PATLIPUTRA COLLEGE OF PROFESSIONAL EDUCATION

EXAMINATION CURRICULUM - BBA

(As per the guidelines of AKU, Patna)





ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA

Established by the State Legislature Act XXIV of 2008.

Hon'ble members of "Syllabus & regulation committee for B. C. A & B. B. A".

 Prof. (Dr.) S. N. Guha Vice-Chancellor, AKU

Chairman

 Dr. Dolly Sinha Principal, Magadh Mahila College, Patna

Member

 Dr. R. N. Jha Head-Management, L. N. M. I. E. S. C, Patna

Member

4. Dr. Vijay Bahadur Singh Head- IT, , L. N. M. I. E. S. C, Patna Member 16

5. Prof. Somnath Dutta Associate Professor, C. I. M. P

Member

6. Father Nishant

Principal, St. Xavier's College of Mang. & Technology

Member 5

7. Dr. A. Prasad OSD(Exam), AKU

Member

8: Prof. (Dr.) N. K. Singh Registrar, AKU

Member-Secretary

02.01.13.

1: Eligibility:

A candidate seeking admission to B.B.A. Programme must satisfy the following conditions;

- 1. He/She must be an Intermediate/+2 level in Arts, Science, or Commerce as a regular student or as a student of distance education.
- 2. He/She must have obtained at least 45% marks overall at intermediate/+2 level. The students from SC/ST/EBC/Differently Abled categories should have 40% marks overall.

2 : Admission:

- 1 Admission will be taken in the month of July in each Academic Year.
- 2 The University reserves the right to cancel the admission of any student at any stage of his study at the University on grounds of unsatisfactory academic performance, irregular and insufficient attendance, or indiscipline. A minimum of 75% attendance is mandatory in each semester for appearing in semester-end examination.
- 3 At the time of admission, the student is required to provide the following documents in original:
 - a Matric/ICSE/CBSE/NIOS/Other Board Certificate.
 - b Pass Certificate of the qualifying examination Plus 2 or Intermediate.
 - c Marks Sheet of the qualifying examination Plus 2 or Intermediate.
 - d College/School Leaving Certificate (CLC/SLC).
 - e Character Certificate of Plus 2/Intermediate.
 - f Migration Certificate (Not necessary for those from Bihar Board).
 - g Caste Certificate (from DM or competent authority for SC/ST/OBC/EBC/Differently Abled)

3: Registration:

All students must register themselves at the University within the fixed date notified by the University in the first semester itself.

4: Duration of Programme:

- An academic year is divided into two semesters. In each semester, courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for conduct of examinations and evaluation purposes. Each week has at least 30 working hours spread over 6 days a week.
- 2 A candidate admitted to the B.B.A. Programme shall undergo a regular course of study for Three Academic Years, that is, Six Semesters. Semester-I shall be from July to December and Semester-II shall be from January to May. There shall be not less than 90 working days which shall comprise not

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less than 450 teaching/working hours for each semester. (Exclusive of the days for the conduct of University or external end-semester examinations).

5: Course Structure:

- 1 All subjects will have Lecture-Tutorial-Practical (L-T-P) components to indicate the contact hours and will have a credit count. Teaching of subjects will be reckoned in terms of credits.
- Every paper, identified by a single course identifier, shall be taught by an assigned teacher who may be assisted by adjunct faculty, teaching assistants, and by other members of the faculty concerned.
- 3 The curriculum for B.C.A. Course will include a "Project Work / Student Internship Programme (SIP)" of 04 weeks duration after the 5th semester. The experience may be obtained in any reputed company/organization belonging to any industry, or any organization of comparable repute. The place of work has to get prior approval of the Department of the College. On completion of the project, the student shall submit a report to the department, which will earn a total of 12 credits after evaluation and viva-voce examination. If there is a serious difficulty in finding placements for project work, writing a Term Paper with empirical data can be considered under a competent faculty. This will be at the discretion of the College Authority.

6: Examinations:

- 1 There shall be examinations at the end of each semester as per the academic calendar of the University.
- A candidate who does not pass the examination in any paper(s) shall be permitted to appear in such failed paper(s) in the subsequent examinations to be held in December/January or May/June. Those who fail in odd-semesters will appear in a subsequent examinations of odd-semesters only. For example, if a student fails in a paper(s) in the 1st semester, s/he can appear in 3rd or 5th semester examinations only. The same applies to even-semesters. After the declaration of the result of the sixth semester examinations, special examinations will be conducted for clearing the backlog of 5th and 6th semesters.
- 3 A candidate should get enrolled/registered for the first semester examination. If enrollment/registration is not possible in the preceding semesters owing to shortage of attendance beyond condonation limit/regulations prescribed OR belated joining OR on medical grounds, the candidates are not permitted to move to the next semester. Such candidates shall redo the semester in the following academic year as a regular student.
- 4 Student must have 75% of attendance in each paper for appearing in the end Semester examination. A shortage of attendance upto 10% can be condoned by the Principal as per his/her discretion and beyond that by the Vice-Chancellor as per the University rules.

