

ORDINANCES
For
CURRICULUM BASED ON NATIONAL EDUCATION POLICY (NEP-2020)

UG Programme (Honours) in Commerce
B. Com./ B. Com. (Honours)
(For Regular and Distance Education mode)
(3+1 Scheme)

For
Colleges Affiliated to Punjabi University, Patiala

FROM ACADEMIC SESSION 2024-25 ONWARDS



PUNJABI UNIVERSITY, PATIALA

(Established Under Punjab Act No. 35 of 1961)

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APPLICABILITY OF ORDINANCES FOR THE TIME BEING IN FORCE

Notwithstanding the integrated nature of a course spread over more than one academic year, the ordinances in force at the time a student joins a course shall hold good only for the examination held during or at the end of the academic year. Nothing in these Ordinances shall be deemed to debar the University from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new. In case of any dispute arising out of these Ordinances, the decision of the Vice Chancellor shall be final and binding.

1. Nomenclature and Duration of the Programme:

The duration of the UG Programme in Commerce (B. Com.) shall be 3 years spread over six semesters and that of UG Honours without research in Commerce programme (B. Com. Honours) shall be 4 years spread over 8 semesters. The end-semester examination for odd semesters shall be held in the month of November/ December and for even semesters in the month of May/ June or on such other dates as may be decided by Punjabi University, Patiala. Students who desire to undergo UG Programme in Commerce (B. Com.) will be required to complete 3 years of undergraduate programme with required number of credits along with other conditions. Similarly, Students who desire to undergo UG Honours Programme in Commerce (B. Com. Honours) will be required to complete 4 years of undergraduate programme with required credits along with other conditions.

Students may be permitted to take a break from the study after the completion of their academic year and are allowed to re-enter the degree programme within a period of three years and complete the degree programme within the maximum period of 8 years.

The students will be awarded:

- *Certificate course with specific Major after completion of One Year;*
- *Diploma with specific Major after completion of Two Years;*
- *Bachelor's Degree (B. Com.) with specific Major and Minor after completion of three years;*
- *Bachelor's Degree (B. Com.) (Honours) after completion of Four years degree;*

2. Multiple Entry/Exit and re-entry points:

The course offers multiple entry points in first/second/third/fourth year and multiple exit points after completing one/two/three or four years of the programme as per NEP-2020 guidelines and

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the Academic Bank of Credits (ABC) implemented by the University. The number of years spent in studying the degree programme will determine the academic award of the student.

1st Year

Entry 1: The entry requirement is Secondary School Leaving Certificate obtained after the successful completion of 10+2 in the respective stream. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment at the secondary level of education specified in the programme admission regulations. Admission to the Bachelor degree programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 1: A certificate will be awarded when a student exits at the end of year 1. The first year of the undergraduate programme builds on the secondary education and requires minimum stipulated credits during the first year of the undergraduate programme for qualifying for an undergraduate certificate.

2nd Year

Entry 2: The entry requirement is a certificate obtained after completing the first year (two semesters) of the undergraduate programme. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 2: At the end of the 2nd year, if a student exits, a diploma shall be awarded. A diploma requires minimum stipulated credits.

3rd Year

Entry 3: The entry requirement is a diploma obtained after completing two years (four semesters) of the undergraduate programme. A programme of study leading to the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 3: On successful completion of three years, the relevant degree shall be awarded. A Bachelor's degree requires minimum stipulated credits.

4th Year

Entry 4: An individual seeking admission to a Bachelor's degree (Honours) in a specified field of learning would normally have completed all requirements of the relevant three-year bachelor degree. After completing the requirements of a three-year Bachelor's degree, candidates shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's degree with Honours.

Exit 4: On the successful completion of the fourth year, a student shall be awarded a degree (Honours). A Bachelor's degree (Honours) requires minimum stipulated credits.

