

**1. Scope**

This ordinance shall apply to the program leading to Bachelor of Business Administration (Finance & Taxation) degree.

**2. Admission Criteria (1<sup>st</sup> year of the Program)**

A candidate seeking admission to Bachelor of Business Administration (Finance & Taxation) should have passed 10+2 level examination in any stream.

A candidate must have obtained minimum 50% marks in the qualifying examination. The candidate belongs to the schedule cast and the schedule tribe must have obtained minimum 45 % instead of 50%.

**3. Program Duration**

- a) The duration of the program leading to the award of Bachelor of Business Administration (Finance & Taxation) degree shall be of three academic years.
- b) The maximum duration for successfully completion of program shall not exceed Six years.

**4. Annual Intake**

The annual intake to 1<sup>st</sup> year of the program shall be 60 or as approved by the executive council of the university.

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**5. Medium of Instruction**

The medium of instruction for all subjects of study and examination shall be English.

**6. Attendance**

- a) Each candidate is required to obtain minimum 75% attendance in all Theory subjects so as to be eligible to appear in the University Examination.
- b) Further relaxation of attendance up to 5% to the student can be given by the Head of Institution/ Principal on genuine/compassionate grounds with prior permission under special circumstances.
- c) No student will be allowed to appear in the university examination if he/she does not satisfy the overall average attendance requirements of clauses- a) and b).
- d) The names of the students who are not eligible to appear in the university examinations are to be intimated to the Controller of Examination and the concerned students before the commencement of the examination.

**7. Organization of the Program**

- a) Each academic year shall comprise of two parts. First part shall be termed as odd semester and second part as even semester.
- b) There shall be minimum 17 weeks devoted to academic activities, excluding 3 weeks for examination and their preparations.
- c) The academic activities shall be carried for minimum 36 hours per week.



d) The course delivery in each semester shall be carried out in accordance with minimum hours assigned to each theory subject

### 8. Internship Report

After completion of 2<sup>nd</sup> year academics each student may undertake 4 weeks internship in an industry. If Student undertakes the internship, he/she shall submit internship report and certificate duly signed by the authority of training organization to the head/coordinator of the department.

### 9. Project Report

All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one of the elective subject opted by the student in 6<sup>th</sup> semester. The project shall be submitted in triplicate duly typed & bound copy. The evaluation shall be the part of final semester result.

### 10. Examination Criteria

A student must obtain 50% marks in the examinations to pass the concerned subject(s)/ professional. 75% and above marks in a subject will indicate distinction in the subject.

#### Classification of Results

- Distinction 75% marks in a single attempt and above in the aggregate.
- 1<sup>st</sup> Division 60% marks in a single attempt and above in the aggregate.
- 2<sup>nd</sup> Division 50% marks in a single attempt and above but less than 60% in the aggregate.

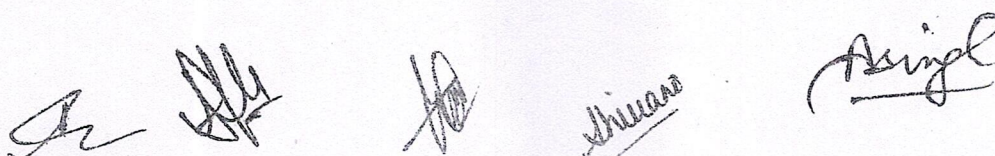
### 11. Curriculum

The 3 year curriculum has been divided into 6 semesters and shall include lectures, tutorials, seminars, projects, etc. in addition to industrial training, etc. as defined in the scheme. The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

#### Curriculum Outlet:

#### First Semester (0-6 months)

S.No.	Subjects Name	Hours			Weekly Contact Hours
		Lecture	Tutorial	Practical	
1	Business Mathematics & Statistics	05	01	-	06
2	Basic Accountancy	05	01	-	06
3	Basics of Computer Application	05	01	-	06
4	Business Communication	05	01	-	06
5	Principles of Management	05	01	-	06
	Contact Hours per Semester				420 hrs





