

THE IIS UNIVERSITY
SFS, GURUKUL MARG, MANSAROVAR, JAIPUR

DEPARTMENT OF ACCOUNTING & TAXATION

B.Com (H) in Applied Accounting & Finance
(3 year programme)

Programme Regulations

THE IIS UNIVERSITY: WHERE UNIQUE IS A TRADITION

The IIS University (IISU) is an exceptionally cosmopolitan and vibrant university based in one of the country's most exciting and ethnically rich cities - The Pink City. It is known for excellence in student centered learning and is dedicated and unequally qualified to prepare the students to become the World's next generation of creative leadership.

Amongst the thirty eight deemed to be universities in India placed in the category 'A' by Ministry of Human Resource Development, Government of India, it is a progressive institution that has blazed trails since its inception almost two decades ago as the International College for Girls (ICG).

The journey since then has been marked with accolades and recognitions all the way. As ICG, it has been accredited **A+ by the NAAC of UGC**, recognized as a **College with potential for excellence (CPE) by the UGC**, selected as a model College by the State Government and conferred with the status of Autonomous College by the UGC. In a national survey by AC-Nielsen-ORG –MARG in April-May, 2011 for the India Today Magazine, ICG has been rated as the top college in the state in Arts, Science and Commerce streams and ranked among the top 30 institutions of the country. Within a short span of being granted an autonomous status by UGC in 2007, the college was declared a deemed to be a university in the name and style of The IIS University by the Ministry of Human Resource Development, Government of India under section 3 of the UGC Act, 1956.

At the IISU career education is imparted within the framework of thorough general education in the faculties of Arts, Social Sciences, Commerce, Management, Visual Arts, Science & Home Science. With about 4300 students and 250 staff members, the University offers a wide array of Semester based UG, PG and Research programmes which make for a robust academic environment. Besides the regular courses of study on offer, the University makes available a wide range of application based subjects. It has also taken a lead in introducing vocational and job oriented courses designed to develop the much needed competencies which would help the students to keep pace with the times. As a leading centre of higher studies, the University has taken an initiative in implementing innovative pattern of research based on UGC regulations 2009.

As a deemed university it has the freedom to:

- establish courses of study and research and to provide instruction in such branches of study as it may deem appropriate for the advancement of learning and dissemination of knowledge
- to confer degrees and to grant diplomas and / or certificates to persons who have satisfactorily completed the approved courses of study and / or research as may be prescribed and shall have passed the prescribed examinations
- determine and prescribe its own courses of study and syllabi and to restructure and redesign the courses to suit local needs
- evolve methods of assessment of students performance, to conduct examinations and to declare results

- use modern tools of educational technology in order to achieve greater creativity and excellence in higher education
- promote healthy practices such as community services, extension activities and projects for the benefit of the society
- institute and award visitorship, fellowship, exhibits, prizes and medals

B.COM (H) IN APPLIED ACCOUNTING & FINANCE

INTRODUCTION

The B.Com (H) in Applied Accounting & Finance course has been designed taking into consideration the professional and curriculum requirement of students aspiring to have a globally recognized career in the field of Accounting and Finance.

Dual Advantage

The dual advantage of the programme is that, besides being a full-fledged degree course, it also prepares students for ACCA qualifications. This programme allows students to get additional qualifications like B.Sc. (H) in Applied Accounting from the world renowned Oxford Brookes University (UK) enroute their degree programme. Further, the academic calendar of the programme has been devised to accommodate ACCA examination schedules.

ELIGIBILITY

Minimum eligibility is a Senior School Examination Certificate (Class 12) from any recognized or accredited Board of Education in India or abroad with minimum 65% in English and Maths/Accounts separately and 50% in aggregate.

