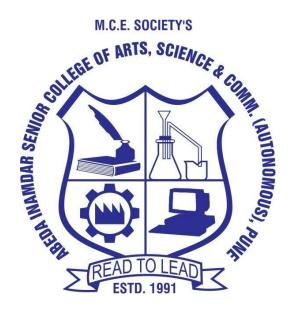# M. C. E. Society's
Abeda Inamdar Senior College
Of Arts, Science and Commerce (Autonomous), Pune-1
Affiliated to Savitribai Phule Pune University
NAAC accredited 'A' Grade

Faculty of Commerce & Management

B.B.A (C.A) PROGRAM

STRUCTURE

Under NEP 2020

Choice Based Credit System (CBCS) under Autonomy

(Semester Pattern)

Bachelor of Business Administration (Computer Application) Program (2023 Pattern)

With effect from 2023-24

Faculty of Commerce & Management

Guidelines for the award of

Bachelor of Business Administration (Computer Application),

B.B.A(C.A) Honors & B.B.A(C.A) Honors with Research

3/4 Years U.G. Program Structure

Under NEP 2020

Applicable for the Autonomous College affiliated to

Savitribai Phule Pune University

With effect from June 2023

Table of Contents

1.   Introduction:

The Degree of BBA in Computer Application, also known as B.B.A (C.A), is an undergraduate course that will create IT professionals for the burgeoning IT industry of the country. B.B.A (C.A) is a is a program with a wide range of subjects from the field of Computer Technologies, Commerce and Management .This degree teaches students various advanced computer applications, and how these applications can make a difference to companies and the general public. BBA in Computer Application graduates are taught to innovate, develop, and maintain computer applications and systems.

Almost every major or growing business in the country runs on strong IT systems. There's a huge demand for IT professionals who can keep improving computer applications and IT solutions.

The B.B.A (C.A) Degree and B.B.A (C.A) Honour (2023 pattern) will be introduced in the following order:

a.	First Year B.B.A(C.A)	2023-2024
b.	Second Year B.B.A(C.A)	2024-2025
c.	Third Year B.B.A(C.A)	2025-2026
d.	Fourth Year	2026-2027

- Three-Year B.B.A (C.A) Degree Programme: This Programme is structured over three years, divided into six semesters. The first year consists of Semester I and II, the second year consists of Semester III and IV, and the third year consists of Semester V and VI.
- Four-Year B.B.A (C.A) Honours : Students have the opportunity to pursue a four-year
  B. B.A (C.A) Honours Programme in their major, with Semester VII and Semester VIII taking place in the fourth year.
- At the end of each semester, an End Semester Examination will be conducted.

In addition to the degree programs, there are exit options available for students:

- **Exit Option after FY**: Students have the option to exit after the first year and receive a UG Certificate in their major, along with 44 credits and an additional 4 credits for a core NSQF Course Internship. Alternatively, they can choose to continue with their major or minor.
- **Exit Option after SY**: After the second year, students can exit and receive a UG Diploma in their major, with 88 credits. An additional 4 credits can be earned through a core NSQF Course Internship. Alternatively, they can continue with their major or minor.

- **Exit Option after TY**: After the third year, students can exit and receive a UG Degree in their major, with a total of 132 credits. Alternatively, they can continue with their major and minor.

2.   Program Objectives:

1. To acquire the basic knowledge of computer technologies, commerce and management skills.
2. To impart experiential learning and also provide practical exposure on the subjects to survive in a IT industry.
3. To develop social and ethical values for employability through various skills.
4. To prepare students to pursue higher education and build their professional qualification.

