

Baddi University of Emerging Sciences & Technology

(Established under state Act No. 21 of 2009 of Himachal Pradesh & Approved by UGC under Section 22 of UGC Act 1956)

Baddi, Solan, Himachal Pradesh-173205 (INDIA)



ACADEMIC PROGRAM GUIDE for Bachelor of Commerce (B.COM) Under the Choice Based Credit System 2022 Onwards

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1. General Information

The Academic Program Guide is a comprehensive document detailing course scheme, associated credits per course and the distribution of each course in Lecture (L), Tutorial (T) and Practical (P) hours. It also details the eligibility criteria for admission, for award of degree, the assessment and evaluation procedures alongwith a glimpse of the pedagogical aspects of the programs.

This Guide is to be used in association with the Academic Regulations of the Institute and the Examination Regulations of the University to make a complete rule set.

The course schemes given in this document are approved by respective Board of Studies and the Academic Council of Baddi University of Emerging Sciences and Technology.

The duration of the BBA program is three years - divided into 6 semesters. There is University End Term Examination (ETE) at the end of each semester, except in the case of

special courses such as Industrial Training/Thesis/Seminar/Project, which is evaluated by a panel appointed by the University. The maximum duration of completion of degree is 5 years.

2. Eligibility for Admission

The student seeking admission in B.COM program should have cleared 10+2 or equivalent exam with 45% as declared by a recognized University. However, **admission to the particular branch of study shall be as decided by the Admission Committee of the University.**

3. Duration and Stages

The duration of the B.COM program is three years - divided into 6 semesters. There is University End Term Examination (ETE) at the end of each semester, except in the case of special courses such as Industrial Training/Thesis/Seminar/Project, which is evaluated by a panel appointed by the University. The maximum duration of completion of degree is 5 years.

4. Rules for attendance

As detailed in Academic Regulations section 4.23, every student must ensure a minimum attendance of 75%.

For students having an attendance of less than 75% and greater than or equal to 65% a grade lower than the one earned shall be awarded.

For students having attendance of less than 65% and greater than or equal to 50% grade E shall be awarded.

For students with attendance less than 50% grade F shall be awarded.

5. Special Courses

Summer/Industrial Training is designed to impart very basic managerial skills. Industry oriented hands on Courses are designed to impart state of art technology/tools/platforms/skills to students. During Industrial Training, the students go to the Industry and obtain extensive experience to work there. These exposures supplement the Course scheme, thereby, make students Industry Ready and prepare them to be Day-one, Hour-one professionals.

6. Pedagogical Aspects

The structural layout of the program and its courses requires that each course be divided in Lecture (L), Tutorial (T) and Practical (P) sessions. Duration of each session as given in the column against the course in the course scheme is 55 minutes.

Lecture sessions: Lectures are delivered by traditional - chalk board method, supplemented by modern Information Communication technology (ICT) methods. The students are encouraged to ask questions and involve in Group Discussion to the extent allowed by the teacher. In some subjects where case study based methodology is adopted, the lectures are supplemented by discussions on case studies.

Tutorial Sessions: The tutorial sessions are small groups of students interacting with the teacher, solving application oriented analytical problems. The tutorial sessions are very interactive and inculcate problem solving skills in the students.

Lab / Practical Sessions: During lab / practical sessions, the students work on prescribed list of experiments and do what they have learnt in the Lecture / Tutorial sessions.

Industrial Training: Industrial Training is a real Experience at the Industry. **Students will go for summer training after the end of 4th semester during summer vacations.** HOD in consultation with Dean of the School has the authority to assign Industrial Trainings, at appropriate industries. The students may be given freedom to choose his/her own Industry, but the decision of HOD is final while allotment. The duration for all such training is for a span of 6 / 8 weeks.

7. Assessment and Evaluation

The evaluations will be continuous and the weightage of various components. There are two Mid Term Tests (MTEs) for all theory papers and one End Semester Test.

Table 1 for Theory and Personality Development courses, Table 2 for Practical Courses, Table-3 for Industrial Training and Table-4 for Minor/Major Project/Seminar.

For Theory Courses/PDP Courses		
Attendance		5
Quizzes /Assignments/ Presentation/Class Test/ Open Book Test/ Case Study		25
Mid Term Tests (MTE)		20
End Term Examination		50
Total		100

Table 1: Evaluation components for Theory Courses

For Lab Courses		
Lab Performance		10
Lab file work		10
Viva – Voce		10
Total		30

Table 2: Evaluation Components for Practical Courses

For Industrial Training		
Performance / Presentation / Project report		60
Internal Viva – Voce		40
Total		100

Table 3: Evaluation Components for Industrial Training

For Minor/Major Project/Seminar	
Internal marks comprising of Weekly and Monthly Evaluation.	50

Final Viva cum presentation and report.	50
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Table 4: Evaluation Components for Minor/Major Project

The medium of instruction is English.

Criteria to Pass Examination: Based on the marks obtained by the student in a particular course as described in tables above, the grade in that course is obtained, in accordance with the table 5

Letter Grade	Percentage Marks	Grade Point	Performance
A+	$\geq 85\%$	10	Excellent
A	$\geq 80\% \text{ \& } < 85\%$	9	Very Good
B+	$\geq 70\% \text{ \& } < 80\%$	8	Good
B	$\geq 55\% \text{ \& } < 70\%$	7	Fair
C	$\geq 45\% \text{ \& } < 55\%$	6	Average
D	$\geq 35\% \text{ \& } < 45\%$	4	Marginal
E	$< 35\%$	2	Exposed
F	Short Attendance	0	Poor

Table 5: Grading scheme

If a student obtains grade D or above, he is declared pass in that subject. The grade E is equivalent to be fail in that subject, in which case; the student has to reappear in the end term examination of that subject again, whenever its exam is conducted again with the regular examination, after payment of appropriate examination fee.

