

Section Three

Description of Degree Programmes

3.1. Programme Structure of Bachelor of Business Administration

All Students enrolled in the Faculty of Management Studies and Commerce are required to follow a common curriculum in the first two years of the study. This is intended to provide the core business knowledge by teaching basic concepts in all functional areas of business. This also gives students an opportunity to make a better informed choice of the area of concentration in the last two years of degree program. From third year the students are allowed to select their own field of specialisation subject to a restriction of minimum of 10% and maximum of 40% of the total number of students to each areas of specialisation.

Considering the performance in the First and Second Year Examinations pertaining in the relevant field, this will be imposed with the support of their performance in the first two years related to a field of specialisation.

Bachelor of Business Administration (Accounting Special)

This programme has been designed to provide necessary knowledge, skills, and training for analysing business and organisational activities from accounting perspective, reporting about business/ economic affairs to necessary stake holders, and participating in strategic and control processes in organizations.

Bachelor of Business Administration (Financial Management Special)

This programme has been designed to provide necessary knowledge, skills, and training for analysing business and organizational activities from financial perspective and understanding wide ranging implications and opportunities arising from on-going process in financial and overall management integration.

Bachelor of Business Administration (Human Resource Management Special)

This programme has been designed to provide necessary knowledge, skills, and training on the human resource profile towards analysing its problems for managing and developing human resource within organization from a strategic perspective.

Bachelor of Business Administration (Marketing Special)

This programme has been designed to provide necessary knowledge, skills, and training to identify marketing opportunities and to capitalize those for the betterment of organization, customers, and society as a whole by integrating and leading all relevant parties within and outside the organization.

3.2 Programme Structure of Bachelor of Commerce

This programme has been designed to provide necessary knowledge, skills, and training to identify job opportunities, and analysis the problem of society as a whole by integrating and leading all relevant parties within and outside the organisation. Bachelor of Commerce Special Degree is a four-year degree with two areas of specialization: B.Com (Special) Degree in Accounting & Finance and B.Com (Special) Degree in Business Technology Management. The degree program will consist of 08 semesters. All students enrolled in the Department of Commerce are required to follow common curriculum in the first two years of the study. This is intent to provide basic knowledge in business by offering course units with 62 credits. Students have the opportunity to select one of the two specialization areas from the first semester in the third year. The minimum number of students in both specialization fields will be limited to 25 percent of the intake. For Accounting and Finance specialization, students will be selected on the basis of their preference and performance in Financial Accounting, and Cost Accounting & Business Finance subjects. For Business Technology Management specialization, students will be selected on the basis of their preference and performance in IT Applications in Business and Data Base Management subjects

Year	Semester	Stantus of course units		Number of credits	
		COMPULSORY	OPTIONAL	SEMESTER	YEAR
YEAR – 1	I	16	*	16	32
	II	16	*	16	
YEAR – 2	I	16	*	16	32
	II	16	*	16	
YEAR – 3	I	12	4	16	32
	II	12	4	16	
YEAR – 4	I	12	2	14	28
	II	14	*	14	
		114	10	124	124

Section Four

Evaluation Process

4.1 Grade Point Average System (GPA)

The candidates of the programme shall be evaluated by continuous assessment and end semester examination. Continuous assessment which may include mid semester tests, quizzes, assignments, projects and presentations, shall carry 30 percent and the end semester examination carries remaining 70 percent.

4.1.1 Grading system for credit courses

The grading system to evaluate each course unit is shown below

Range of Marks	Grade	Grade Points per Credit
80 and above	A ⁺	4.0
75 – 79	A	4.0
70 – 74	A ⁻	3.7
65 – 69	B ⁺	3.3
60 - 64	B	3.0
55 – 59	B ⁻	2.7
50 – 54	C ⁺	2.3
45 - 49	C	2.0
40 – 44	C ⁻	1.7
35 – 39	D ⁺	1.3
30 – 34	D	1.0
00 – 29	F	0.0

4.1.2 End Semester Examinations and Continuous Evaluation

- Each course requires a final examination at the end of each semester. The duration of the examination can vary depending on the requirements for each subject. Normally, they are of three- hour duration.
- In addition, each courses conducted by the FMSC shall carry a continuous evaluation component. The method of continuous evaluation may include

mid semester examinations / tests / quizzes / case studies/ presentations/ practical reports.

- The overall grade for a course is based on the performance of all graded assessments for that course.

