the Credit Hours for all the courses appeared}}$$