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3. Course Structure:

- i. Broadly, the course structure for the UG programme will comprise of the following components:
 - a. MAJOR (MAJ): The College will offer discipline specific courses depending upon the requirements of the Programme and the syllabus will be passed by the concerned academic bodies of the University.
 - b. MINOR: Each student may opt for minor courses offered by the College from time to time. The Minor has to be approved by Principal of the College through concerned bodies of the College.
 - c. PUNJABI: As per mandate of Punjabi University all the students enrolled for UG Programme are required to complete one compulsory course (4 credits) of "Punjabi Language" per Semester IN four years. Punjabi Language Courses will be given to the students, who have qualified Punjabi at Matriculation level; whereas other students have to study related fundamental courses as per Punjabi University norms. Students are not allowed to choose Punjabi language under AEC/ MIL category of subjects.
 - d. ABILITY ENHANCEMENT COURSE/MODERN INDIAN LANGUAGE (AEC/MIL): This is a compulsory ability enhancement course of Modern Indian Languages (MIL) or English.
 - e. INTER OR MULTI-DISCIPLINARY COURSES (IDC/MDC): As per the guidelines of the NEP-2020, a student may opt for one of the IDC/MDC offered by the college. Note that IDC/MDC will be different from the minor opted by the student and has to be approved by the concerned Head of the Department/Principal of the College. The decision of the Principal of the College in this respect will be final.
 - f. VALUE ADDED COURSES: Students will be required to complete the prescribed credits in VACs and the colleges will offer the papers to be taught in SEC as per the availability of their resources.
 - g. SUMMER INTERNSHIP/APPRENTICESHIP: Summer Internship consisting of 4 credits shall be compulsory for all students in the form of Community service and engagement, field based learning or any form of apprenticeship with opportunity for internship with various organizations and industry etc. as approved by the concerned college as per the availability of their resources.
- ii. All the question papers except Punjabi and English will be set both in English and Punjabi and candidates can answer the questions either in English or Punjabi or Hindi. The paper in Punjabi language will be set in Punjabi only and candidate will be required to answer in Punjabi only.

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4. Credit Requirements:

The UG programme in Commerce will consist of the three categories of courses and the minimum credit requirements for 3-year UG and 4-year UG (Honours) programme are given below:

Table 2: Minimum Credit Requirements to Award Degree under Each Category

S. No.	Broad Category of Courses	Credit Requirement	
		3-Year UG	4-Year UG
1.	Major (Core)	64	96
3.	Minor Stream	24	32
4.	Interdisciplinary/Multidisciplinary (IDC/MDC)	09	09
5.	Ability Enhancement Courses (AEC)	08	08
6.	Skill Enhancement Courses (SEC)	09	09
7.	Value Added Courses common for all UG	08	08
8.	Summer Internship / Apprenticeship for all UG*	02	02
9.	Punjabi Compulsory	24	32

*Compulsory Summer Internship (IT) /Apprenticeship/ Community Service (CS)/Field base Learning/Minor Project will be of 120 hours spread over 3-4 weeks duration.

5. Number of Seats:

The total number of seats offered will be decided by the concerned academic bodies. The distribution of seats and other additional seats will be as per Punjabi University, Patiala norms as decided upon from time to time.

5% of the total seats are earmarked for lateral entrants to the 2nd, 3rd and 4th year of the programme for the student who have successfully completed one, two and three, respectively, of the relevant programme.

6. Eligibility of Admission:

The admission to the UG Programme in Commerce shall be open to students who have passed 10+2 examination from Punjab School Education Board, or any other examination recognized as equivalent there to or equivalent stage of education corresponding to Level-4 as per NEP, without any reappear with, at least

(a) 40% marks in the aggregate in case of students who have passed 10+2 Commerce group

OR

(b) 45% marks in the aggregate in case of students who have passed 10+2 in Humanities group with at least two out of Commerce/Accounts/Math/ Economics/Management papers

OR

(c) 50% marks in the aggregate in case of students who have passed 10+2 but not covered under (a) and (b) above

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- (d) Students who opt for any of the vocational subjects in the B.Com. course should have passed with at least 50% marks, 10+2 examination from Punjab School Education Board or any other examination recognized as equivalent thereto

Note: Candidate placed under reappear in one or more subjects in 10+2 examination of Punjab School Education Board or any other examination, recognized as equivalent thereto shall not be eligible for admission to B.Com Part-I Course.

7. Basis for Admission:

Admission to the First year of UG Programme in Commerce will be made purely on the basis of percentage of marks obtained in the qualifying examination. For the students scoring equal in the final merit, will be ranked as per following tie breaking rules in the given order:

- Student who has obtained higher marks in matriculation will be ranked above
- Student with older date of birth will be ranked above

8. Attendance:

A candidate will be required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc. separately. Provided that a deficiency in attendances may be condoned for special reasons, as per the University rules.

9. Late College Students:

A candidate who has completed the prescribed course of instructions for a semester but has not appeared in the examination or having appeared, has failed in the examination, may appear as a late college student within the prescribed period.

