

**ORDINANCES AND OUTLINES OF TESTS, SYLLABUS AND COURSE  
OF**

**BACHELOR OF BUSINESS ADMINISTRATION**

**BBA/BBA (HONOURS)**

**Programme Code: BBASSD (Semester System)**

**Credit Based Grading System (CBGS)**

**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 academic year, 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 academic year. 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. In case of any dispute arising out of these Ordinances, the decision of the Principal shall be final and binding.

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

- a) The curriculum offers a flexible duration of three or four years, divided into 6 or 8 semesters with multiple entry and exit points. This structure accommodates a broad range of student needs and learning paces, providing certificates and diplomas at various stages. The end- semester examination for odd semesters will be held in the month of November/ December and for even semesters, the end-semester examination will be held in the month of April/May or on such other dates as may be decided by the Academic council.
- b) The course is being offered by Department of Management Studies, SSD Girls' College, Bathinda.
- c) Course Name is Bachelor of business administration and Bachelor of business administration (Honours)

**Course Level/Duration/System:** The course offers multiple entry points in first/ second/third/fourth year and multiple exit points after completing one/two/three/four years of the programme as per NEP-2020 guidelines and the Academic Bank of Credits (ABC) implemented by the UGC. The number of years spent in studying the degree programme will determine the academic award of the student. The following option will be made available to the students joining BBA Program:

**Entry 1:** The entry requirement is Secondary School Leaving Certificate obtained after the completion of 10+2 in the any stream. A programme of study to entry into the first year of the Bachelor's degree is open to those who have met the eligibility requirements, including specified levels of attainment at the secondary level of education specified in

the programme admission regulations. Admission to this programme is based on the evaluation of documentary evidence (including the academic record) of the applicant.

**Exit 1:** The student shall have an option to exit after 1<sup>st</sup> year of Business Administration Program and will be awarded with a **UG Certificate in Business Administration**. Students on exit have to compulsorily complete additional 04 Credits work based summer term Internship after the second semester of minimum 08 weeks of duration as decided by AICTE and UGC. The exiting student will submit the Internship Report as per the College schedule.

**Entry 2:** The student who takes an exit after one year with an award of certificate may be allowed to re-enter in to Third Semester for completion of the BBA Program as per AICTE and UGC guidelines after evaluating her requisite earned credits and academic record in the First year.

**Exit 2:** The students shall have an option to exit after 2<sup>nd</sup> year of Business Administration Program and will be awarded with a **UG Diploma in Business Administration**. Students on exit have to compulsorily complete additional 04 Credits work based summer term Internship after the second semester of minimum 08 weeks of duration as decided by AICTE and UGC. The exiting student will submit the Internship Report as per the College schedule.

**Entry 3:** The student who takes an exit after second year with an award of Diploma may be allowed to re-enter in to Fifth Semester for completion of the BBA Program as per AICTE and UGC guidelines after evaluating her requisite earned credits and academic record in the First and Second year.

**Exit 3:** The students shall have an option to exit after 3<sup>rd</sup> year of Business Administration Program and will be awarded with a **Bachelor of Business Administration degree**. A degree requires minimum stipulated credits as per AICTE and UGC.

**Entry 4:** The student who takes an exit after third year with an award of BBA degree may be allowed to re- enter in to Seventh Semester for completion of the BBA (Honours) Program as per AICTE and UGC schedule after evaluating her requisite earned credits and academic record in all three years. After that she will be allowed to continue studies in the fourth year of UG programme to pursue and complete Honours Bachelor's degree.

**Exit 4:** On the successful completion of the fourth year, a student shall be awarded a Bachelor's degree (Honours) on completing the required minimum stipulated credits as per AICTE and UGC.

**d)** 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 Council of the College.

**e)** The outlines of tests and syllabi and the evaluation will be such as prescribed by the concerned Board of Studies from time to time.

**f) Credit Distribution:** The curriculum includes a balanced mix of Humanities & Social Science Courses, Management Courses, Program Core and Elective Courses, Open Electives, IDC/MDC, AEC, SEC, VAC and a significant emphasis on hands-on learning through Projects, Seminars, and Internships. Each semester consists of three major subjects(credits:12),IDC/MDC(credits:02),AEC(credits:02),SEC(credits:02),VAC (credits:02), Indian Language (Punjabi {credits:04}).It will be as per Credit Based Grading System(CBGS) rules as stated by AICTE and Parent University.

**g)** The medium of instructions as well as examination will be English as well as Punjabi. All the question papers will be set in both languages (English and Punjabi). Only English paper will be set in English language and Punjabi subject paper will be set in Punjabi language.

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

Total number of seats in Bachelor of business administration three years or four year course are 60 as per AICTE norms. 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 or four year course shall be open to students who have passed 10+2 from any state or central board of education in any stream with atleast 50% marks in aggregate (45% marks for SC/ST and differently-abled persons with atleast 40%disability) without reappear.

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

Admission to Bachelor of business administration three years or four year 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 being taken compulsorily by the teacher.

A student admitted to the Bachelor of business administration Course must fulfill the following requirements:

- a) She has been on the rolls of the Department throughout the semester preceding the examination.
- b) Every student will be required to attend a minimum of 75% of the delivered number of periods in each subject.
- c) For late admission, the counting of lectures will be considered from the date of deposit of fees.
- d) In case of students, whose names are struck off on account of non-payment of fee, their periods, for that time they were not on the rolls, shall not be accounted for.
- e) The shortage in the attendance of lectures by the student will be condoned as College rules applicable from time to time.

