

¹Statutes for Bachelor of Business Administration (BBA) Programme

- | | | |
|----|--|------------------------------|
| 1. | (i) These statutes may be called the University of Kashmir, Bachelor of Business Administration Statutes 2001; | Short title and Commencement |
| | (ii) These statutes shall come into force from the academic year – 2001 | |
| 2. | Unless the context otherwise requires: - | Definitions |
| | (i) ‘Act’ means the Kashmir & Jammu Universities Act, 1969; | |
| | (ii) ‘Academic Year’ means academic session of a year; | |
| | (iii) ‘Academic Session’ means a period of time commencing from the date of admission to the session till the commencement of examination of that session; | |
| | (iv) ‘College’ means such an academic institution for the purposes of these statutes which is carrying on the BBA Programme and is affiliated to the University of Kashmir. | |
| | (v) ‘Degree’ means the degree of Bachelor of Business Administration (BBA) of three academic years duration; | |
| | (vi) ‘Entrance Test’ means a test for effecting admission to the BBA programme, conducted by the test conducting agency approved by the college held at Srinagar and other approved centres. | |
| | (vii) ‘External examiner’ means a person well versed in the knowledge of business administration who is approved to act as an external examiner under University Rules, but excluding the member/s of the teaching staff of the college. | |

¹ Notification dated August 11, 2001

- (viii) 'Regulation' means a regulation as defined under section 2(h) of the Act.
 - (ix) 'University' means the University of Kashmir as defined under section 2(K) of the Act.
3. 1) Notwithstanding anything contained contrary in any statute or regulation for the time being in force but subject to the Act and the general policy of the college and the University, there shall be;
- Nature & Duration
- (i) a full time regular Programme spread over three academic years comprising of three academic sessions designated as Bachelor of Business Administration (BBA)
 - (ii) an examination at the end of each academic session for the course/s offered which shall be held in accordance with the procedure laid down under these statutes.
- Provided that the candidate shall not be entitled to appear in any other examination of this University or any other University while pursuing the BBA Programme.
- Provided further that any candidate who is granted admission in any other Programme of this university or any other University, college or Institution while pursuing this course, his/her admission in this Programme shall be liable to be cancelled.
- 2) Notwithstanding anything contrary in these statutes a student shall have to complete BBA Programme within the maximum period of six years from the date of admission.

Chapter III

4. Subject to the provisions of the Act. Statutes, Regulations & the guidelines prescribed by AICTE, UGC & the University from time to time the admission to BBA course shall be open to a candidate who has obtained any one of the below mentioned qualifications with 50% marks in aggregate (45% in case of candidates falling under Reserved Categories)
- Requisite Qualifications

- (i) Higher Secondary part – II (12th Class) under 10+2 scheme in Arts/ Science/ Commerce/ Management.
 - (ii) Obtained any other qualification recognized by the Kashmir University as equivalent to the qualifications laid down in clause (i) mentioned above.
5. (i) Subject to the provisions of statute 4, a candidate shall have to appear in the written test in accordance with the regulations prescribed by the College/ University from time to time.
- Mode of Admissions
- Provided that where no candidate applies or appears for written test under a particular category or categories the seat(s) shall be dereserved and shall be filled up from the open merit in order of merit.
- (ii) The selection of a candidate for admission to the course shall be strictly based on his/her performance in the BBA written test.

Regulation I

- (i) Subject to the general policy of the college and University prescribed from time to time, applications for admission to the BBA programme shall be invited by the principal of the college through advertisement in local dailies.
- (ii) A candidate seeking admission to the BBA Programme shall be required to pay such a non-refundable amount as an application fee as may be prescribed by the college from time to time.

Regulation II

Subject to the general policy of the College and University prescribed from time to time the total number of seats for admission to BBA Programme shall be 30 seats of which 40% seats shall be filled up by the candidates claiming benefit of any of the reserved categories specified by the State Government from time to time. However the candidates claiming benefit of any of the reserved category shall be

Number of Seats

required to produce the documentary evidence from the concerned competent authority.

Chapter IV

Course Structure

6. Subject to the changes to be made by Board of Studies from time to time the course structure of BBA programme as adopted by the Board of Studies shall be as reflected in regulation III.
- (i) There shall be five units in each course of the programme.
 - (ii) The maximum marks for theory examination in each course shall be 80, except in the courses as reflected in sub-clause (iv) of Statute 6.
 - (iii) There shall be Internal Assessment in each course carrying 20 marks to be conducted by the teacher concerned and the awards submitted to the Controller of Examinations through the Principal of the college one month prior to the start of examination.
 - (iv) In case of the courses, Computer Application – I, Computer Application – II and Computer Application – III, the distribution of marks shall be as follows.

