

**ORDINANCES AND OUTLINES OF TESTS, SYLLABI AND COURSES OF READING**

**FOR**

**BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)**

**Programme Code: BBASSD**

**(SEMESTER SYSTEM) PART-I**

**(Semester I and II)**

**For**

**SESSION 2024-25 & onwards**



**DEPARTMENT OF MANAGEMENT STUDIES**

**S.S.D. GIRLS' COLLEGE, BATHINDA**

**An Autonomous College**

**Re-Accredited with 'A' Grade by NAAC**

**(Under the aegis of SSD Sabha (Regd.), Since 1924 Bathinda)**

**ORDINANCES OF DEGREE COURSE**  
**UNDER**  
**DEPARTMENT OF MANAGEMENT STUDIES**

Notwithstanding the integrated nature of a course spread over more than one semester, the ordinances in force at the time, a student joins a course shall hold good only for the examination held during or at the end of the semester. Nothing in these ordinances shall be deemed to debar the College from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new.

**1. Structure and Duration of the Programme:**

- a) Bachelor of Business Administration three years on campus programme is a professional course spread over three year to be called Semester I, II, III, IV, V and VI. The end-semester examination for odd semesters, i.e. Semester I, III, V shall be held in the month of November/ December and for even semesters, i.e. Semester II, IV, VI in the month of May/June or on such other dates as may be decided by College.
- b) The course shall be offered by the PG Department of Commerce & Department of Management Studies, SSD Girls' College, Bathinda.
- c) The programme of instruction will consist of:
  - Core courses
  - Laboratory courses, Workshops and Seminars

The nomenclature, modalities and other details of the core theory courses and the laboratory work will be as decided by the concerned academic bodies of the College.

- d) Semester I, II, III, IV and V will be regular semesters consist of theory classes and VI semester will be of industry training period.
- e) The outlines of tests and syllabi and the evaluation shall be such as prescribed by the concerned Board of Studies from time to time.
- f) Maximum period for completing the degree shall be five years for Bachelor of Business Administration three years regular course.

- g) The medium of instructions as well as examination shall be English only except for Punjabi paper.

## **2. Number of Seats:**

Total number of seats in Bachelor of Business Administration three years course are 50 as decided by College authorities from time to time. The distribution of seats and other additional seats will be as per College norms as decided by concerned authorities.

## **3. Eligibility of Admission:**

The admission to Bachelor of Business Administration three years course shall be open to candidates who are eligible under the following conditions:

- a) Passed 10+2 from any state or central board of education in any stream with at least 50% marks in aggregate (45% marks for SC/ST and differently-abled persons with at least 40% disability) without reappear.

## **4. Basis for Admission:**

Admission to Bachelor of Business Administration three years course will be made purely on the basis of the merit of the qualifying examination and/or entrance test determined by Board of Studies.

## **5. Attendance:**

Attendance is taken compulsorily by the teacher.

A candidate admitted to the Bachelor of Business Administration three years Course must fulfill the following requirements:

- a) Has been on the rolls of the Department throughout the semester preceding the examination.
- b) Every candidate will be required to attend a minimum of 75% of the delivered number of periods in each subject. For Teaching/ Seminars/ Tutorials and Workshops, period of one hour's duration shall be counted as one attendance.
- c) For late admission, the counting of lectures will be considered from the date of deposit of fee.
- d) In case of students, whose names are struck off on account of non-payment of fee, their periods, for the time they were not on the rolls, shall not be accounted for.
- e) The shortage in the attendance of lectures by the candidate will be condoned as College rules applicable from time to time.

## **6. Schedule for Examination Fees:**

Candidates shall submit their Examination forms for admission to the examination duly countersigned by the Head of the Department/ Principal of the College. The candidate will be required to pay examination fees as per the schedule prescribed by the College from time to time.

## **7. Minimum Requirements to Continue the Programme:**

I)

- (a) In each theory paper, 40% of the total marks are assigned to the continuous assessment and 60% marks to the External examination; and in each seminar and workshop subject, total 100% marks are assigned as continuous assessment for Internal examination. The minimum number of marks required to pass each theory and practical examination shall be 35% in each paper in aggregate, provided the candidate gets minimum 35% marks individually in the continuous assessment as well as minimum 35% marks individually in the External examination.
- (b) When a candidate has failed or is placed under 'reappear' in the External examination but passes in the continuous assessment, the marks of continuous assessment shall be carried forward for subsequent examinations. If a candidate has failed or is placed under 'reappear' in the continuous assessment, but passes in the External examination, the marks in the External examination shall be carried forward for subsequent examinations. In that case, the candidate will have to improve her score in the continuous assessment by taking only a single test covering entire syllabus for that subject, which will consist of total marks assigned to internal Assessment for that paper. Such candidate will have to inform the Department in writing and in turn the test will be scheduled by the Department. The candidate shall also be entitled to grace marks as admissible under the ordinances relating to the '**GENERAL GRACE MARKS**'.