3. Details of Structure in Credits:

Entry Level	Semester	Major (Mandatory)	Major (Elective)	Minor	OE	VSEC		AEC/ IKS/ VEC			FP/ CE/ CC	Sem Cum. Credits	Degree Cum. Credits
						VSC	SEC	AEC	IKS	VEC			
4.5	I	4+2	-	-	2+2	2	2	2	2	2	CC: 2	22	U.G. Certificate (44)
	II	4+2	-	2	2+2	2	2	2	-	2	CC: 2	22	
5.0	III	6+2	-	2+2	2	2		2	-	-	CC: 2 FP: 2	22	U.G. Diploma (88)
	IV	6+2	-	2+2	2		2	2	-	-	CC: 2 CEP: 2	22	
5.5	V	6+4	4	2+2	-	2	-	-	-	-	FP: 2	22	U.G. Degree (132)
	VI	6+4	4	2+2	-	-	-	-	-	-	OJT: 4	22	
3 Years B.B.A(C.A) Degree													
6.0	VII	10+4	4	RM: 04	-	-	-	-	-	-		22	U.G. Honours Degree (176)
	VIII	10+4	4	-	-	-	-	-	-	-	OJT: 04	22	
4 Years B.B.A(C.A) Honours Degree													

4.   Subjects of Study

Courses offered as per NEP (2020) Guidelines

a) Major – 50% credits (Minimum)

The candidate will select one of the following as Major.

- Computer Application

b) Minor – 20 credits (Minimum)

The candidate will select one of the following as Minor.

- Business Intelligence

- Digital Marketing

a) **OE (Open Electives)** – 2/4 Credit Courses from Arts/ Science faculty which offer students the option to explore disciplines of interest beyond the Major courses.

b) **VSC (Vocational Skill Course)** Hands on training/ skill based practical oriented course-Related to Major and/or Minor.

c) **SEC (Skill enhancement Course)** – Any 3 skill enhancement courses are to be studied for 2 credits each.

d) **AEC (Ability Enhancement Course): Students shall study 2** Languages in the first 4 semesters of the program. Functional English compulsory in First year & Modern Indian Language (MIL) in second year. MIL offered includes Hindi, Marathi & Urdu.

e) **IKS (Indian Knowledge System):** Subject Specific IKS related to Major + IKS General courses

f) **VEC (Value education course)**: Courses on Understanding India/ EVS/ Digital Technological solutions/courses

g) **FP (Field Projects)/CEP (Community Engagement Program) / Internships/ OJT (On Job Training):** Related to Major subject

h) **CC (Co-curricular Courses)**: Yoga/ Sports, Cultural, NSS/ NCC, Fine /Performing arts, Health & Wellness, Physical Education, Sports and Yoga.

5. Academic Bank of Credits (ABC):

The "Academic Bank of Credits" (ABC) is a notional level digital platform created to provide students with increased flexibility and mobility in their educational pursuits, allowing them to accumulate and transfer academic credits across different programs and institutions.

The Academic Bank of Credits will facilitate multiple entries and multiple exits for students by storing student credits and transferring credit through a single window after approval of the source and destination academic institution.

Students should register for a unique ABC ID through the ABC platform (https://www.abc.gov.in/). Through this platform students can log in to check their earned credits. Students are expected to follow the guidelines issued by the concerned authorities in this regard from time to time.

6. Duration:

B.B.A (C.A) undergraduate programme shall extend over four academic years (Six/ Eight Semesters) with multiple exit options. The students can exit after the completion of one academic year (Two semesters) with the Certificate in B.B.A (C.A); Diploma in B.B.A (C.A) after the study of two academic years (Four Semesters) and Regular Bachelor Degree in B.B.A (C.A) after the completion of three academic years (Six Semesters). The successful completion of Four Years undergraduate Programme would lead to Bachelor in Business Administration in Computer Application with Honours.

7. Eligibility:

a. Candidates shall be admitted to the First Year of the B.B.A (C.A). Degree Course (2023 pattern) who have passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Higher Secondary Education or any other equivalent Board with English as a passing subject.
b. Admission to the Third Semester (Second Year) will be based on the satisfactory clearance (earning 50% of the total credits i.e., 22 credits) of the first two Semesters.
c. Admission to the Fifth Semester (Third Year) will be based on complete clearance (100%) of first two semesters (all 44 credits of F.Y.B.B.A (C.A) are earned) and satisfactory clearance of the third and fourth semesters (50% of credits i.e. 22 credits are earned).

8. Medium of Instruction:

The medium of instruction for B.B.A (C.A). Degree course shall be English.