10. Corresponding Students:

The pass and reappear students of Part-I, II, III or IV from Panjab University, Guru Nanak Dev University and Punjab Technical University shall be treated at par with the corresponding students of this University. But in case such a student is admitted in Part II, III, IV or V in Punjabi University, he/she will be required to clear deficient papers, if any.

11. Minimum Requirements to Continue the Programme:

i.

- a. *The minimum number of marks required to pass each theory and practical examination shall be 35% in each paper in aggregate, provided the student gets minimum 35% marks individually in the continuous assessment as well as minimum 35% marks individually in the university examination.*
- b. When a student has failed or is placed under 'reappear' in the University examination but passes in the continuous assessment, the marks of continuous assessment shall be carried forward for subsequent examinations. If a student has failed or is placed under 'reappear' in the continuous assessment, but passes in the University examination, the marks in the University examination shall be carried forward for subsequent examinations. In that case, the student will have to improve his/her score in the continuous assessment by taking only a single test covering entire syllabus for that subject, which will consist of total marks assigned

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- to Internal Assessment for that paper (theory or practical). Such student will have to inform the College in writing and in turn the test will be scheduled by the College.
- c. The student shall also be entitled to grace marks as admissible under the ordinances relating to the '**GENERAL GRACE MARKS**'.
- ii.
 - a. Subject to fulfilment of requirement of Mid Semester Examinations, the attendance requirements and these ordinances there will be no condition of passing papers for promotion from odd semester to even semester in an Academic Session.
 - b. To qualify for admission to Second year of the UG programme, the student must have passed 50% of total papers of the two semesters of the First year. Similarly, to qualify for admission to Third and Fourth of the course, the student should have passed 50% of total papers of four and six semesters of the earlier two, three years respectively.
 - c. A student placed under re-appear in any paper, will be allowed two chances to clear the reappear which should be availed within consecutive two years/chances, i.e. to pass in a paper, the student will have a total of three chances, one as regular student and two as a reappear student.
 - d. The examination of the reappear papers of odd semester will be held with regular examination of the odd semester and reappear examination of even semester will be held with regular examination of even semester. But if a student is placed under reappear in the last semester of the course, he/she will be provided chance to pass the reappear with the examination of the next semester, provided his/her reappear of lower semester does not go beyond next semester. Option of re-evaluation shall be available to the students as per the general ordinances of the University.
 - iii. Subject to fulfilment of requirements of i. and ii. as above, a student shall be allowed to join Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth Semester, provided that he/she has undergone a regular course of studies of First, Second, Third, Fourth, Fifth, Sixth, Seventh respectively, as provided under the regulations and fulfils the conditions as laid in Ordinance related to '**Attendance**' for each semester.

12. Payment of Fees/Dues:

The amount of fees and schedule for Admission/Examination/Re-appear/Re-evaluation etc. to be charged from students admitted to various University courses shall be such as may be prescribed by Punjabi University, Patiala from time to time.

At the end of each semester, students shall submit their Examination forms for admission to Examinations duly countersigned by the Principal of the College.

13. Allocation of Major and Minors:

A student will opt MAJOR and MINOR subjects as per the course schemes offered and approved by the College. The student must ensure that he/she fulfils the eligibility criteria to opt for a particular MAJOR as defined by a concerned board of studies for that discipline.

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14. Modalities for change of MAJOR:

The admitted students are eligible for consideration for interchange of MAJOR and MINOR subjects by the end of First year while submitting the examination fee for the second semester depending upon the availability of seats in a particular MAJOR and MINOR. The concerned college can limit the number of seats for each MAJOR and MINOR as per available resources and infrastructure.

After first year the students will have to stick to their discipline specific Majors and complete prescribed credits in that MAJOR as defined in the course scheme.

15. Procedure for Allotment of INTERDISCIPLINARY/MULTIDISCIPLINARY COURSES (IDCs/MDCs):

The list of IDCs/MDCs offered by the College will be displayed on the College Notice Board and shall be uploaded on College portal. The College offering IDCs/MDCs will fix maximum number of seats in every course as per the available infrastructure. After the students have filled the preferred IDC/MDC options, Head of the Department/Principal of the College will approve their request. The IDCs/MDCs will be allotted on the merit basis.

Students interested to choose online IDCs/MDCs through SWAYAM Platform (approved by UGC) will be required to get approval of the Principal of the College.

