

Smt. J. D. Birla Institute
[Affiliated to Jadavpur University]
Bachelor of Business Administration [Honours] Course

FIRST YEAR	
<p style="text-align: center;">FIRST SEMESTER</p> <p>BBA 101. Course 1. Language and Business Communication</p> <p>BBA 102. Course 2. Business Principles and Practices</p> <p>BBA 103. Course 3. Business Mathematics</p> <p>BBA 104. Course 4 Micro and Macro Economics</p> <p>BBA 105. Course 5 Business Accounting</p> <p>BBA 106. Course 6 Computer Organization and Architecture</p> <p>BBA 107. Sessional Seminar and Quiz</p> <p>BBA 108. Computer Fundamental Lab.</p>	<p style="text-align: center;">SECOND SEMESTER</p> <p>BBA 201. Course 7 Business Statistics</p> <p>BBA 202. Course 8 Business Costing</p> <p>BBA 203. Course 9 Behavioural Sciences and Organizational Behaviour</p> <p>BBA 204. Course 10 Business Law</p> <p>BBA 205. Course 11 Management of Human Values</p> <p>BBA 206. Course 12 Computer Programming and Application</p> <p>BBA 207. Sessional Seminar and Quiz</p> <p>BBA 208. Computer Programming Lab.</p>
SECOND YEAR	
<p style="text-align: center;">THIRD SEMESTER</p> <p>BBA 301. Course 13. Company Law and Corporate Governance</p> <p>BBA 302. Course 14. Development Economics</p> <p>BBA 303. Course 15. Marketing Management</p> <p>BBA 304. Course 16. Quantitative techniques in management</p> <p>BBA 305. Course 17. Corporate Finance</p> <p>BBA 306. Course 18. Computer Networking and Security</p> <p>BBA 307. Colloquium and Term Paper</p> <p>BBA 308. Database Management Lab.</p>	<p style="text-align: center;">FOURTH SEMESTER</p> <p>BBA 401. Course 19. Operations Management</p> <p>BBA 402. Course 20. Personnel Management and Industrial Relations</p> <p>BBA 403. Course 21. Business Environment</p> <p>BBA 404. Course 22. Ecology and Environmental Management</p> <p>BBA 405. Course 23. Small Business Management</p> <p>BBA 406. Course 24. Entrepreneurship</p> <p>BBA 407. Colloquium and Term Paper</p> <p>BBA 408. Financial Accounting and Multimedia Lab.</p>
THIRD YEAR	
<p style="text-align: center;">FIFTH SEMESTER</p> <p>BBA 501. Course 25. Project Management</p> <p>BBA 502. Course 26. Enterprise Resource Planning and Systems Management</p> <p>BBA 503. Course 27. International Business Management</p> <p>BBA 504. Course 28. Strategic Business Management</p> <p>BBA 505. Course 29. Human Resource Management</p> <p>BBA 506. Course 30. Total Quality Management</p> <p>BBA 507. Colloquium and Term Paper</p> <p>BBA 508. Project and term paper.</p>	<p style="text-align: center;">SIXTH SEMESTER</p> <p>BBA 601. Course 31. Business Information Systems</p> <p>BBA 602. Course 32. Corporate Ethics</p> <p>BBA 603A. Course 33. Financial Management – Paper I</p> <p>BBA 604B. Course 34. Financial Management – Paper II</p> <p style="text-align: center;">OR</p> <p>BBA 603C. Course 33. Marketing Management Paper I</p> <p>BBA 604D. Course 34. Marketing Management Paper II</p> <p style="text-align: center;">OR</p> <p>BBA 603E. Course 33. Production/Operation Management Paper I</p> <p>BBA 604F. Course 34. Production/Operation Management – Paper II</p> <p>BBA 605. Sessional Seminar and Quiz</p> <p>BBA 606. Course 35. Project/Internship</p> <p>BBA 607. Grand Vice Voce</p>