4.1.3 Eligibility requirements to sit for an End Semester Examination

- Students shall be admitted to the end semester exam only if they have complied with the attendance requirements of 80 percent and in-course assessment requirement.
- Failure to fulfill the attendance requirements shall disqualify a candidate from sitting for that examination, but it shall be treated as an attempt. Such candidate/s shall repeat the course and shall be required to pay the examination fees as stipulated by regulations.
- Unless the senate decides otherwise, a candidate shall present himself or herself for each examination on the first occasion on which the examination is held after the completion of course of studies for the examination.
- Students who fail to sit for an examination without authorization or without valid reason shall be given a symbol of “AB” (Absent) for that examination. The student should repeat the examination in the subsequent period.
- A candidate shall be given a maximum of four attempts to complete a course within Eight years from registration.

4.1.4 Guidelines for the calculation of final marks for the courses

- End semester examination carries a weight 70 percent of the final marks assigned to a course
- Continuous evaluation component carries a weight of 30 percent of the final marks assigned to a course.
- For practical oriented subjects, end semester examination carries a weight of 60 percent of the final marks assigned to that course and 40 percent of continuous evaluation.
- Continuous evaluation marks will be notified to the students with grades within two weeks from the date of the evaluation.

- The overall marks for the continuous evaluation component (30%) should be notified to the students before the end semester examination.

4.1.5. Completing a course

- If a candidate absent for end semester examination of a course after completing continuous evaluation, the following symbol will be indicated appropriately.
- Absent due to medical reason, which has been approved, will be given symbol of “MC” (medical).
- Absent due to valid reasons, which has been approved will be given symbol to “DFR” (Deferred).
- Absent without valid reasons will be given symbol of “AB” (Absent).
- The above symbols (MC, DFR, AB) will not be considered for credit calculation.
- Guidelines for the calculation of Grade Point Average.
 - The grade point average (GPA) is a numerical representation of a student's overall academic achievement. The grade point average is the quotient obtained by dividing the total number of grade points earned by the total number of credit hours in which a student receives a “letter” grade, Decimals beyond two places are truncated, not rounded, in computing the grade point average.

The formula for GPA calculation is given below:

$$\text{GPA} = \frac{\sum_{i=1}^N (\text{Credit Hours}) \times (\text{Grade Point per Credit})}{\sum_{i=1}^N (\text{Credit Hours})}$$

Where i = Course number and N = the total number of courses considered

4.1.6 Illustration of GPA Calculation

Course code	Grades earned	Credits	Grade points per credit	Number of Grade point Values Earned= Credits x Grade points per Credit
BBAH 1131	A+	3	4.0	12.0
BBAM 1131	A-	3	3.7	11.1
BBAA1131	B+	3	3.3	09.9
BBAF 1131	C	3	2.00	06.0
BBAD 1121	C	2	2.00	04.0
BBAD 1121	D	2	1.00	02.0
Total		16		45.0

$$\text{GPA} = \frac{\text{Total number of Grade Point Values Earned}}{\text{Total number of credits}} = \frac{45.0}{16} = 2.81$$

The maximum possible GPA is 4.00 while the minimum is 0.

4.1.7 Valid reasons for absence from an examination.

- Excuse will be granted only if the absence is due to a grave cause such as student's serious ill health, or death of a member of the immediate family or any other cause, which is accepted by the Faculty Board and approved by the senate. If excuse is granted to a student, he / she can sit the examination on the next immediate occasion without any restriction of marks.
- A candidate who is absent at examination due to medical reasons shall submit a medical certificate. The University Medical Officer shall endorse this medical certificate. This must be submitted to the Office of the Dean within two weeks after holding the examination and to be presented to the Faculty Board and the senate for approval.
- Absence of a candidate from an examination on account of bereavement in the family (death of parent, brother or sister, and if married, spouse or child) will be excused if approval is obtained from the Faculty Board and the senate by submission of death certificate and appropriate proof of relationship. In that event, the student will receive a symbol of 'DFR' for that course.

4.1.8 Repeating course

- Students who obtain a grade of less than B may repeat that course by registering that course in the subsequent semester.

- Student who repeat course/s of an examination shall not be eligible to obtain more than 60 (minimum marks given for a grade of B) for each of the course which he/she repeated, irrespective of the actual marks obtained. The maximum grade for repeat course is B.

4.1.9 Repeating continuous evaluation of a course

A candidate who is absent with an acceptable reason at a mid semester examination or other mode of continuous evaluation may be given another opportunity to undertake the said evaluation within the same semester.

4.1.10 Repeating end semester examination of a course

- No repeat examination will be conducted by the FMSC. If a student fails an examination due to ill health or any other reason acceptable to the senate, he / she will be required to sit for such examination when it is conducted during the next academic year.
- In the case of a repeat candidate or an absentee, marks obtained for continuous evaluations shall be carried forward for the next end semester examination.
- A candidate who is absent from end semester examination with a valid reason given in 4.1.7 above and which has been furnished by the candidate and accepted by the Faculty Board and the senate, shall be treated as if he / she has not used the initial opportunity. Such candidate shall sit for the end semester examination of that course by registering in that course during the next academic year with privileges.
- Such candidate has to sit the examination of the course unit in the consequent academic year unless a written approval is obtained for an extended time period on the basis of the valid reason.

