

**\*ORDINANCE -MASTER OF BUSINESS ADMINISTRATION (M.B.A.) EXAMINATION  
(Semester System) (2-year)**

1.1 The duration of the course leading to the Degree of Master of Business Administration (M.B.A.) shall be two academic years. Each year shall be divided into two semesters. There shall be actual teaching for a minimum of 90 days in each Semester excluding admission, preparation and examination days. The Examination for the First and Third Semesters shall ordinarily be held in the month of December/January and for the Second and Fourth Semesters in May/June, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.

\$1.2 Supplementary Examination for re-appear candidates of all the semesters will be held in December/January and May/June examination simultaneously with the main examination of Odd and Even Semesters.

2. The last date(s) by which the admission examination forms and fees must reach the Controller of Examinations shall be as fixed by the University.

3. The minimum qualification for admission to the First Semester course shall be :-

(a) Bachelor's Degree in any discipline from a recognized University or an examination recognized as equivalent thereto by this University;

OR

(b) Pass in Final Examination conducted by the Institute of Chartered Accountants of India/ Institute of Cost and Works Accountants of India/ Institute of Company Secretaries of India.

4. The First Semester Examinations shall be open to a regular student who:-

(i) has been on the rolls of the Institute, during one semester preceding the first Semester Examination;

(ii) has attended not less than 75% of lectures in each Paper, Seminars, Case Discussion and Field Trips etc. This requirement shall be fulfilled separately for each course of study (course to be counted upto the date of commencement of the preparatory holidays viz. 7 days before the commencement of examination). A deficiency up to 10% may be condoned by the Director/Principal of the Institute in exceptional cases;

**Explanation:**

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all Semester classes will have the preparatory holidays from the same date, viz. 7 days before the date on which the first Examination of any semester commences.

The students will have option to appear in OP-101 (Communication Skills), either in the first or second semester. OP-101 shall be evaluated internally by a team of faculty members appointed by the Principal.

5. The Second, Third and Fourth Semester Examinations shall be open to a regular student who:-
  - (a) has been on the rolls of the Institute during the Semester preceding the Second, Third or Fourth Semester Examination as the case may be. This is, however, subject to Clauses 10 & 11;
  - (b) has attended not less than 75% of lectures in each Paper, Seminars, Field Trips etc. This requirement shall be fulfilled separately for each course of study (course to be counted upto the date of commencement of the preparatory holidays viz. 7 days before the commencement of examination). A deficiency upto 10% may be condoned by the Director/**Principal** of the Institute in exceptional cases on reasonable ground;

Provided that a candidate who has not attended the requisite percentage of lectures for any paper(s) will be eligible to take examination in the remaining paper(s) and
  - (c) has passed the previous semester examination or is covered under Clause 10 below.

The students will have option to appear in OP-301(Business Role Play) either in the third or fourth semester. OP-301 shall be evaluated internally by a team of faculty members appointed by the Director/Principal. The Head of Corporate Resource Center shall chair the Evaluation Committee.
6. Every candidate shall be examined in the subjects as laid down in the syllabus prescribed by the Academic Council from time to time. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination.
- 7.1 40% marks in each paper excluding Seminar/Communication Skills/Role Play Report and Viva-Voce shall be assigned for Internal Assessment.

The question papers will be set and answer books examined by External examiners(s).
- 7.2 The Director/Principal of the Institute shall forward the Internal Assessment marks on the basis of Periodical tests, Written Assignments, Case discussions, Field Trips etc. to the Controller of Examinations at least one week before the commencement of semester examination.
- 7.3 The Director/Principal of the Institute will preserve the records on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University upto **six** months from the date of declaration of the Semester Examination results.
8. The candidate is required to obtain Pass marks in each of Theory and Practical papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, be allowed to improve his/her marks of sessional examinations at the time of appearing in the 'Reappear' papers.
9. The amount of examination fee to be paid by a regular/re-appear candidate for each semester shall be as prescribed by the Controller of Examinations from time to time.
- 10.1 A candidate who has appeared and failed in one or more paper(s) of the First Semester shall be allowed to study for and appear in the Second Semester. He shall, however, be allowed promotion to the Third Semester examination provisionally only if he qualifies in at least 50% papers of both the First and Second Semester Examinations taken together.

Such a candidate will be allowed to re-appear for the remaining paper(s) of the First Semester alongwith the Third Semester examination and for the paper(s) of the Second Semester alongwith the Fourth Semester examinations simultaneously when held, subject to the provision of Clause 10.3 below.

While re-appearing in the examination the candidate shall be exempted from re-appearing in the Paper(s), Seminar, Dissertation/ Project Report, Training Report and Viva-Voce in which he has obtained at least **50%** marks including the marks for Internal Assessment, wherever prescribed.