ITEM NO

For

Three Year Degree Bachelor in Business Administration course

- i) The University will hold Examinations every year normally around the period indicated below. The exact date of beginning of the examination will be notified by the Controller of Examinations at least 14 days before commencement of the respective examinations.
- | | |
|-----------------|--------------------|
| First Semester | December / January |
| Second Semester | May / June |
- ii) Bachelor in Business Administration – will be a three year course (Viz 1st year, 2nd year and 3rd year) Each Year shall comprise of two semesters, first and Second Semester.
- iii) All examinations in Bachelor of Business Administration shall be held on the compartmental system, that is to say, each student must pass separately in every paper of the different examinations and those who pass in a paper shall not be permitted to sit for examination in the paper again. Non-appearance in a paper/papers will count as failure in that paper/papers
- iv) Each paper of a Semester Examination will be of three hour duration. Total marks in each paper will be of 100 marks unless otherwise specified
- v) Pass marks in all examinations in the Bachelor of Business Administration Course shall be 50% of the maximum marks in each paper.
- vi) To be eligible to appear at any examination, each student must satisfactorily complete the sessional work, and must obtain at least 50% marks in each of the sessional subjects in every year. This clause will be taken into account for both the First and Second Semester sessional subjects together at the end of each session, i.e. at the end of the Second Semester of each session. This clause, therefore, will not debar any student to appear in the First Semester Examination of his Class.
- vii) Controller of Examinations shall determine the eligibility of a student to appear at any examination on the basis of statement of sessional/tutorial work and on the basis of statement of attendance send by the Principal of the Institution.
- viii) Application for admission to University Examinations shall be made by the candidates in prescribed form and must be accompanied by the prescribed fees
- ix) No student shall be admitted to any examination of the University unless he/she has paid the prescribed fee by the date specified by the Controller of Examinations. A student may, however, submit examination fees with the prescribed additional fee for late submission after expiry of the specific date, provided that no such grace period shall apply to the candidate for Special Final Examination. The Controller of Examinations may, however, extend the period of grace at his discretion.
- x) No printed formal certificate will be issued by the University on the results of any examination other than a final examination on passing which a student is entitled to a degree.

- xi) A student whose application has been accepted for admission to an examination, after being duly processed provided he/she is eligible, shall be given Admit Card containing the name of the candidate and Examination Roll Number assigned to him/her. Every candidate will be required to append his/her signature on the Admit Card in presence of the OFFICE authorised to issue the same or in the presence of his duly authorised representative by whom it is issued.
- xii) No candidate shall be admitted into the Examination Hall without Admit Card, provided that the Presiding Officer may, if otherwise satisfied on the identity of the candidate allow him/her to sit for the examination provisionally with an intimation to the Controller of Examinations.
The teacher(s) on duty shall have the power to call upon any candidate appearing at an examination to give a specimen signature for the purpose of identification.
- xiii) Permission to appear at any University Examination may be withdrawn before or during the course of the examination for conduct which in the opinion of the Vice Chancellor, justifies the candidates exclusion from examination.
- xiv) All students will continue in the Second Semester class of a year after the First semester examinations irrespective of the results of the First semester examination.
- xv) A student found guilty of misconduct/adopting unfair means and/or any such thing, which in the opinion of the authority is/are offensive, he/she shall be liable to the disciplinary proceedings, which will be done in accordance with the provisions of Part-IV of the First Regulations under the Jadavpur University Act, 1981 as amended till date.
- xvi) A student will be promoted to the next higher class if he/she does not have more than six back papers after the First and Second Semester Examination of a year, including a maximum of two back papers of the immediately preceding year -if there be any.