Theory	50 Marks
Practical	30 Marks
Internal Assessment	20 Marks

Regulation III

Course Structure

Course No	Course Title	Distribution of Marks		
		Semester Exam	Internal Assessment	Total
BBA 1st Year				
BBA – 101	Communicative English	80	20	100
BBA – 102	Business Mathematics	80	20	100
BBA – 103	Management Processes	80	20	100
BBA – 104	Principles of Economics	80	20	100
BBA – 105	Business Laws	80	20	100
BBA – 106	Fundamentals of Accounting	80	20	100
BBA – 107	Computer Application – I		20	100

Theory 50 Practical 30

BBA 2nd Year

BBA – 201	Business Communication	80	20	100
BBA – 202	Human Resource Management	80	20	100
BBA – 203	Marketing Management	80	20	100
BBA – 204	Financial Management	80	20	100
BBA – 205	Production Management	80	20	100
BBA – 206	Business Statistics	80	20	100
BBA – 207	Computer Application – II		20	100

*Theory 50 Practical 30***BBA 3rd Year**

BBA – 301	Business Taxation	80	20	100
BBA – 302	Managerial Economics	80	20	100
BBA – 303	Management Accounting	80	20	100
BBA – 304	Quantitative Techniques	80	20	100
BBA – 305	Security Analysis & Portfolio Management	80	20	100
BBA – 306	Entrepreneurial Development	80	20	100
BBA – 307	Computer Application – II		20	100

*Theory 50 Practical 30***Chapter - V**

7. (1) Subject to the provision of the Act, the examination for each academic session of BBA Programme shall comprise of theory examination and Internal Assessment. Examination & Eligibility
- (2) The examination shall be held at the end of each academic year.
- (3) Each course shall have five units and one question with one option shall be set from each unit in theory examination. The student shall be required to answer these five questions in three hours duration.
- (4) The examination in each year shall be open to: -
- a) a regular student who produces the certificate(s) signed by the Principal of the college or any other teacher of the college authorized by him/her in this behalf;
 - (i) of possessing a sufficiently good character;
 - (ii) of having attended the prescribed number of lectures; including sessionals etc. delivered/ conducted during the semester;

- (iii) of having secured required percentage of marks in internal assessment.
 - b) a candidate who was otherwise eligible to appear in the examination of a particular academic year, but
 - (i) did not appear, or
 - (ii) was unable to pass the examination in any paper/s
 - (iii) was not eligible to appear previously due to shortage but has now attended the required lectures and has become eligible to appear.

- 8. (i) Notwithstanding anything contained contrary in the statutes, regulations for the time being in force, evaluation of students through examination in theory papers of 1st, 2nd and 3rd year of BBA programme shall be complemented by a separate mechanism of Internal Assessment.

Internal Assessment
- (ii) The Internal Assessment carrying 20 marks in all courses shall be conducted by the teacher concerned in accordance with the procedure prescribed during an academic session.
- (iii) The teacher incharge for assessment shall submit the award rolls to the Principal of the College immediately after the class work of that year comes to an end for onward transmission of the same to the Controller of Examinations before the commencement of the examination of that academic year.

- 9. Subject to the provisions of Statute 7 of these statutes, examination form(s)/ Application(s) duly filled up alongwith prescribed fee and certificates shall be forwarded by the Principal of the College before the proposed date of commencement of examination to the Controller of Examinations who shall admit them in the said academic year of BBA examination.

Examination Forms etc.

- 10. (i) No candidate shall be deemed to have completed the prescribed course unless he/she has attended sixty six percent (66%) or more of the lectures

Attendance

delivered during an academic year for which the examination is to be held including seminars, case discussions and field trips.

- (ii) Any candidate who falls short of attendance in a subject(s) in an academic year, shall not be eligible to appear in that particular subject(s) in which he/she is falling short of attendance.

- 11. (1) Without prejudice to the generality of the foregoing provision where any candidate falls short of attendance in any academic session, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the: -

Condonation

- (i) Principal of the College upto a maximum of 5%
- (ii) Vice Chancellor of the University upto a maximum of 5% over and above the condonation limit of the Principal of the College.

