

## SCHOOL OF MANAGEMENT STUDIES

B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan

**Academic Ordinance For Duration, Admission, Fees, Teaching Methodology, Credit Weightage, Examination, Evaluation, Promotion, Attendance and General .**

### BACHELOR OF COMMERCE (HONS.)

#### 1. Definitions :

- 1.1 **Programme** stands for B. Com. (Hons.)
- 1.2 **Course** stands for individual paper
- 1.3 **Credit** is the weightage assigned to a course in terms of contact hours.
- 1.4 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a course on the 10 point scale.
- 1.5 **Grade point** stands for the numerical equivalent of the letter grade.

#### 2. Duration :

The duration of the B.Com (Hons.) programme designed in various functional areas of commerce for the benefit of service personnel desirous to enhance their professional knowledge and excellence shall be three academic years. Each year shall be divided into two semesters. Each semester shall be of 90 working days. However, all candidates will be required to complete the programme within the maximum period of five years.

#### 3. Admission :

- 3.1 **Eligibility** : The minimum qualification for Admission to the first semester of the course shall be open to candidates who:-
  - 3.1 For the session 2009-10 : Senior Secondary Examination i.e. 10+2 with at least 50% marks (45% marks in case of SC/ST candidates) in aggregate from a recognized Board of School Education OR an equivalent examination. Except for the students of Commerce background Mathematics should be one of the subjects.

3.2 Senior Secondary Examination i.e. 10+2 with at least 50% marks (45% marks in case of SC/ST candidates) in aggregate with mathematics as one of the subjects from a recognized Board of School Education OR an equivalent examination.

3.3 **Procedure** : Admission shall be done on the basis of entrance test conducted by B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan or on the basis of Merit.

#### 4. Fees :

The Programme fee shall be paid by the candidate as prescribed by the University from time to time.

#### 5. Teaching Methodology :

The Methodology shall include class room teaching, assignment, practical work, seminar, workshop, presentations, group discussions, quiz, filed work, and project work etc.

#### 6. Credit Weightage :

Each course has a certain number of credits which reflect its weightage. Credits of a course are evaluated as under :-

**6.1 Lecture:** One credit per lecture per week per semester will generally be adopted.

**6.2 Tutorial:** Half credit per tutorial hour per week per semester will be adopted.

**6.3 Practical:** Half Credit per hour per week per semester will be assigned half credit.

**6.4 Seminar/Colloquium/Group Discussion:** Half credit each.

**6.5 Minor Project:** Half credit per period per week per semester.

**6.6 Summer Training :** Four credits are fixed for Summer Training.

**6.7 Project Report :** Two credits are fixed for Major Project.

## 7. Examination :

- 7.1 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners for each course shall be recommended by the Board of Studies.
- 7.2 The examination shall consist of theory papers and practical examination. Theory papers are to be set by the external/internal paper setters.
- 7.3 For practical examination, viva-voce etc. shall be conducted jointly by the external and internal examiners.
- 7.4 The end term examination (External Examination) for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June, on such dates as may be fixed by the University.
- 7.5 Supplementary examinations will be held for re-appear/failed candidates as under:

Semester	When held
(a) First Semester	Along with the 3rd Semester
(b) Second Semester	Along with the 4th Semester
(c) Third Semester	Along with the 5 <sup>th</sup> Semester
(d) Fourth Semester	Along with the 6 <sup>th</sup> Semester
(e) Fifth Semester	Along with the 6 <sup>th</sup> Semester
(f) Sixth Semester	Along with the next immediate regular Semester examination

Note: If a candidate fails to clear/pass the re-appear paper(s) in the first chance, as per the above schedule, he/she will be required to re-appear in such paper(s) in the relevant semester examinations as the case may be.

- 7.6 The schedule for conducting internal examination will be finalized by the faculty(s) concerned in consultation with the Chairperson of the Department.
- 7.7 The medium of instruction and the examination shall be English.
- 7.8 The practical examination(s) of the courses (relating to IT/Computers, or wherever specified) shall be conducted by the following Board of Examiners, consisting of two members to be appointed by the Vice-Chancellor on the recommendations of the Chairperson, UG Board of Studies in Commerce:-
- 7.8.1. Internal Faculty Member of the Institute (to be appointed by the Chairperson of the concerned Institute) and
- 7.8.2 One External Examiner.

## 8. Evaluation & Grading :

- 8.1 The assessment will be 50 marks internal and 50 marks external.

- 8.2 The students will have to qualify internal and the external examinations separately.
- 8.3 The weightage for internal evaluation is as follows :-

Subcomponent	Weightage
8.3.1 Three mid term class tests (2 best to be reckoned)	= 50%
8.3.2 Assignments	= 10%
8.3.3. Attendance	= 5%
8.3.4. Quiz's/On the Spot test	= 10%
8.3.5. Seminar/Presentations/Group Discussions	= 10%
8.3.6. Case Studies/Minor Projects/Industry Interface	= 15%

- 8.4 **Summer Training** : Every student of B.Com (Hons.) shall be required to undergo a practical training in an corporate organization approved by the Institute for four weeks, normally in the Summer Vacation, after the end of the fourth semester examinations. The candidates shall be required to undergo training in the various areas of the organization concerned. The organization may assign a specific project to the candidate, which will be completed by him/her during the period of training. The work done by the candidate during the training period shall be submitted in the typed form three copies of a training report as per the guidelines provided by the School of Management Studies. The last date for the receipt of training report in the office of the Controller of Examinations shall be one month after the date of completion of training.