COURSE STRUCTURE

- i. Papers as prescribed in the syllabus
- ii. NSS/NCC/Sports/Cultural Activities (Any one-optional)
- iii. Career Oriented and Skill Development Course (any one)

CAREER ORIENTED AND SKILL DEVELOPMENT (COSD) COURSES

Apart from regular courses and subjects, IISU offers full-fledged career oriented vocational programmes. The programmes are essentially technical and skill oriented, meant to meet the requirements of various professional fields.

Candidates pursuing B.Com (H) in Applied Accounting & Finance are eligible to take up these courses simultaneously, as per the policy of the UGC for permitting Certificate, Diploma and Advanced Diploma programmes along with regular degree programmes.

The Certificate courses are designed to help the students understand the basic concepts at the first level, which paves the way for a smooth transition to the higher levels leading to Diplomas and Advanced Diplomas. A Certificate holder is eligible for

the Diploma course and a Diploma holder is eligible for the Advanced Diploma course.

All the first year students (Semester I & II) are required to compulsorily opt for one COSD course (leading to Certificate). In the subsequent years, joining a Diploma/Advanced Diploma programme is optional.

STUDENT ENROLLMENT

Students admitted to Semester I of the regular Undergraduate degree (B.Com (H) in Applied Accounting & Finance) are enrolled with The IIS University.

EXAMINATION FORMS AND EXAMINATION FEE

All the students are required to fill up examination forms for each semester examination as per the schedule announced by the University. The duly filled in examination forms should be deposited by the candidates along with the prescribed examination fee.

UNIT BASED SYLLABI

The syllabi of all the papers included in the programme is divided into 5 units, with the number of lecture hours required to cover each unit specified against each unit. Each question paper of the Semester Examination is set to cover the entire syllabus.

EVALUATION SYSTEM

Evaluation is done through Continuous Assessment (CA) and Semester End Examination (SEE). The relative weightage for the two types of evaluation is as given below-

C.A.	S.E.E	Total
30 %	70%	100 %

The evaluation for the C.A. is internal and for the S.E.E external.

Continuous Assessment at U.G. Level

For UG classes, the CA in theory papers is based on test, one home assignment, class-room activity and attendance, the relative weightage of which is as shown below:

Table 1

Relative weightage assigned to different components of CA for the UG programmes (Theory)

Activity	Test	Assignment	Classroom Activity	Attendance	Total
Max. Marks	15	05	05	05	30

Table 2**Relative weightage assigned to different components of CA for the UG programmes in Commerce & Management (Practicals)**

Activity	Report / Record/ Submission	Viva-Voce	Classroom Activity	Attendance	Total
Max. Marks	10	10	05	05	30

CA Test Papers

The CA test papers for UG Programmes include:

- a) Short answer type questions, problems based on case studies, numericals etc.
- b) Descriptive questions /Numericals

The duly assessed test answer sheets are returned to the students. The students can register their grievances, if any, with the teacher concerned, who takes appropriate action to resolve the matter.

Verification of CA Marks

At the end of each semester, the marks awarded in different components of CA and the consolidated CA marks are shown to the students by the respective teachers or alternatively the CA marks statements may be displayed on the departmental notice boards for verification by the students. Posting errors, if any, can be brought to the notice of the teacher concerned who takes necessary action to correct any mistake found to be genuine. After verification by the students, the marks are entered in the "Continuous Assessment Booklet" (Yellow Booklet) which the students are required to sign. The CA marks are also posted on the metacampus and the students are required to submit an OK report.

Semester End Examinations

The Semester End Examinations are held at the end of each semester as per the examination schedule issued by the University.

Pattern of Question Paper for Semester End Examinations

The question papers of Semester End Examinations contain various types of questions like objective type- multiple choice questions, short answer type questions, problems, case studies, numericals, descriptive questions and application based questions covering the entire syllabi.

Coding of Answer Books

For assessment of Semester End Examination answer books, a system of coding is followed wherein each answer book is given a fictitious roll number to ensure fair and just evaluation.