Explanation

- a) A student of the First Year class will be promoted to the Second year if he/she does not have more than six back papers out of all the examination papers of the first and second Semesters of the First Year Class.
- b) A student of the Second Year Class will be promoted to the Third year Class if he/she does not have more than six back papers out of all the examination papers of his/her First Year and Second Year Classes, provided however, that the number of back papers of the First Year subjects does not exceed two. That is to say, he/she will be promoted to the Third Year Class with two back papers of the First Year Class and four back papers of the Second Year Class or one back papers of the First year Class and five back papers of the Second Year or six back papers of the Second Year Class. He/she will not be promoted to the Third Year Class if he/she has more than two back papers of the First Year even if the total number of back papers does not exceed six.

- c) Students failing in one or more papers of any Semester examination of First/and/or Second Year Class will be eligible to clear these papers in the regular semester examinations to be held in subsequent years – the number of such chances being governed by regulation.....
- d) The back paper shall however mean, the paper in which the student has failed to pass.
- xvi) Students who fails to get promotion to the next higher class due to having more back papers than stipulated in Regulation..... will seek readmission or enroll as casual students in the same class [First/Second year] in the following year and appear at the next appropriate Semester examinations to clear the back papers. They will be required to register their names for appearing at the appropriate semester examination in this manner
- xvii) A student of Bachelor of Business Administration course will have to complete his course of study and pass in all papers of the examination programme within six sessions after his/her first admission to the first year class.
- xviii) There shall be a continuous evaluation system based on class tests in each examination paper of 1st and 2nd semester of every year. The final marks of a student in each examination paper will consist of the following distribution:
- | | | |
|---|---|------|
| University [Semester] Examination | - | 70% |
| Continuous evaluation through class tests | - | 25 % |
| Class Attendance | - | 5% |
- xix) There shall be two written class tests in each paper each of 50 minutes duration to be held normally in the 7th , 8th week and 12th –13th week after the beginning of a semester.
- xx) Appointment of Examiners and Paper-setters shall be made according to the procedure laid down in Part - I (Regulation 37 (b) (i) of the First Regulations under the J.U. Act, 1951.
- xxi) The answer script of examinations shall be preserved for a period of one Year after the date of publication of results and may be disposed thereafter.
- xxii) Re-scrutiny of answer script(s) will be done in accordance with the rules of the University.

Semester-I

Sessional Seminar & Quiz	100 marks
Computer Fundamentals	100 marks

Semester-II

Sessional Seminar & Quiz	100 marks
Computer Programming	100 marks

Semester-III

Colloquium and term paper	100 marks
Database Management Lab.	100 marks

Semester – IV

Colloquium and term paper	100 marks
Financial Accounting and Multimedia Lab	100 marks

Semester – V

Colloquium and term paper	100 marks
Project and Term Paper	100 marks

Semester – VI

Sessional seminar and Quiz	100 marks
Grand Viva Voce	100 marks

In addition there will be a Final Project in Business/Industry 200 marks

- xxiii) For an examination paper taught by one teacher the average of two class test performances of a student will be taken as his continuous evaluation marks.
- xxiv) For an examination paper taught by two teachers each teacher will take one class test and the average of two class test performances of a student will be taken as his continuous evaluation marks.

- xxv) Class test marks will be announced within fifteen days of the test and the students will be given the opportunity to see their marked answer scripts, if they so desire.
- xxvi) The examination scripts of class test will be retained by the concerned teacher for a period of one year after publication of the relevant semester examination results.
- xxvii) Students will be awarded a maximum of 5 marks on attendance as per the following break up.

Percentage of Attendance	Marks
95-100	5
90-95	4
85-90	3
80-85	2
75-80	1
Below 75	0

- xxviii) The final marks of continuous evaluation and class attendance will be sent to the Examination Office within two weeks after the semester classes dissolve.
- xxix) The sessional marks will be sent to the Controller of Examination a fortnight before the last theoretical class. This will determine the eligibility for admit card for each student. All class tests and sessional marks will have to be forwarded under the signature of concerned class teacher(s) and the Director/Principal.
- xxx) a) Performance of the candidates in each paper shall be indicated by grades. In the faculty of Business Administration subjects grades will be awarded on the basis of the following marks

Grades	Marks
A	80% and above
B	70% to below 80%
C	60% to below 70%
D	50% to below 60%
X	below 50%

b) In awarding Class and Honours, performance of the candidate will be determined on the basis of candidates' examination results.