7: Passing of Examinations and Promotion Rules:

A student will be promoted from second semester to the third semester and from fourth semester to the fifth semester if s/he has secured a minimum CGPA of 5.

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8: Evaluation:

- 1. Pattern of Evaluation of the End-semester examinations will be as per the rules of the University.
- 2. The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation for each course shall be done by a continuous internal assessment (CIA) by the course teacher concerned as well as by an end semester examination and will be consolidated at the end of the course. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 40:60. The evaluation of practical work, wherever applicable, will also be based on continuous internal assessment and on an end-semester practical examination.
- The details of the Continuous Internal Assessment (CIA) should be worked out by the College
 and a copy should be given to the University. All the relevant records of the CIA should be
 preserved by the College till the student passes out.
- 4. The passing minimum for CIA (Continuous Internal Assessment) shall be 40% out of 40 marks (i.e. 16 marks). Failed candidates in the Internal Assessment are permitted to improve their Internal Assessment marks by writing a re-test or by submitting assignments as per the decision of the College Authority.

9. Awarding of Degree:

Degree will be awarded to a student provided, s/he fulfils the following conditions;

- 1. A student passes in all examinations and thus earns the required number of credits.
- 2. S/he completes the requirement of spending 30 hours during the period of three years in involving herself/himself in social work in order to raise the social consciousness of the students and make a small contribution to society. This could be in a village/NGO/Charitable Institutions or NSS or Adult Literacy Programme, etc. A declaration letter from the College regarding the completion of required number of hours to the University is a must.

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	YEAR - 1	-1						
	SEMESTER-1	R-1					See all the see	
Theory		Period		Eva	luatio	Evaluation Scheme	Committee of the Commit	
CODE NAME OF THE PAPER	LECTURES	TUTORIALS	LECTURES TUTORIALS PRACTICALS	Σ	ESE	SUB-TOTAL	CREDIT	HOURS
BBA 101 PRINCIPLES & PRACTICES OF MANAGEMENT	e	2	0	40	9	100	2	2
BBA 102 MICRO-ECONOMICS	8	-	0	40	09	100	4	4
BBA 103 MACRO-ECONOMICS	8	-	0	40	09	100	4	4
BBA 104 [Office / Productivity Suites]	4	0	0	40	09	100	4	4
BBA 105 [Marketing & Sales]	4	2	0	40	09	100	9	9
BBA 106 COMMUNICATIVE ENGLISH	8	-	0	40	09	100	4	4
	Sessiona	nal						
		Period		Eva	luatio	Evaluation Scheme	1000	9
CODE NAME OF THE PAPER	LECTURES	TUTORIALS	ECTURES TUTORIALS PRACTICALS	CPA	ESE	ESE SUB-TOTAL	CREUI	HOOKS
BBA 107 Lab 104	0	0	2	20	30	50	-	2
TOTAL						650	28	29
	SEMESTER	-R-2	· · · · · · · · · · · · · · · · · · ·		STATE OF STA			S. S
Theory		Period		Eva	luatic	Evaluation Scheme		
CODE NAME OF THE PAPER	LECTURES	TUTORIALS	TUTORIALS PRACTICALS	2	ESE	SUB-TOTAL	CREDIT	HOURS
BBA 201 BUSINESS ORGANIZATION & ENVIRONMENT	က		0	40	9	100	4	4
BBA 202 FINANCIAL MANAGEMENT – 1 [Financial Accounting]	ю	-	0	40	09	100	4	4
BBA 203 HUMAN RESOURCE MANAGEMENT - 1 [Organizational Behavior]	က	7	0	40	09	100	5	22
BBA 204 BUSINESS MATHS & STATS – 1 [Mathematical Economics]	က	-	0	40	09	100	4	4
BBA 205 [Management Information System]	4	0	0	40	09	100	4	4
BBA 206 BUSINESS ENGLISH	3		0	40	09	100	4	2
	Sessiona	nal						
		Period		Eva	luatic	Evaluation Scheme	1000	00
	LECTURES	TUTORIALS	TUTORIALS PRACTICALS	CPA	ESE	ESE SUB-TOTAL	CREDIT	HOURS
3BBA 207 Lab 204	0	0	2	20	30	50	1	2
TOTAL						650	26	28