Evaluation of Answer Books

In the Semester End Examination, each answer book is evaluated by two examiners. The average of marks awarded by the two examiners is taken as the marks obtained by the candidate. In case the difference between the two awards is more than 20%, the answer book is sent for evaluation to a third examiner and the average of the two closest awards out of three is taken as the final marks obtained by the candidate.

Scrutiny of Answer copies and Marks

To ensure that no answer is left unassessed and to eliminate any calculation or posting errors by the examiner each answer copy is scrutinized.

Evaluation of Practicals

The Semester-End Practical Examinations are conducted by a panel of internal and external examiners. The students are examined and awarded marks in the practicals as per the scheme of examination mentioned in the syllabi of the respective subjects.

Grievances of the Students

Grievances of the students regarding question papers, if any, are put up before the **Grievance Redressal Committee** which submits its recommendations after taking opinion of subject expert(s). Final decision is taken by the Vice-Chancellor on the recommendations of the committee.

CRITERIA FOR PASSING

Table 3

Criteria for Passing

Programme	Minimum requirement to pass	
	C.A	S.E.E
B.Com (H) in Applied Accounting & Finance	40%	40%

In order to pass in a paper, a candidate must secure minimum pass marks individually in C.A. and Semester-End Examination (S.E.E.)

A candidate is considered to have passed in a semester end examination of a course if she has passed all the CA and SEE of theory papers / practicals / projects etc., prescribed for that particular semester of the course in the syllabi.

AWARD OF CREDITS

Credits assigned to a paper are awarded to a candidate on passing the C.A. and Semester End Examination of that paper.

Credits for campus activities shall be awarded on the basis of Biometric attendance and participation in other campus activities.

Credit Weighted Average (CWA)

Credit weighted average (CWA) is worked out for each semester or trimester as well as for the complete course. When worked out for a Semester, it is called '**Semester Credit Weighted Average**' (SCWA) and for the complete course, it is called '**Cumulative Credit Weighted Average**' (CCWA). CCWA is worked out only when the candidate has passed all the theory papers, practicals, projects and any other components of the course, as prescribed in the syllabi and has earned the required minimum credits along with the credits prescribed for the Extra Curricular and Campus Activities.

CWA is an index for comparing relative performance of the students in a course and is worked out by using the following formula:

$$\text{CWA} = \frac{\sum(\text{credits} \times \text{marks obtained})}{\text{Total credits}}$$

Where \sum represents summation over the theory/practical papers, project, seminar etc., to which credits are assigned. However, the credits assigned to the extra curricular activities and campus activities are not taken into account while working out CWA.

AWARD OF CLASS / DIVISION

Class or Division is based on CCWA obtained by the candidate and is awarded only on the completion of the course according to the following criteria :

CCWA of 36 or above but less than 48	Pass
CCWA of 48 or above but less than 60	II Division
CCWA of 60 or above but less than 75	I Division
CCWA of 75 or above	I Division with Credit (IWCR)

DECLARATION OF RESULT

The results are declared by the Controller of Examinations, after being approved by the Result Committee. The roll numbers of successful candidates are displayed on the notice boards and the website. The details of marks obtained by the students are also made available on the University website. The result committee may also decide to moderate any result whenever such a need arises.

CONSOLIDATED MARK SHEETS

On successful completion of a programme, a consolidated mark sheet is issued by the- The IIS University, showing the marks obtained, credits earned in different semesters throughout the programme, CCWA, and class /division obtained by the candidate.

AWARD OF DEGREE

All students on successful completion of their course/programme will be awarded degree by The IIS University.

MERIT POSITIONS

The IIS University declares merit positions from amongst the successful candidates who have obtained SCWA of more than 60 in the semester examinations and at least First division in the final examination (cumulative score) and have passed all the prescribed papers in a course / programme in the first attempt. For this purpose being absent in a paper is considered as an attempt availed. The number of merit positions declared in the programmes is based on number of students in the programme. If the number is 50 and above, up to 10 merit positions may be declared. If the number is less than 50 but more than 10 then up to 5 merit positions may be declared. However, if the number is less than 10 up to 3 positions may be declared, provided that number of positions does not exceed more than 50% of the total strength in the programme.