II)

- (a) There will be no condition of passing papers for promotion from odd semester to even semester in an academic session.
- (b) To qualify for admission to Second year of the Bachelor of Business Administration three years course, the candidate must have passed 50% of total papers of the two semesters of the First year. Similarly, to qualify for admission to Third year of the course, the candidate should have passed 50% of total papers of four semesters of the earlier two years.

- (c) A candidate placed under re-appear in any paper, will be allowed two chances to clear the reappear which should be availed within consecutive two years/chances, i.e. to pass in a paper, the candidate will have a total of three chances, one as regular student and two as a reappear candidate.
  - (d) The examination of the reappear papers of odd semester will be held with regular examination of the odd semester and reappear examination of even semester will be held with regular examination of even semester. But if a candidate is placed under reappear in the last semester of the course, she will be provided chance to pass the reappear with the examination of the next semester, provided her reappear of lower semester does not go beyond next semester. Option of re-evaluation shall be available to the candidates as per the general ordinances of the College.
- III) Subject to fulfillment of requirements of Ordinance 7(I) and 7(II), a candidate shall be allowed to join:
- (a) Second Semester: Provided that she has undergone a regular course of studies of First Semester as provided under the regulations and fulfills the conditions as laid in Ordinance 5 for each semester.
  - (b) Third Semester: Provided that she has undergone a regular course of studies of First and Second Semester as provided under the regulations and fulfills the conditions as laid in Ordinance 5 for each semester.
  - (c) Fourth Semester: Provided that she has undergone a regular course of studies of First, Second and Third Semester as provided under the regulations and fulfills the conditions as laid in Ordinance 5 for each semester.
  - (d) Fifth Semester: Provided that she has undergone a regular course of studies of First, Second, Third, and Fourth Semester as provided under the regulations and fulfills the conditions as laid in Ordinance 5 for each semester.
  - (e) Sixth Semester: Provided that she has undergone a regular course of studies of First, Second, Third, Fourth, and Fifth Semester as provided under the regulations and fulfills the conditions as laid in Ordinance 5 for each semester.

## **8. System of Tests and Weightage:**

The system of tests will comprise of Internal assessment and External examination for theory papers for Semester I, II, III, IV, V, and Viva-Voce of semester VI for Bachelor of Business Administration three years course. The following will be the criteria of weightage for each paper:

<b>Continuous Assessment (Theory Papers)</b>	<b>Continuous Assessment (Workshop and Seminar)</b>
1. Two tests will be conducted during the semester out of which best one will be considered for assessment: 60% of the marks allotted for continuous assessment.	1. Report/Assignments and Presentation will be conducted during the semester for the consideration of assessment: 60% of the marks allotted for continuous assessment.
2. Class Participation and Behaviour: 20% of the marks allotted for continuous assessment.	2. Class Participation and Behaviour: 20% of the marks allotted for continuous assessment.
3. Attendance: 20% of the marks allotted for continuous assessment.	3. Attendance: 20% of the marks allotted for continuous assessment.
<b>University Examination (Theory Papers)</b>	<b>University Examination (Viva-Voce)</b>
<p><b>Maximum Marks for End-Semester theory examination: 60.</b></p> <p>End-Semester Examination for theory papers will be of 3 hours duration. The question paper will consist of three Sections: A, B and C.</p> <p><b>Sections A&amp;B</b> will have four questions from Part-I &amp; II of the syllabus respectively and each question will carry 10 marks. Total weightage of each section will be 20 marks.</p> <p><b>Section C</b> will consist of 10 short-answer type questions of 2 mark each covering the entire syllabus uniformly and will carry 20marks in all. All questions shall be compulsory.</p> <p>Candidates are required to attempt five questions in all.</p>	<p><b>Maximum Marks for Even-Semester Viva-Voce: 50.</b></p> <p>The evaluation will be done jointly by the team of internal and external examiners.</p>

## 9. Declaration of Results:

After the termination of examination or as soon thereafter as possible, the Registrar shall publish the result of the candidates. Each candidate shall receive a certificate indicating details of marks obtained in each examination. Successful candidates at the end of Semester VI examination shall receive a Bachelor of Business Administration three years Degree stating the Division according to Ordinance 10

#### **10. Award for Division and Distinction:**

Successful candidates who obtain

- 75% marks or more in aggregate in a single attempt without any reappear in any subject/papers shall be placed in **First Division with Distinction.**
- 60% marks or more in aggregate in a single attempt without any reappear in any subject/paper shall be placed in **First Division.**
- 50% marks or more in aggregate in a single attempt without any reappear in any subject/paper shall be placed in **Second Division.**
- Below 50% marks shall be placed in **Third Division.**

#### **11. Award of College Medals:**

Medals will be awarded to Bachelor of Business Administration three years course candidate who secured first position in the college on the basis of the marks of all six semesters taken together. In addition to this condition, candidate must complete her Bachelor of Business Administration (B.B.A.) three years course in minimum duration with single attempt in all subjects/papers. However, the general rules and conditions of the University for the award of medal, prizes etc. will be applicable in the award of College medal to the topper of the respective admission batch.