9. Attendance:

A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/she attends not less than 75% of the total number of lectures held till the end of the semester in each of the courses

10. College Terms:

The dates for the commencement and conclusion of the first and the second terms shall be as defined by the College. Only duly admitted students can keep the terms. The relevant ordinances pertaining to grant of terms as per NEP 2020 guidelines issued by UGC/Maharashtra State Government/Savitribai Phule Pune University will be applicable.

(Reference: शासन निर्णय क्रमांक: एनईपी-2022/प्र.क्र.09/विशि -३/शिकाना)

11. Methods Of Teaching, Evaluation, Passing, And Evaluation Criteria

Teaching: Courses will be delivered through lecture/ Practical method whichever is applicable. Lecture duration will be one hour each. For calculation of lectures 1 Credit is considered equivalent to 1 Lecture per week.

The evaluation of students will be done on four parameters:-

1. Continuous Internal Evaluation (CIE)
2. Project Examination **(List of Courses having project is given in Sr. No. 5)**
3. Practical Examination **(List of Courses having practical is given in Sr. No. 5)**
4. End Semester Examination (ESE)

a) INT/FP/CEP/OJT:

- On Job Training (OJT): Credits for Internship (INT)/ Apprentice shall be one credit per one week of internship (or 30 hours of engagement), subject to a maximum of four credits per Semester. The internship shall be monitored jointly by the faculty and Industry/Organization Mentor.

- Field-based Learning/ Practices (FP): These are the courses requiring students to participate in field-based learning/projects generally under the supervision of faculty. A minimum of 30 hours of learning activities per credit in a semester is required.

- Community engagement and service (CEP): These are the courses requiring students to participate in field-based learning/projects generally under the supervision of faculty. The curricular component of „community engagement and service" will involve activities that would expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems. 30 hours of contact time per credit in a semester along with 15 hours of activities such as preparation for community engagement and service, preparation of reports, etc., and independent reading and study. Thus, the total learner engaged time would be 90 hours for a 2-credit course.

b) End Semester Examination

Question papers will be set for Twenty/ Thirty marks (20/ 30) based on Course Credits. Question Papers for the End Semester Examination will be set based on the No. of Credits and nature of Course. Question paper pattern will defer for theory & practical courses.

12. Standard of Passing:

- A student must obtain a minimum of 40% marks in Continuous Internal Evaluation (CIE), and minimum 40% marks in Project/ Practical/ OJT and 40% marks in End Semester Examination.
- It means that passing separately in Continuous Internal Evaluation (CIE), Project/ Practical/ OJT Examination and End Semester Examination is compulsory (whichever is applicable).
- Student who fails in CIE of any Semester can reappear for the same in next immediate semester. (e.g. student who fails in Semester I CIE can reappear for it in Semester II itself)

13. Award of Class:

The class shall be awarded to a student based on the guidelines from S.P.P.U. and as mentioned in the Examination Handbook.

14. A.T.K.T. Rules:

In order to progress to the third semester (2nd year B.B.A (C.A).), students must successfully complete a minimum of 50% of their courses (22 credits) in the first and second semesters.

Students need to earn a minimum of 44 credits in their first year and an additional 22 credits in their second year to be eligible for the third year. This necessitates passing all the courses offered in the first year.

15. Verification & Revaluation

- The candidate may apply for Verification and Revaluation of result through Principal of the College, which will be done by the college as per ordinances framed in this behalf.
- Verification and Revaluation rule will not be applicable for Practical Courses/ Project courses.

16. Grading & Structure of Transcript

Conversion of percentage into credit(s) and grade(s): The following illustrations could be taken as an example for computing SGPA and CGPA from percentage to credits for degree program courses in Science subjects.