4.1.11 Releasing of Results - Faculty Examination Board

An examination board of the faculty shall be constituted for each course unit to finalize the results of the course unit. The Dean of the Faculty of Management Studies and Commerce shall be the chairman of this board. The Heads of Departments of the faculty, all professors in the Faculty and the first and second examiners of the course units shall be members of the board.

The Dean shall summon a meeting of the Examination Board whenever a Head of Department ready to release the final results of the performance of student in a particular course unit.

The grades obtained by the students in the end semester examination and the overall grades obtained by the students for that particular course shall be displayed by the Head of the Department concerned after rectification by the Examination Board.

The Marks list giving the marks scored by the students in the in-course assessment (ICA) and the end semester examination and the overall marks scored by the student for a course unit the overall grade awarded to the students by the Examination Board and the grading system used for the particular course unit shall be sent by the head of Department concerned through the Dean of the Faculty to the Examination Branch of the University at the time of displaying the grades on the Notice Board. The Heads of Departments shall also send the detailed marks sheets of the end semester examination to the examination branch.

4.1.12 Requirements for Passing a Semester

- Obtained a grade **C** or above in the Business English courses (non credit courses)
- No 'AB' in any course units
- Obtained an overall **GPA** of not less than 2.00

4.1.13 Requirement for the award of BBA/ B.Com four year (Special) degree

A student who fulfilled the following requirements is deemed to have satisfied the conditions for the award of BBA/B.Com four year (Special) degree.

- Earned a minimum of 120 credits.
- Obtained a grade **C** or above in the Business English courses (non credit courses)
- No 'AB' in any course units
- Obtained an overall **GPA** of not less than 2.00

4.2 Award of class

4.2.1 Award of Class for BBA (Special degree) and B.Com four year degree

A student who has fulfilled the following conditions is deemed to have satisfied the conditions for the award of Class:

- Fulfilled the conditions stipulated in 4.1.13 above.
- Completed the degree programme within four academic years from the first

academic year of registration (other than approved by the University Senate).
And

- Fulfilled the following additional requirements

First Class	Obtains an overall GPA of 3.70 and above
Second Class(Upper Division)	Obtains an overall GPA of 3.30
Second Class(Lower Division)	Obtains an overall GPA of 3.00

4.2.2 Award of Certificate in Business Administration/Commerce Diploma in Business Administration/Commerce and Three year (General) Degree in Business Administration/Commerce.

Whenever a student is unable to fulfil the requirements to obtain a four year (special) degree, he/she may be awarded a Certificate/ Diploma/ Three year (General) Degree in Business Administration/Commerce on request.

4.2.3 Award of Certificate in Business Administration/Commerce

A student who has fulfilled the following conditions is deemed to have satisfied the conditions for the Certificate in Business Administration:

- Earned a minimum of 30 credits.
- Obtained a grade **C** or above in the Business English courses (non credit courses)
- Obtained an overall **GPA** of not less than 2.00 in course units in total credits value aggregating into not less than 30

4.2.4 Award of Diploma in Business Administration/Commerce

A student who has fulfilled the following conditions is deemed to have satisfied the conditions for the Diploma in Business Administration:

- Earned a minimum of 60 credits.
- Obtained a grade **C** or above in the Business English courses (non credit courses)
- Obtained an overall **GPA** of not less than 2.00 in course units in total credits value aggregating into not less than 60

4.2.5 A student shall be awarded Merit/ Distinction in Diploma in Business Administration/Commerce

When he/she fulfilled the following additional requirements

- Completed the diploma programme within two academic years from the first academic year of registration (other than approved by the University Senate).
- Obtain the following GPA

Distinction	Obtains an overall GPA of 3.30 and above in course units in total credits value aggregating into not less than 60
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Merit	Obtains an overall GPA of 3.00 in course units in total credits value aggregating into not less than 60
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4.2.6 Award of three year Degree in Business Administration/Commerce

A student who has fulfilled the following conditions is deemed to have satisfied the conditions for the three year Degree in Business Administration.

- Earned a minimum of 90 credits.
- Obtained a grade **C** or above in the Business English courses (non credit courses)
- Obtained an overall **GPA** of not less than 2.00 in course units in total credits value aggregating into not less than 90

4.2.7 A student shall be awarded class in Three year degree if he/ she gets GPA as given 4.2.1 above

when he/ she completed the degree programme within three academic years from the first academic year of registration (other than approved by the University Senate).

4.3 Effective date of the degree

The effective date of the degree shall be the date on which the student has satisfied all the requirements for the award.