- 8.5 The evaluation of the Training Report shall be done as follows:

- 8.5.1 Evaluation for 50 per cent by the external examiner, and
- 8.5.2 for the remaining 50% a work-shop will be conducted by a Board of 3 examiners (out of which one will be external examiner from industry and two internal examiners) to be constituted by the chairperson, wherein each student shall be required to make presentation.

Two members shall constitute the quorum.

- 8.6 **Project Work :**

- 8.6.1. Every student of 1<sup>st</sup> and 3<sup>rd</sup> semester of B. Com. (Hons.) shall prepare a Project – Report on any subject of the concerned semester. The faculty members will submit a list of the titles of the Project Reports (to be allotted to the students) to the Chairperson. The work for project shall be done after the classes are over and on holidays of the University because it is not based on training. The candidate shall be required to submit three copies of his Project

Report duly signed by the supervisor at least one week before the commencement of 1<sup>st</sup> and 3<sup>rd</sup> semester examinations as the case may be.

- 8.6.2. The written part of the Project Report shall account for 50% of marks and the viva-voce/presentation to be conducted by a duly constituted examiners board for the remaining 50% of marks.
- 8.6.3. The viva-voce/presentation of the Project Report shall be conducted by the following board of examiners: -
- a) The Chairperson, or Coordinator
  - b) One External Academician belonging to the discipline of Commerce
  - c) One Internal faculty member
- 8.6.4. The Project Report shall be evaluated jointly by the external and the internal examiners. If the difference in the awards is up to 30% of the maximum marks, the average of the two shall be taken as final award. If the difference between the external and internal examiners is more than 30% of the maximum marks, the appointment of the third examiner shall be made by the Vice-Chancellor on the recommendation of the UG Board of Studies in Commerce. The final award shall be the average of the three examiners.
- 8.6.4. The marks obtained by the candidate for the project report/internal assessment/practical/workshop/training report shall be taken into account when she appears in any future examination under reappear clause.
- 8.6.5. The comprehensive viva-voce, wherever applicable shall be conducted jointly by internal and external examiners. The comprehensive viva-voce of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters shall contain the entire syllabi of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year courses, respectively.

**8.7 Grading :**

- 8.7.1. The academic performance of a student shall be graded on a ten-point scale. The award of grades based upon marks obtained out of 100 shall be made as follows:

Academic Performance	Letter Grades	Grade Points (p)
Outstanding	A <sup>+</sup>	10
Extra Ordinary	A	09
Excellent	B <sup>+</sup>	08
Very Good	B	07
Good	C <sup>+</sup>	06

Average	C	05
Poor	D	04
Very Poor	E	03

**Note:** 1. Pass Grade is Grade C<sup>+</sup> and higher grades  
2. Grades C, D, and E are fail grades

8.7.2. The award of grades based on absolute marks out of 100 shall be made as follows:-

<u>Marks</u>		<u>Grades</u>		<u>Marks</u>
90	≥	A <sup>+</sup>	≤	100
80	≥	A	≤	89
70	≥	B <sup>+</sup>	≤	79
60	≥	B	≤	69
50	≥	C <sup>+</sup>	≤	59
40	≥	C	≤	49
30	≥	D	≤	39
0	≥	E	≤	29

8.7.3. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average is calculated as follows:-

$$\text{GPA} = \frac{S (\text{Number of credits} \times \text{Grade Points})}{S (\text{Number of Credits Registered})}$$

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded pass grade. Here S stands for the sum of

$$(i) \text{ SGPA} = \frac{\sum C_i P_i}{\sum C_i}$$

Where

C<sub>i</sub> = Number of credits earned in the i<sup>th</sup> course of a semester for which SGPA is to be calculated.

p<sub>i</sub> = Grade point earned in i<sup>th</sup> course

I = 1, 2, 3 ..... n, represent the number of courses in which a student is registered in the concerned semester.

$$(ii) \text{ CGPA} = \frac{\sum C_i P_i}{\sum C_i}$$

Where

$C_j$  = Number of credits earned in the  $J$ th course upto the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned in the  $j^{\text{th}}$  course. Any grade lower than the pass grade in a course shall not be taken into account.

$J = 1, 2, 3, \dots, n$ , represent the number of courses in which student was registered and obtained a grade not lower than C upto the semester for which CGPA is to be calculated.

- 8.8. There improvement facilities shall be provided to students of B.Com (Hons.) Programme within the period of two years after the 6<sup>th</sup> semester. However, grace marks will be allowed as per University rules.