- xxxi) A special Final Examination of all the papers of the Bachelor of Business Administration Final (First and Second Semester) examination will be held normally after six weeks of the publication of results of regular Final Examination. Any student of the final year class having one or more back papers of the Bachelor of Business Administration Final Examination (First and Second Semester) will be appear in the Special Final Examination.
- xviii) Students failing to clear the back paper(s) in the Special Final Examination as provided in Clauseabove will have the chance to clear them in the Regular Semester Examinations and the Special Final Examinations to be held in subsequent years – the maximum number of such chances being governed by the provisions of Clauseabove.

- xix) Students who fails to get promotion to the next higher class due to having more back papers than stipulated in regulation..... will seek readmission or enroll as casual student in the same class in the following year and appear at the next appropriate Semester Examination to clear the back papers. They will be required to register their names for appearing at the appropriate Semester Examination in this mammer.
- xx) Students who fail to pass in all papers of their examination programme when they first appear in the Final Year Examination or in the Special Final Examination of that year may be readmitted or enrolled as a casual student in the final year class at the beginning of next session. The maximum number of such admission/re-admission will however, be governed by the provisions of regulation.....
- xx) A student of Bachelor of Business Administration course will have to complete his course of study and pass in all papers of the examination programme within six sessions after his/her first admission to the first year class.
- xxxii) In order to be eligible for evaluation of sessional subjects a student must have attended at least 75% of the classes held in the concerned sessional subject. If he has not attended the minimum number of classes as stipulated here he will be declared to have failed in the paper concerned.
- xxxiii) In awarding Class and Honours, performance of candidate in the course will be determined on the basis of his examination results as well as sessionals.
- xxxiv) Candidates who have passed all the examinations of the Bachelor of Business Administrations programme will be declared to have graduated in the First Class with Honours provided
 - (a) they have obtained at least 75% of the aggregate marks of all the papers of the first, second and third year classes, taken together
 - (b) They have passed all the papers of the B.B.A. Course (First Year, Second Year and Third Year) in one chance in the respective Semester Examination
 - (c) They have completed their course of study and passed in all the papers of all the clesed within three years from the year of their First admission
 - (d) They have not appeared in any paper in the Special Final Examination.
- xxxv) Candidates who have passed in the Bachelor of Business Administration (First Tear Second Year and Third Year) will be placed in
 - (a) First class – if they have obtained at least 65% of the aggregate marks of all the papers of the first, second and third year classes.
 - (b) Second class – if they have obtained more than 50% but less than 65% of the aggregate marks of all the papers of the first, second and third year classes.
 - (c) In the merit list candidates securing First Class with Honours shall be entitled to held such positions in order or merit as the percentage of total aggregate marks secured by them may warrant.

(d) Candidates who have qualified themselves for their degree by satisfying the conditions as enunciated in clause..... above but have been placed in First/Second Class in terms of the provisions of Clause () above shall be placed in the appropriate class and shall hold such position in their respective Class list in order of merit as the percentage total marks secured by them may warrant.

(e) Candidates who pass after taking more than one chance in any of the papers of Bachelor in Business Administration will be placed in the appropriate class but shall be placed in the list of candidates as determined according to the provision of sub-clauseabove. In the respective Clause list the appropriate positions of the candidates who fall under the category as stated in this sub-clause shall, however, be determined by the percentage of total marks secured by them.

N.B.

Examination fees to be paid to the University	Rs. 75/- per paper
Grade Card	Rs. 50/- per student
Project submission fee	Rs. 1500/- per student
[in the sixth semester]	

The aim and the format of syllabi of the BBA. [~~Honours~~] course is appended herewith.