16. System of Tests and Weightage:

The University will be offering two type of courses on the basis of allotted credits. Major, Minor and Punjabi courses will be of 4 credits each while the IDC/MDC, SEC, AEC and VAC will be of 2 credits each. The system of examination for theory papers and laboratory/practical papers for each category will comprise of University Examination and Internal Assessment as follows.

a. Weightage for University Examination and Internal Assessment


Course Credit	Total Marks	External Marks	Internal Marks
4	100	70	30
2	50	35	15

b. Division of marks for Internal Assessment is as follows:

INTERNAL ASSESSMENT	MARKS	
	30	15
Performance in Mid-Semester Test	12	6
Assignment/Project/Seminar/Lab work	12	6
Attendance	6	3

c. The End-Semester examination

For 4 Credit Courses: The End-Semester examination will be of 3 hours duration. The question paper will consist of three sections. Section A, B and C. Section A and B will have four questions each from the respective sections of the syllabus out of which the student will be required to attempt two questions from each Section. Each question will carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each which will cover the entire Syllabus.



For 2 Credit Courses: The End-Semester examination will be of 1 hour 30 minutes duration. The question paper will consist of three sections. Section A, B and C. Section A and B will have four questions each from the respective sections of the syllabus out of which the student will be required to attempt two questions from each Section. Each question will carry 06 marks. Section C will be compulsory with 11 objective/short-answer type questions of 01 mark each which will cover the entire syllabus.

17. Submission of Examination Form

Semester examination will be open to regular and distance education candidates.

Examination Forms in the prescribed format attested by the competent authority along with the requisite fees must reach the Registrar as per University rules. The last date for the submission of Examination Form and fees thereof shall be decided and notified by the University from time to time.

No Examination Form will be accepted after the last date.

18. Conduct of Examinations:

The college will conduct the end semester examination as scheduled and by the office of Controller of Examinations (CoE), Punjabi University, Patiala. The Mid-Semester Examination for internal evaluation will be scheduled and conducted by the College.

19. Letter Grades and Grade Points:

The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative Grade Point Average (CGPA) is based on the grades in all courses taken after joining the programme of study.

The University may also mention marks obtained in each course and a weighted average of marks based on marks obtained in all the semesters taken together for the benefit of students.

Letter Grade	Grade Point
O (outstanding)	10
A+ (Excellent)	9
A (Very good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

20. Computation of SGPA/CGPA and Equivalent Percentage:

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Following is the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undertaken by a student, i.e.

$$SGPA = \frac{\sum C_i \times G_i}{\sum C_i}$$

Where C_i is the number of credits of the i - th course and G_i is the grade point scored by the student in the i - th course.

Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 X 8 = 24
I	Course 2	4	B+	7	4 X 7 = 28
I	Course 3	3	B	6	3 X 6 = 18
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
		20			139
SGPA					139/20=6.95

- ii. The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program i.e.

$$CGPA = \frac{\sum C_i \times S_i}{\sum C_i}$$

where S_i is the SGPA of the i - th semester and C_i is the total number of credits in that semester.

Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 21 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0
CGPA = (21 x 6.9 + 22 x 7.8 + 25 x 5.6 + 26 x 6.0 + 26 x 6.3 + 25 x 8.0)/145 = 6.73					

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

- iii. Transcript Format: The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the university shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.
- iv. The CGPA to percentage conversion is obtained by multiplying CGPA by 10.

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21. Declaration of results:

The awards for the internal evaluation will be submitted by the College within 10 days after the commencement of End Semester examination. The College will ensure the evaluation of End Semester Examination as per the schedule decided by the office of Controller of Examinations. The final result will be compiled and declared by the office of Controller of Examinations, Punjabi University, Patiala as per rules laid in University Calendar. Each student shall receive a certified details of marks obtained in each examination.

22. Award for Division and Distinction:

Successful students who obtain

- 75% marks or more in aggregate in a single attempt without any reappear in any subject/paper shall be placed in **First division with distinction**.
- 60% or more but less than 75% of the aggregate number of marks of all the Eight semester examinations taken together, shall be placed in the **First division**.
- 50% marks or more but less than 60% of the aggregate number of marks of all the Eight semester examinations taken together, shall be placed in the **Second division**.
- below 50% marks shall be placed in the **Third Division**.

23. Award of University Medals:

University medals for Under Graduate (Honours) will be awarded to the student who secured first position in the University on the basis of the marks of all EIGHT semesters taken together. In addition to this condition, student must complete his/her Under Graduation in minimum duration with single attempt in all subjects/papers. However, the general rules and conditions of the University for the award of medal/prizes etc. will be applicable in the award of University medal to the topper of the respective admission batch.

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