If the student is detained from appearing in the end term examination because of shortage of attendance in the regular semester or is absent in the end term exam, his grade in that subject is 'F', till he/she appears again in the end term examination and obtains a new grade.

Eligibility for award of degree: In addition to conditions given in section 8 of Academic Regulations, a CGPA of 4.5 is required to receive degree in any of the Management Programs. The minimum credits to be earned are given in table 6

Programme/ Year	I	II	III	Total
B.COM	48	48	48	144

Table 6: Minimum credits to be earned for award of Under Graduate Management Courses



Baddi University of Emerging Sciences & Technology
Schemes of Bachelor of Commerce (B.COM)

Semester-I

Course no	Course Title	L	T	P	Credits
	Core Course				
UBA-102	Financial Accounting	3	2	0	4
UBA-103	Microeconomics	3	2	0	4
UBA-106	Business Organization and Management	3	2	0	4
UMA-125	Business Mathematics	3	2	0	4
	Ability-Enhancement Compulsory Course (AECC)				
UPD-101	Personality Development Programme	2	0	0	2
UBA-107	Environmental Science	2	2	0	3
	Skill-Enhancement Elective Course (SEC)				
UBA-108	English Language	2	2	0	3
	Total	18	12	0	24

Total Contact Hours

30

Semester-II

Course no	Course Title	L	T	P	Credits
	Core Course				
UBA-166	Organizational Behaviour and HRM	3	2	0	4
UBA-159	Macro Economics	3	2	0	4
UBA-160	Business Law	3	2	0	4
UBA-163	Business Statistics	3	2	0	4
	Ability-Enhancement Compulsory Course (AECC)				
UPD-151	Personality Development Programme	2	0	0	2
UBA-164	Business Ethics and Corporate Social Responsibility	2	2	0	3
	Skill-Enhancement Elective Course (SEC)				
UBA-165	Business Communication-I	2	2	0	3
	Total	18	12	0	24

Total Contact Hours

30

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Semester III

Course no	Course Title	L	T	P	Credits
	Core Course				
UBC-201	Company Law and Secretarial Practices	3	2	0	4
UBC-202	Corporate Accounting-I	3	2	0	4
UBC-204	Operation Research	3	2	0	4
UBC-205	Indian Economy: Challenges and Scenario	3	2	0	4
	Ability-Enhancement Compulsory Course (AECC)				
UPD-201	Personality Development Programme	2	0	0	2
	Skill-Enhancement Elective Course (SEC)				
UCA-204	Computer Applications	2	0	2	3
UBA-217	Business Communication-II	2	2	0	3
	Total	18	10	2	24

Total Contact Hours**30****Semester IV**

Course no	Course Title	L	T	P	Credits
	Core Course				
UBC-261	Corporate Accounting-II	3	2	0	4
UBC-262	Indirect Tax Laws	3	2	0	4
UBC-266	Cost Accounting	3	2	0	4
UBC-268	Introduction to Research Methodology	3	2	0	4
	Ability-Enhancement Compulsory Course (AECC)				
UPD-251	Personality Development Programme	2	0	0	2
	Skill-Enhancement Elective Course (SEC)				
UBA-271	E-commerce	2	2	0	3
UBA-272	Business Etiquette and Professionalism	2	2	0	3
	Total	18	12	0	24

Total Contact Hours**30**

Student has to undergo for 6-8 weeks summer training for 100 marks which will be evaluated in the 5th semester. Project report will be submitted and there will be viva-voce before the end of 5th semester.

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Semester-V

Course no	Course Title	L	T	P	Credits
Any four of the following Discipline Specific Elective (DSE)-1,2,3,4					
UBC-304	Income Tax-I	3	2	0	4
UBC-305	Management Accounting	3	2	0	4
UBC-306	Financial Management	3	2	0	4
UBC-316	Financial Services	3	2	0	4
UBC-307	Banking and Insurance	3	2	0	4
UBC-308	Business Finance	3	2	0	4
Ability-Enhancement Compulsory Course (AECC)					
UPD-301	Personality Development Programme	2	0	0	2
Skill-Enhancement Elective Course (SEC)					
UBA-313	Management Information Systems	3	2	0	4
UBA-314	Viva-Voce of Training Report	0	0	2	2
	Total	17	10	2	24

Total Contact Hours**29****Semester VI**

Course no	Course Title	L	T	P	Credits
Any four of the following Discipline Specific Elective (DSE)-5,6,7,8					
UBC-353	Income Tax-II	3	2	0	4
UBC-359	Indian Financial System	3	2	0	4
UBC-360	Auditing	3	2	0	4
UBA-368	Disaster Management	3	2	0	4
UBC-361	Principles of Marketing	3	2	0	4
UBC-362	Fundamentals of Investment	3	2	0	4
Ability-Enhancement Compulsory Course (AECC)					
UPD-351	Personality Development Programme	2	0	0	2
Skill-Enhancement Elective Course (SEC)					
UBA-360	Entrepreneurship	2	2	0	3
UBA-370	Seminar on Current Affairs	2	2	0	3
	Total	18	12	0	24

Total Contact Hours**30****DEAN-SMS****Controller of Examinations****Dean Academics**