- 10.2 Subject to Clause 10.3 below, a candidate who has failed in one or more paper(s) or fails to appear in a semester examination shall be allowed two additional chances only to pass the semester examination.
- 10.3 A candidate must pass all the four semester examinations within **four years** of his admission to the First Semester of MBA Course failing which he/she will be deemed to be unfit for the MBA Programme.
11. A candidate whose result is declared late or no fault of his, may either attend classes of the next higher semester provisionally at his own risk and responsibility, subject to his passing the concerned semester examination or join the classes of next higher semester within ten days of the declaration of the result. In such a case the lectures will be counted from the date a candidate started attending classes or the date of declaration of result whichever is earlier. In case a candidate fails to pass the concerned semester examination his/her attendance/Internal Assessment in the next higher semester in which he/she was allowed to attend classes provisionally shall stand cancelled.
12. The Internal Assessment award of a candidate who fails in any semester examination shall be carried forward to the next examination.
13. The functional Viva shall be conducted after the Second Semester by a Board of Internal Examiners to be appointed by the Director/Principal of the Institute.
- 14.1 The subject of Dissertation will be as approved by the Committee consisting senior teachers of the Institute including the Director/Principal of the Institute provided:-
  - (i) he/she has obtained written consent of the teacher for supervising his/her work of Dissertation and deposited the same in the office within one month from the commencement of Third Semester;
  - (ii) the candidate who has offered Dissertation will also submit his/her synopsis indicating the thrust area of his/her search to be undertaken by him/her;
- 14.2 The candidate shall be required to submit two copies of his/her Dissertation. The last date for receipt of Dissertation in the office of the Controller of Examinations shall be 30th April, after Third semester.
- 14.3 The evaluation of the dissertation will be out of 6 credits- of which 2 credits shall be for internal assessment and 4 credits for external assessment. The internal assessment shall be based on preparation of synopsis, day to day progress and pre-submission seminar to be presented by the students. The External Examiner for the dissertation will reserve a weightage of two credits for dissertation followed by two credits for viva-voce examinations. The same Examiners will also hold viva-voce on the same.

- 14.4 The marks obtained by the candidate for the Dissertation shall be taken into account when he appears in any future examination under 'Re-appear' Clause 10 above.
15. Candidates for M.B.A. Degree shall be required to undergo six-eight weeks Summer Training normally in the summer vacation after Second Semester examination is over, in a Business Enterprise, approved by the Director/Principal of the Institute. The candidate shall submit a certificate that there is no copying and that the Summer Training/ Reports submitted by him is not similar to one which has already been submitted by other candidates. He shall be required to submit two copies of his Training Report up to 30th November of the Third Semester examination, for evaluation by Internal/External Examiner to be appointed by the Academic Council on the recommendations of the Board of Studies.
16. The Viva-voce shall be conducted after the Second Semester and Fourth Semester Examination respectively, by a Board of two Examiners (one of them being an External Examiner) to be appointed by the Academic Council on the recommendations of the Board of Studies.
- The evaluation of the Sessional Work and Seminars shall be conducted in accordance with the guidelines laid down by the Board of Studies in Management. The Director/Principal of Institute shall ensure that these guidelines are followed and proper record is maintained.
17. After the termination of the examination, the Controller of Examinations shall publish the result of the candidates and issue Detailed-Grade-Sheet on having passed the Semester Examination.
18. The successful candidates shall be awarded Grade calculated on the basis of total marks obtained, including internal and year end assessment. The Grades will be assigned as follows:-

**GRADING:-**

- i) The Academic Performance of a student shall be graded on a **TEN-POINT SCALE**. The award of Grades based upon marks obtained out of 100 shall be made as follows:

MARKS		GRADE		MARKS
86	≤ and above upto	O	<	100
76	≤ and above upto	A+	<	85
66	≤ and above upto	A	<	75
56	≤ and above upto	B+	<	65
51	≤ and above upto	B	<	55
46	≤ and above upto	C	<	50
40	≤ and above upto	P	<	45
--		F	<	--
--		Ab		--

- ii) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the **Semester Grade Point Average (SGPA) / Cumulative Grade Point Average (CGPA)** as given below:

® Letter Grade	Performance	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 (required to re-appear in the exam.)	
Ab	Absent	-

**SGPA:-** indicates the performance of the student in the current semester and is computed as below:

Grade points earned in the current semester/ Total credits in the semester.

**CGPA:-**

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows :-

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits.

Where  $C_i$  denotes credits assigned to the  $i^{\text{th}}$  course and  $G_i$  indicates the grade point equivalent to the letter grade obtained by the candidate in the  $i^{\text{th}}$  Course.

- iii) The division obtained by each student is classified on the following basis:

Division	C.G.P.A.
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

- iv) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA.

**Percentage of marks obtained by a student = (9.0 x C.G.P.A.)**

19. A successful candidate may publish his original result of the Dissertation, if permitted by the Director/Principal of the Institute as a paper in a Journal of repute.
20. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examinations held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance, if any, shall apply to all the students whether old or new.

**\*(Revised/approved vide AC Res. No. 8(11) dated 05.04.2010 and BOM Res.4(11) dated 13.04.2010)**

**\*\*Approved vide AC Res. No. 19 dated 29.11.2010 and BOM Res. No. 5 dated 19.2.2011.**

**\$Approved vide AC Res. No. 15 dated 25-10-2012 and BOM Res. No. 12 dated 18-1-2013.**

**® Approved AC Res. No. 14 and BOM Res. No. 8 dated 17-7-2015.**

**¥ Amended Vide AC Res. No. 9 dated 26-6-2017 and BOM Res. No. 6 dated 06-7-2017.**