**Second Semester (07-12 months)**

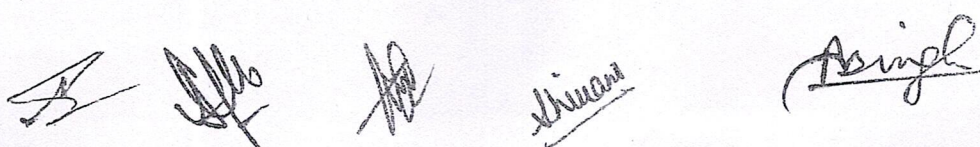
S.No.	Subjects Name	Hours			Weekly Contact Hours
		Lecture	Tutorial	Practical	
1	Human Resource Management	05	01	-	06
2	Business Economics & Indian Economy	05	01	-	06
3	Company and Corporate Law	05	01	-	06
4	Operation Research	05	01	-	06
5	Computer Application in Business	05	01	-	06
<b>Contact Hours per Semester</b>					420 hrs

**Third Semester (03-18 months)**

S.No.	Subjects Name	Hours			Weekly Contact Hours
		Lecture	Tutorial	Practical	
1	Fundamentals of Financial Management	05	01	-	06
2	Direct Tax Law	05	01	-	06
3	Cost and Account Management	05	01	-	06
4	Consumer Behaviour	05	01	-	06
5	Principles of Marketing	05	01	-	06
<b>Contact Hours per Semester</b>					420 hrs

**Fourth Semester (19-24 months)**

S.No.	Subjects Name	Hours			Weekly Contact Hours
		Lecture	Tutorial	Practical	
1	Management of Financial Services	05	01	-	06
2	Indirect Tax Law	05	01	-	06
3	Financial Reports and Auditing	05	01	-	06
4	Supply Chain Management	05	01	-	06
5	Corporate Accounting	05	01	-	06
<b>Subsidiary Subject</b>					





6	Environmental Sciences	05	01	-	06
<b>Contact Hours per Semester</b>					420 hrs

**Fifth Semester (25-30 months)**

S.No.	Subjects Name	Hours			Weekly Contact Hours
		Lecture	Tutorial	Practical	
1	Goods and Services Tax	05	01	-	06
2	Security Analysis and Portfolio Management	05	01	-	06
3	Labour and Industrial Laws	05	01	-	06
4	Management Information System	05	01	-	06
5	Banking and Insurance	05	01	-	06
<b>Contact Hours per Semester</b>					420 hrs

**Sixth Semester (31-36 months)**

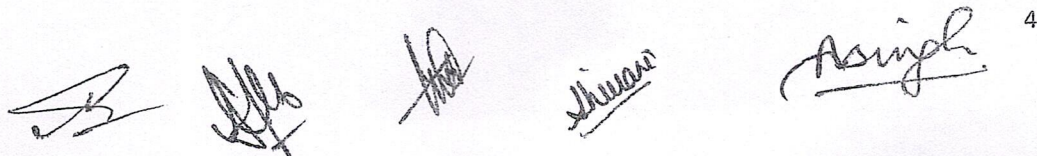
S.No.	Subjects Name	Hours			Weekly Contact Hours
		Lecture	Tutorial	Practical	
1	Financial Markets and Institutions	05	01	-	06
2	E-commerce and Cyber Laws	05	01	-	06
3	Risk Management	05	01	-	06
4	Customer Relationship Management	05	01	-	06
5	Project	-	-	06	06
<b>Contact Hours per Semester</b>					420 hrs

**12. Marks Distribution**

**First Semester**

Course Code	Course Title	Marks Distribution (Theory)		Total
		Internal	External	
16025	Business Mathematics & Statistics	30	70	100
16026	Basic Accountancy	30	70	100

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16027	Basics of Computer Application	30	70	100
16028	Business Communication	30	70	100
16029	Principles of Management	30	70	100
	<b>Total</b>			<b>500</b>

### Second Semester

Course Code	Course Title	Marks Distribution (Theory)		Total
		Internal	External	
16030	Human Resource Management	30	70	100
16031	Business Economics & Indian Economy	30	70	100
16032	Company and Corporate Law	30	70	100
16033	Operation Research	30	70	100
16034	Computer Application in Business	30	70	100
	<b>Total</b>			<b>500</b>

### Third Semester

Course Code	Course Title	Marks Distribution (Theory)		Total
		Internal	External	
16035	Fundamentals of Financial Management	30	70	100
16036	Direct Tax Law	30	70	100
16037	Cost and Account Management	30	70	100
16038	Consumer Behaviour	30	70	100
16039	Principles of Marketing	30	70	100
	<b>Total</b>			<b>500</b>

### Fourth Semester

Course Code	Course Title	Marks Distribution (Theory)		Total
		Internal	External	
16040	Management of Financial Services	30	70	100
16041	Indirect Tax Law	30	70	100