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	Theory		Period		Ev	Evaluation	on Scheme	Control of the last of the las	
CODE	NAME OF THE PAPER	LECTURES	LECTURES TUTORIALS	PRACTICALS	MSE	ESE		CREDIT	HOURS
BBA 301		3	2	0	40	09	100	5	5
	Timestory section		-						
BBA 302	INANCIAL MANAGEMEN - 2 Managerial Accounting	က	-	0	40	09	100	4	4
	-								
BBA 303		က	2	0	40	09	100	2	2
DDA 204	-	,	,	,	:				1
A 204	[Mathematical Statistics]	4	-	0	40	09	100	S	S
BBA 305	CORPORATE COMMUNICATION	9	-	0	40	09	100	4	rc.
BBA 306	BUSINESS TAXATION [Elective 1]	2	1	0	40	09	100	8	6
BBA 307	PSYCHOLOGY [Elective 2]	2	-	0	40	09	100	6	e
	TOTAL						009	26	27
	Either Elect	Either Elective 1 or Elective 2 can be	tive 2 can b	e opted.					
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	Theory		Period		EV	Evaluation	on Scheme	1000	1011
CODE	NAME OF THE PAPER	LECTURES	TUTORIALS	PRACTICALS	MSE	ESE	S	CREDII	HOUKS
BBA 401	STRATEGIC MANAGEMENT	3	2	0	40	09	100	2	2
BBA 402	PRODUCTION AND OPERATIONS MANAGEMENT	3	2	0	40	09	100	2	5
A 403	BBA 403 OPERATIONS RESEARCH AND LOGISTICS	က	2	0	40	09	100	2	2
BBA 404	PROJECT & EVENT MANAGEMENT	3	1	0	40	09	100	4	4
A 405	BBA 405 SOCIAL & MARKETING RESEARCH	4	2	0	40	09	100	9	9
BBA 406		n	-	0	40	09	100	4	4
BBA 407	BUSINESS ETHICS, COI	က	-	0	40	09	100	4	4
	TOTAL						009	29	59
	Either Elective	ive 1 or Elective	N	can be opted.					
		YEAR	-3						
		SEMESTER	ER-5	The state of the s				Section 1988	SALES PROPERTY.
	Theory		Period		EV	aluatio	Evaluation Scheme	Figure	diloii
CODE	NAME OF THE PAPER	LECTURES	TUTORIALS	PRACTICALS	MSE		ESE SUB-TOTAL	CREDI	HOOKS
BBA 501	RETAIL MANAGEMENT	က	2	0	40	09	100	20	2
A 502	BBA 502 INDIAN FINANCIAL SYSTEM	က	-	0	40	09	100	4	4
BBA 503	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	2	-	0	40	09	100	8	က
A 504	BBA 504 E-COMMERCE	3	-	0	40	09	100	4	4
BBA 505	0-J-T [4 WEEKS INTER	N/A	N/A	N/A	N/A	200	200	10	NA
8	TOTAL						600	20	40

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	Theory		Period		Eva	luatio	Evaluation Scheme	FIGURE	dilon
CODE	NAME OF THE PAPER	LECTURES	TUTORIALS	ECTURES TUTORIALS PRACTICALS MSE ESE SUB-TOTAL	MSE	ESE	SUB-TOTAL	CREDII	HOOKS
BA 601	BBA 601 SERVICES MARKETING	က	2	0	40	09	100	2	22
BA 602	BBA 602 INTERNATIONAL FINANCE	က	2	0	40	09	100	2	2
3BA 603	BBA 603 RISK MANAGEMENT	3	-	0	40	09	100	4	4
BA 604	BBA 604 BUSINESS LAW AND INDUSTRIAL RELATIONS	က	-	0	40	09	100	4	4
BBA 605	MANAGEMENT THESIS [BASED ON 2 WEEKS INTERNSHIP IN SERVICES INDUSTRY]	N/A	N/A	N/A	N/A	200	200	œ	NA
	TOTAL						009	26	18
	GRAND TOTAL:								
	CREDITS = 161								
	MARKS = 3700								

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PATLIPUTRA COLLEGE OF PROFESSIONAL EDUCATION

Tentative Schedule of MSE (Mid Semester Examination)

S.No	Class	Probable Date
1	BBA I Sem	3 rd March to 6 th March, 2025
2	BBA III Sem	7 th April to 9 th April, 2025
3	BBA V Sem	11th August to 13th August, 2025

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PRINCIPAL