#### **6. Payment of Examination Fees/Dues:** The amount of fees and schedule for Admission/Examination/Re-appear/Re-evaluation etc. to be charged from students admitted to various courses shall be such as may be prescribed by college management from time to time. If any student is unable to pay the fee in stipulated time period then she will have to pay late fee as per late fee policy of the college. At the end of each semester, students shall submit their Examination forms for admission to Examinations duly countersigned by the Principal of the College.

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

I)

- (a) In each theory paper, 30% of the total marks are assigned to the continuous assessment and 70% 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 for passing in each theory and practical examination shall be 35% in each paper in aggregate, provided the student gets minimum 35% marks individually in the continuous assessment as well as minimum 35% marks individually in the External examination.

- (b) When a student 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 student has failed or 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 student 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 student will have to inform the Department in writing and in turn the test will be scheduled by the Department. The student 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 student must have passed 50% of total papers of the two semesters of the First year. Similarly, to qualify for admission to Third and Fourth year of the course, the student should have passed 50% of total papers of four and six semesters of the earlier two&three years respectively.
- (c) A student 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 student will have a total of three chances, one as regular student and two as a reappear student.
- (d) The examination of the reappear papers of odd/even semester will be held with regular examination of the next semester. If a student 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 student as per the general ordinances of the college.

- III) Subject to fulfillment of requirements of Ordinance 7(I) and 7(II), a student shall be allowed to join Second, Third, Fourth, Fifth, Sixth, Seventh or Eighth Semester, provided that she has undergone a regular course of studies of First, Second, Third, Fourth, Fifth, Sixth or Seventh semester respectively, as provided under the regulations and fulfills the conditions as laid in Ordinance related to "Attendance" 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, VI, VII and VIII for Bachelor of business administration 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>
<b>1. Mid Semester Tests:</b> Two tests will be conducted during the semester for each theory subject. <b>18 marks</b> are allotted for continuous assessment of MSTs.	<b>1. Report/Assignments: 15 marks</b> are allotted for continuous assessment <b>2. Presentation: 15 marks</b> are allotted for continuous assessment
<b>2. Class Participation and Behavior: 6 marks</b> are allotted for continuous assessment.	<b>3. Class Participation and Behavior: 10 marks</b> allotted for continuous assessment.
<b>3. Attendance: 6 marks</b> are allotted for continuous assessment.	<b>4. Attendance: 10 marks</b> are allotted for continuous assessment.
<b>University Examination (Theory Papers)</b>	
<p><b>Maximum Marks for End-Semester theory examination: 70.</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. Students are required to attempt five questions in all.</p> <p><b>Sections A&amp;B</b> will have four questions from Unit-I &amp; II of the syllabus respectively and each question will carry 12 marks. Students will attempt 2 questions each from section A &amp; B. Total weightage of each section will be 24 marks.</p> <p><b>Section C</b> will consist of 11 short-answer type questions of 2 mark each covering the entire syllabus uniformly and will carry 22 marks in all. All questions will be compulsory.</p>	

**9. Declaration of Result:** After the termination of examination or as soon as possible, the Registrar shall publish the result of the students. Each student shall receive a certificate indicating details of marks obtained in each examination. Successful students at the end of Semester VI examination will receive a Bachelor of business administration three years Degree stating the Division according to Ordinance 10. The student can also take admission in fourth year as stated in Ordinance 1.

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

Successful students who obtain

- CGPA 7.5 or more in a single attempt without any reappear in any subject/paper shall be placed in **First Division with Distinction**.
- CGPA 6.0 or more in a single attempt without any reappear in any subject/paper shall be placed in **First Division**.
- CGPA 5.0 or more in a single attempt without any reappear in any subject/paper shall be placed in **Second Division**.
- CGPA 4.0 or more shall be placed in **Third Division**.
- CGPA less than 4.0 shall be considered **Fail**.

**11. Mapping of Marks to Grades:** The mapping of the marks to the grades may be done as per the following table:

Range of Marks	Description	Assigned Grades	Grade Point
91-100	Outstanding	O	10
81-90	Excellent	A <sup>+</sup>	9
71-80	Very Good	A	8
61-70	Good	B <sup>+</sup>	7
51-60	Above Average	B	6
41-50	Average	C	5
35-40	Pass/Fair	P	4
0-34	Fail	F	0
Otherwise	Absent/Detained	Ab/D	0

A student obtained Grade F shall be considered fail and will be required to reappear in the examination.



**12. Award of Degree:** First, Second or Third position shall be awarded to the students, provided they meet the following conditions:

- Rank shall be solely decided on the final CGPA, on completion of degree credit requirement.
- The student has completed all the prescribed requirements in the prescribed programme duration.
- Student must complete her Bachelor of business administration (BBA) three years or four year course in minimum duration with single attempt in all subjects/papers.
- No disciplinary action is pending or has ever been lodged against her.
- In case of an exceptional tie, both students shall be awarded the same rank.

*In case the ordinance is silent about any issue, it will be decided by the College Principal in consultation with the Academic Advisory Committee of the college in the anticipation of approval of the same by Academic Council of the college.*

**Note:** The College may from time to time revise, amend and change the regulations or the curriculum, if found necessary.