16042	Financial Reports and Auditing	30	70	100
16043	Supply Chain Management	30	70	100
16044	Corporate Accounting	30	70	100
<b>Subsidiary Subject</b>				
16055	Environmental Sciences	20	30	50
The subsidiary examination shall be non-University examination only and will not be the part of grand total				
	<b>Total</b>			<b>500</b>

#### Fifth Semester

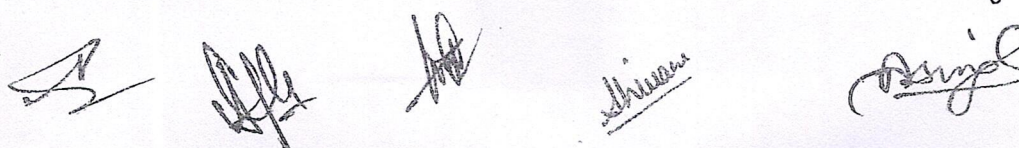
Course Code	Course Title	Marks Distribution (Theory)		Total
		Internal	External	
16045	Goods and Services Tax	30	70	100
16046	Security Analysis and Portfolio Management	30	70	100
16047	Labour and Industrial Laws	30	70	100
16048	Management Information System	30	70	100
16049	Banking and Insurance	30	70	100
	<b>Total</b>			<b>500</b>

#### Sixth Semester

Course Code	Course Title	Marks Distribution (Theory)		Total
		Internal	External	
16051	Financial Markets and Institutions	30	70	100
16052	E-commerce and Cyber Laws	30	70	100
16053	Risk Management	30	70	100
16054	Customer Relationship Management	30	70	100
16706	Project	30	70	100
	<b>Total</b>			<b>500</b>

#### 13. Schedule of Examination

There shall be an End Term University Examination at the end of each semester.





#### 14. Internal Assessment

It shall be based on evaluation of periodic tests, tutorials, assignments, presentations, etc. The periodic tests will be conducted during each semester. However, minimum of two Internal Tests will be conducted.

The Internal assessment shall be submitted to the University before the commencement of the University Examinations.

#### 15. Promotional Rules

A student shall be declared pass in a semester when he/she is pass in all the theory subjects. A student shall not be promoted to next year only if student fails to clear maximum three subjects, provided he/she has cleared all the theory subjects of previous years and result shall be declared as 'Promoted with Back Paper/s.'

A student shall appear in the forthcoming odd/ even semester examinations to clear back paper only. A student shall be eligible to undertake internship only when he/she has cleared all the subjects. A student, who fails in the theory examination, shall have to re-appear in the University examination. Such a student may improve his/her internals assessment by appearing for 'Improvement Sessional Examination.'

#### 16. Supplementary Examinations

The University will conduct one Main Examination and one Supplementary examination in each semester. Supplementary Examinations will be held along with forthcoming odd / even semester examinations as applicable.

#### 17. Grace Marks

A student can be awarded 'Grace Marks' not exceeding a maximum 5 marks in theory and can be shared by not more than two subjects. The grace marks shall not be added to the aggregate marks.

#### 18. Declaration of Result

The result of a candidate shall be declared by the University on the basis of the performance of Theory and Viva-Voce examination. In an individual subject the minimum pass marks (including internal assessment) shall be 50% in theory subject. The marks obtained in the University Examination and in the internal assessment of the subject shall be added to compute subject percentage.

#### 19. Award of Rank

The merit list shall be drawn on the basis of commutation result of all semesters. On the basis of Final result, the top ten candidates in each branch shall be awarded rank according to their merit provided they pass all examinations in first attempt.

#### 20. Award of Degree

The student shall be eligible for award of BBA (F. & T.) degree on successful completion of prescribed course of study and have been declared pass in the final result.



## **21. Scrutiny and Re-evaluation**

Scrutiny and re-evaluation shall be allowed for only theory papers, subject to maximum two subjects.

## **22. Cancellation of Admission**

The admission of a student at any stage of study shall be cancelled if:

- a) He/she is not found qualified as per norms or guidelines or the eligibility criteria prescribed by the University.
- b) He/she is found involved in creating indiscipline in the Institution/College or in the University.
- c) He/she is involved in an act of ragging.

## **23. Power to Amend the Ordinance**

The 'Academic Council' shall have the powers to relax, amend any or all the provisions of the Ordinances, subject to the approval of the 'Executive Council' of the University.