Grades Points and Grade

Sr. No.	Numerical Grade	Grade Letter
1)	9.5 or more than 9.5	O (Outstanding)
2)	8.25 or more but less than 9.50	A+ (Excellent)
3)	6.75 or more but less than 8.25	A (Very Good)
4)	5.75 or more but less than 6.75	B+ (Good)
5)	5.25or more but less than 5.75	B (Above Average)
6)	4.75 or more but less than 5.25	C (Average)
7)	4.00 or more but less than 4.75	D (Pass)
8)	Less than 4.00	F (Fail)
9)	Absent	Ab (Absent)

Conversion of Marks into GP and GL

Sr. No.	Grade Letter	Grade Point	Marks
1.	O (Outstanding)	10	$90 \leq Marks \leq 100$
2.	A+ (Excellent)	9	$75 \leq Marks \leq 89$
3.	A (Very Good)	8	$60 \leq Marks \leq 74$
4.	B+ (Good)	7	$55 \leq Marks \leq 59$
5.	B (Above Average)	6	$50 \leq Marks \leq 54$
6.	C (Average)	5	$45 \leq Marks \leq 49$
7.	D (Pass)	4	$40 \leq Marks \leq 44$
8.	F (Fail)	0 to 3	$40 \leq Marks$
9.	Ab (Absent)	-	

PERCENTAGE CALCULATION OF A GIVEN CGPA

Conversion of CGPA into Corresponding Percentage

CGPA	Grade	Equation	Percentage
10	O	20*10-100	100
9.75	O	20*9.75-100	95
9.5	O	20*9.5-100	90
9.0	A+	12*9-24	84
8.25	A+	12*8.25-24	75
8.0	A	10*8-7.5	72.5
7.0	A	10*7-7.5	62.5
6.75	A	10*6.75-7.5	60
6.25	B+	5*6.25+26.25	57.5
5.75	B+	5*5.75+26.25	55
5.5	B	10*5.5-2.5	52.5
5.25	B	10*5.25-2.5	50
4.75	C	10*4.75-2.5	45
4.00	C	6.6x4.0+13.6	40

Minor variations may be adjusted by the College.

17. Grade Improvement

Subject to change as per the NEP 2020 guidelines/notifications issued by UGC/Maharashtra State Government/Savitribai Phule Pune University.

(Reference: शासन निर्णय क्रमांक: एनईपी-2022/प्र.क्र.09/विशि -३/शिकाना)

A Candidate will be allowed to re-appear for the examination for improvement of Class or grade within a period of 3 years from the date of his/her passing Bachelor Degree examination. Only 1 attempt for improvement will be allowed, according to the syllabus in existence.

a) A Candidate shall have to reappear for minimum 1/3rd and /or maximum all the courses at a time on which the class is awarded. However, reattempted paper cannot be chosen by the candidate for the purpose of class improvement.

b) A Candidate who has appeared for improvement of class and fails to improve his/her class, his/her performance at such reappearance shall be ignored.

c) A Candidate appearing for the improvement of Class grade shall not be entitled to be in the list of Rank holders/ Merit.

d) Improved Candidate will have to surrender the degree, Statement of marks, passing certificate in original, after the declaration of their results of the concerned improved class. After surrendering the above documents in original, new certificate will be issued in due course of time as in usual process.

18. Study Material

The study material for the courses will be provided to students with the objective to support their academic learning and enhance their understanding of the subject matter.

Study material will be provided through the online platforms such as Google Classroom or Moodle. These materials will include digital textbooks, e-books, lecture notes, lecture handouts, study guides presentations, and online quizzes or assessments.

19. Question Paper Pattern

- **Setting of Question Papers (Applicable to theory subjects)**

  1. A candidate shall have to answer the questions in all the subjects in English only.
  2. Question papers shall be framed so as to ensure that complete syllabus is covered.
  3. Question paper shall be balanced by considering the outlined syllabus.
  4. The question papers shall have a combination of long, short answer and MCQ type questions.

  (**Applicable to practical subjects**) The question paper shall have 30% questions based on Practicals/programs.