Provided that no condonation in shortage shall be permitted by the Vice-Chancellor of the University unless the same is recommended by the Principal of the College

- (2) Notwithstanding anything contained contrary in any statute, a candidate who participates in any one or more of the activities as described in Regulations – IV of these statutes, may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 30 days in an academic session, during the period of his/her absence on such account provided the student has taken prior permission from the Principal of the College for participating in the activity

The candidate participating in such event must produce a copy of the certificate to the Principal of the College within ten days from the end of the event, failing which no such benefit shall be given.

- (3) Subject to the provisions of statute 10 any candidate who falls short of attendance and

wants to pursue the course shall be required to remain on the rolls of the college as regular student in the next academic session in which he/she is detained.

Regulation – IV

For the purposes of statute 11, the activities shall include

- (i) Inter-state sports tournaments;
- (ii) Sports Tournaments organized by the J&K Sports Council;
- (iii) Inter college Sports Tournaments;
- (iv) Inter University debates, seminars, youth festivals and cultural programmes;
- (v) Inter university sports tournaments;
- (vi) NCC or NSS Programmes;
- (vii) Hikes, Trekking, expeditions organized by the University;
- (viii) Inter – College Tournaments/ Debate(s)

Provided that the candidate has been officially deputed by the College or the University to participate in such activities.

12. (i) Subject to the provisions of the Act and these statutes, a candidate is required to seek 40% marks for passing a course both in theory examination and internal assessment separately. In case of the courses involving practicals, a candidate shall be required to secure 40% marks in practicals, theory examination and internal assessment separately for passing that course. Promotion
- (ii) ¹A candidate who appears in more than one subject in 1st, 2nd or 3rd year of BBA examination but fails in one or more than one subject in the University examination and/ or internal assessment by a deficiency of not more

¹ Substituted vide notification dated Sept. 18, 2003

than 1% marks of the maximum marks of the subjects in which he appeared shall be deemed to have passed the examination by adding the required number of marks in the subject(s) to his best advantage.

Provided, that if a candidate appears in one subject only and fails in the University examination by a deficiency of not more than two marks, he shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the subject.

Provided, further that a candidate appearing under illness category in the supplementary examination shall be awarded the same percentage of grace marks as would have been awarded to him, had he completed the examination in the annual session.

- (iii) There will be no supplementary examination for 1st and 2nd year. Candidates carrying backlogs will be eligible to appear in the backlog papers at the Annual examination only;
- (iv) Candidates carrying not more than 3 backlog papers of the 1st year or 2nd year or both will be allowed to appear in the final examination;
- (v) There will be a supplementary examination for the 3rd year only/ and such an examination will be held not less than 3 months after declaration of the Annual examination result. In case of students, having backlogs of earlier 1st year and 2nd year, the result of the Final year will not be declared until they clear the backlogs;
- (vi) The Final Year students failing in the examination will have to clear the subjects of 3rd year in not more than 6 chances i.e., main followed by supplementary; following Annual and next supplementary.
- (vii) The candidates shall be declared to have completed the BBA programme when he/she passes all the courses of all the three academic years of the BBA programme.

13. Subject to the provisions of the statute 12 of these statutes, a candidate who has failed to secure required percentage of marks in one or more papers in an academic session of the said examination may be permitted to re-appear in such paper(s) at a subsequent examination to be held by the University;

Re-appear

CHAPTER VII

14. Subject to the provisions of the Act, the Controller of Examinations shall as soon as possible publish the list of successful candidates on the basis of the combined results of the three years of BBA examinations specifying the courses of study with and the distinctions if any, obtained by the student(s) on the basis of which the degree of Bachelor of Business Administration shall be awarded.

Declaration of Result & Award of Degree

Regulation V

The Scheme for determining division shall be as follows:

- i) 75% or more aggregate of marks...Distinction
- ii) 60% or more but less than 75%
of the aggregate of marks 1st Division
- iii) 50% or more but less than 60%
of the aggregate of marks 2nd Division
- iv) 40% or above but less than 50%
of the aggregate of marks 3rd Division

Provided that where a student is having a deficiency of one mark for obtaining first division or distinction, he/she shall be deemed to have obtained the same.

15. The statutes pertaining to BBA course already in force shall to the extent of inconsistency with these statutes be deemed to have been repealed.

Repeal