#### 9. Promotion :

- 9.1 A Student will be eligible for promotion to second, third fourth, fifth and sixth semester(s) who:-
- 9.1.1. has been on the rolls of the Institute during the semester preceding the respective semester examination; and
  - 9.1.2. has attended not less than 75% of lectures in the respective semester; and
  - 9.1.3 has passed at least 50% of the papers in the preceding year examination.

EXPLANATION : 50% of five papers will be taken as three.

- 9.2 A candidate shall have to pass all the six semester examinations within maximum period of six years of her admission to the first semester of three years B. Com (Hons) programme failing which she will be deemed to be unfit for the programme.

#### 10. Attendance :

- 10.1. No candidate shall be considered to have pursued a regular course of the study unless she has attended not less than 75% of the lectures in each paper/seminar case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each course of study. A deficiency upto 10% may be condoned by the Chairperson of the department.

- 10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/In-charge of department her name will be removed from the department rolls.
- 10.3 In case the student name is struck off due to nonpayment of fee and is readmitted latter, her attendance shall not be counted for that period.

#### **11. General Guidelines :**

- 11.1 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.
- 11.2 Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.
- 11.3 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of University.
- 11.4 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
- 11.4.1 She has satisfied all the academic requirements as per the regulations; and
  - 11.4.2 She has paid all fees due from her; and
  - 11.4.3 There is no case of indiscipline pending against her.
- 11.5 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.
- 11.6 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by the Dean of Academics Affairs.
- 11.7 The calendar for the academic year will be framed and declared at the beginning of the session by the university.



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**School of Management Studies**  
**B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**

Ref. No.SMS/ 584  
Date : 02/07/2009

To

**The Supdt. (Acad.)**  
B.P.S. Mahila Vishwavidyalaya,  
Khanpur Kalan.

**Subject : Agenda item for Academic Council.**

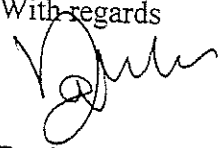
Sir,

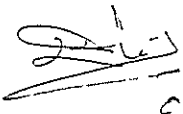
With reference to Academic council meeting to be held on 07<sup>th</sup> July 2009; The following items may be placed for before <sup>Academic</sup> Executive Council for discussion :

1. **Ordinance of B.Com (Hons.) Programme**
2. **Scheme of Examinations of B. Com. (Hons.) Programme**
3. **Formation of Dept. of Commerce**

Please find enclosed the minutes of UGBoS in Commerce held on 02/07/2009 at 11:00 a.m. in the office of Chairperson, School of Management Studies, B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan.

With regards

  
Dr. Sanket Vij

  
Asst H (Acad)

02/7/09

**SCHOOL OF MANAGEMENT STUDIES**  
**B.P.S. MAHILA VISHWAVIDYALAYA, KHANPUR KALAN**

**Proceeding of the meeting of U. G. Board of Studies in Commerce held on 02/07/2009 at 11.00 a.m. in the office of Chairperson, School of Management Studies, B.P.S. Mahila Vishwavidyalaya, Khanpur.**

The following members were attended the meeting:

- |    |                      |          |
|----|----------------------|----------|
| 1. | Dr. Sanket Vij       | Chairman |
| 2. | Dr. Ravinder Vinayak | Member   |
| 3. | Dr. Omwati           | Member   |
| 4. | Dr. Shewta           | Member   |
| 5. | Dr. Seema Singh      | Member   |

The following decisions were taken:

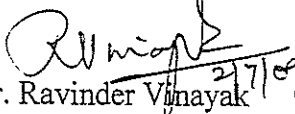
**Item No. 1** The board considered the recommendations of the Committee constituted by the university authorities for preparing a draft Ordinance, Scheme of Examinations and detail syllabi of first year of B.Com. (Hons.) programme and the same was approved after making amendments. (see Annexure - I).

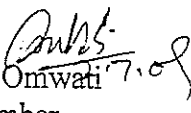
**Item No.3** The Board considered and approved the guidelines for Summer Training of three years B.Com. (Hons.) programme (see Annexure - II ).

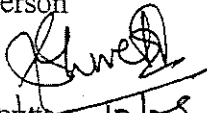
**Item No.4** The Board considered and approved the panel of paper setters and examiners for three years B.Com. (Hons.) programme. The panel of examiners is being sent to the Controller of Examinations separately under sealed cover.

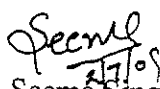
Meeting ended with a vote of thanks.

  
Dr. Sanket Vij  
Chairperson

  
Dr. Ravinder Vinayak  
Member

  
Dr. Omwati  
Member

  
Dr. Shewta  
Member

  
Dr. Seema Singh  
Member

8. Every Dissertation should be related to any relevant area covered by the Syllabus.

**PART- B**

**Field Work = 50 marks**

Objectives : This course will enable the students to:

1. write a field report
2. supervise teacher trainees during the skill in teaching sessions
3. collect, analyse and interpret data of an educational tour/ institution