- **Continuous Internal Evaluation (CIE)**, Evaluation will be done continuously. Internal Assessment will be of **20** marks. The Distribution is as follows:

  a. Compulsory Mid Semester Examination of **10 marks** will be conducted for each Subject.
  b. In addition, for remaining (**10 Marks**) The subject teacher needs to adopt any **2** options (5 marks each) out of the following methods for internal assessment:

     a. Quiz
     b. Presentations
     c. Projects
     d. Assignments
     e. Tutorials
     f. Oral examination

- **Project Examination,** Evaluation will be done continuously for Semesters –III, IV, V, VI & VIII. Internal **Assessment** for Semesters-III, IV,V, VI &VIII will be of **20** marks and External Assessment will be of **30** Marks. Project Assessment will be based on Execution of Project, Written Report and Viva Presentation.

  Evaluation for internal 2**0** Marks for Project

Description	Marks
Synopsis	05
Diagrams	05
Progress Report	05
Viva	05

Evaluation for external **30** Marks for Project

Description	Marks
Form Designing	10
Database Dictionary with 3NF Normalization	10
Final Written Report	05
Viva	05

- **Practical Examination,** Internal Assessment will be of 2**0** marks and External Assessment will be of **30** marks. Practical Slips will be set for **30** marks (**2** hours duration).

Evaluation for internal **20** Marks for Practical

Description	Marks
Prelim Practical Exam	10
Lab book	05
Viva	05

Evaluation for External **30** Marks for Practical

Description	Marks
Execution of Slips with output	25
External Viva	05

20. Glossary

- **Academic Year:** The duration of two consecutive (one odd and one even) semesters constitutes one academic year.

- **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core courses, discipline specific electives, generic elective, ability enhancement compulsory courses, skill enhancement courses, mandatory non-CGPA courses etc.).

- **Program:** An educational program leading to award of a degree.
- **Course:** Usually referred to, as „paper‟ is a component of a program. Each course should define learning objectives and learning outcomes. A course may be designed to comprise lectures, field work, outreach activities, project work, vocational training, viva, seminars, term papers, assignments, presentations, self-study etc. or a combination of some of these.

- **Credit(C):** A unit by which the course work is measured. It determines the number of hours of teaching/ instruction required per week.

- **To earn 1 credit minimum 15 hours of teaching/ instruction is required.**

- A 2 credits theory course requires a minimum duration of 30 hours of teaching in a semester (15hrs*2= 30 hours).

- A 2 credits theory course requires a minimum duration of 30 hours of teaching in a semester

- A 1 credits practical course requires a minimum duration of 15 hours of practical work in a semester.

- **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. The Letter Grades, Grade Points and scale of UGC are adopted. Grading is done using Letter Grades as qualitative measure of achievement in each Course like: O (Outstanding), A+ (Excellent), A (Very Good), B+ (Good), B (Above Average), C (Average), P (Pass), F (Fail) and Ab (Absent), based on the percentage (%) of marks scored in (CIE+SEE) of the Course and conversion to Grade.

- **Grade Point (GP):** It is a numerical weight allotted to each letter grade on a 10-point UGC scale viz. O=10, A+=09, A=08, B+=07, B=06, C=05, P=04, F=00 & Ab=00.

- **Credit Point (CP):** The numerical value obtained by multiplying the grade point (GP) by the no. of credit(C) of the respective course i.e. CP= GP X C.

- **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

- **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points (CPs) secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

- **Semester:** Each semester shall consist of 15-18 weeks of academic work equivalent to 90/100 actual teaching days. The odd semester may be scheduled from June to December and even semester from January to May.

- **Transcript:** Based on the grades earned, a transcript shall be issued to all the registered students after every semester. The transcript shall display the course details (code, title, no. of credits, grades secured) along with SGPA of that semester and CGPA earned till that semester at the end of each academic year. The students shall be issued transcript for each semester and a consolidated transcript indicating the performance in all the semesters at the completion of the program.

- **Absolute Grading:** Under the absolute grading, the marks are converted to grades based on pre-determined class intervals.

- **Continuous Internal Evaluation (CIE)** and **Semester End Examinations (SEE)** are two key assessment methods. For all theory courses/papers, the ratio of CIE & SEE is 40:60. Thus a course of 100 Marks shall have 40 CIE + 60 SEE which includes 20 marks for Practical Courses.

- **Program Span (PS):** The program's maximum time for completion shall be: Duration of Program (4 Years) plus additional two 2 years.