ATTENDANCE

For being eligible to appear in the Semester End Examination, it is necessary for a candidate to have attended a minimum of 75% of the total classes held in that Semester. There is a provision of duty leaves for participation in games and sports, NCC/NSS, cultural and other co-curricular / extra curricular or academic activities so as to enable the participants to fulfill the minimum requirement of attendance.

RULES FOR PROMOTION

In this programme, for promotion to the next odd semester, a candidate must earn at least 50% of the total credits assigned to the preceding two semesters. Credits assigned to the extracurricular activities and campus activities are not considered for the purpose of promotion. However, for the award of degree, it is necessary that a candidate must qualify and earn minimum required credits in the extracurricular activities and campus activities, failing which the degree is not awarded.

PROVISION FOR UNSUCCESSFUL CANDIDATES

A candidate who is not eligible for promotion to the Semester III or V, as the case may be, is allowed to appear in the subsequent examinations as an ex-student so as to qualify more papers and earn more credits in the immediately following year. After fulfilling the necessary criterion for promotion, such students are re-admitted and promoted to the next semester.

DUE PAPERS

If a student does not pass in all the papers prescribed in a semester, but she earns the minimum credits required for promotion, she is promoted to the next semester and the papers in which she has failed are treated as "due papers". The candidate is required to appear in the due papers along with the papers of the next semester, provided that the examination of the due papers of an odd semester is held in an

odd semester only and the examination of the due papers of an even semester is held in an even semester only.

In case of due papers, if a candidate fails in Semester End Examination only, the CA marks obtained by her in those papers in the earlier semester(s) are taken into account and the candidate is re-examined only in the Semester End Examination. However, if a candidate fails in CA, she is required to appear in CA of the due papers also.

MAXIMUM TIME LIMIT

The time limit for the programmes is as given below:
Honours Programmes - 12 semesters (6 years)

DUE PAPER EXAMS FOR FINAL YEAR STUDENTS

In the semester system, a candidate is allowed to take her due papers along with the papers of the next semester. Hence, there is no provision for any supplementary examination. However, due paper(s) examination is also held for the final year students of UG in the month of March for clearing the due papers of odd semesters (I, III, V) and in the month of July for clearing the due papers of even semesters (II, IV, VI) and remaining due papers of Semester I, III & V, if any.

SHOWING ANSWER COPIES OF SEE EXAMINATIONS

There is a provision of showing assessed answer copies of Semester/Trimester End Examination/Annual Examination to the students of the University for which they are required to apply by depositing a duly filled form and the requisite fee. The copy is shown to the applicant in the presence of a teacher. In case any answer is found un-assessed or there is an error in totaling of marks the examination cell puts up the case of the applicant in the committee constituted for this purpose. Necessary action on the recommendation of the committee is taken by the examination cell after the approval of the Vice Chancellor. There is no provision for revaluation of answer books.

UNFAIR MEANS CASES

If a candidate is found using unfair means or indulging in disorderly conduct during the CA tests or Semester / Trimester-End Examination, a case of unfair means is registered against him / her and placed before the Unfair Means Adjudication Committee, constituted by the Academic Council. The committee examines the cases with the help of subject experts and recommends suitable action to the Vice-Chancellor for a final decision in the matter.

AWARDS AND MEDALS

Students excelling in academics, co-curricular & extra curricular activities are felicitated through various awards and scholarships instituted by the University. The University awards Gold Medals to the toppers of all UG and PG Programmes provided that the number of candidates in the Final year of the programme is five or

more than five, the highest scorer has at least a First division and he/she has passed all the prescribed papers in a course in the first attempt. For this purpose being absent in a paper is considered as an attempt availed.