

ORDINANCE –MASTER OF BUSINESS ADMINISTRATION

(M.B.A) Examination (Semester System)

(Corrected up to 1-6-04)

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 Semester in May/June, on such dates as may be fixed by the Vice-Chancellor.

Supplementary Examinations will be held for Re-appear candidates as under:-

Semester	When held
(a) First Semester	Along with the Third Semester
(b) Second Semester	Along with the Fourth Semester
(c) Third Semester	Along with or after the Fourth Semester
(d) Fourth Semester	Along with or after the Third Semester

The dates fixed under this Clause shall be notified by the Controller of Examinations to the Chairperson of the Department of Management.

2. The Chairperson of the Department of Management shall forward to the Controller of Examinations, at least five weeks before the commencement of the examinations un each Semester, a lost of the students who have satisfied the requirements of rules and are qualified to appear in the examination.
3. The last date(s) by which the admission examination forms and fees must reach the Controller of Examination shall be as per schedule at Appendix-1

Provided that a late fee of Rs. 150/- (Rupees One hundred and fifty only shall be changed from the candidates who are defaulters of examination fee by less than 20%. If the fee due is more than 20%, the late fee of Rs. 900/- will be charged.

4. The minimum qualification for admission to the First Semester of the course shall be:-
 - (a) Bachelor's Degree, BIS, BSIS or Post –Graduate Degree in any discipline with not less than 50% marks (minimum pass marks in case of Schedule Caste/Tribes Candidates) in the aggregate or an examination recognized as equivalent thereto by this University.

OR

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

5. Every candidate shall be examined in the subjects as laid down in the syllabus prescribed by the Academic Council from time to time.

50% marks in each paper excluding Seminar/Dissertation/Project, Training Report and Viva Voce shall be assigned for Internal Assessment.

The question-paper will be set and answer –books examined by single external examiner.

There will be 100% Internal Assessment for Seminar. Viva-Voce shall be conducted and the Training Report and Dissertation/Project Report examined jointly by Internal and External Examiners.

The Chairperson of the Department 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 the Semester Examination.

6. The Chairperson of the Department 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.

7. The First Semester Examination shall be open to a regular student who:-

- (i) has been on the rolls of the Department, during one semester preceding the First Semester Examination;
- (ii) has attended not less than 75% of lectures in each paper, Seminar, Case Discussion, Field trips etc. This requirements shall be fulfilled separately for each course of study (to be counted upto the last day when the classes break up for the preparatory holidays, viz., one week before the commencement of the examination). A deficiency upto 10% may be condoned by the Chairperson of the Department; and

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, i.e., one week before the date on which the first Examination of any semester commences.

- (iii) has obtained pass marks in the Internal Assessment of the paper(s) for which he is a candidate.

Provided that a candidate who has not attended the requisite percentage of lectures or has not obtained pass marks in the Internal Assessment for any paper(s) will be eligible to take examination in the remaining papers.

8. The Second, Third and Fourth Semester Examinations shall be open to a regular student who:-

- (a) has been on the rolls of the Department during the Semester preceding the Second, Third or Fourth Semester Examination as the case may be. This is, however, subject to Clause 12 and 13;
- (b) has attended not less than 75% of lectures in each paper, Seminars, Field trips, etc. This requirements shall be fulfilled separately for each course of study (to be counted upto the last day when the classes break up for the preparatory holidays, viz, one week before the commencement of examination). A deficiency up to 10% may be condoned by the Chairperson of the Department;
- (c) has obtained pass marks in the Internal Assessment of the paper(s) of the relevant semester for which he is a candidate;

Provided that a candidate who has not attended the requisite percentage of lectures or has not obtained pass marks in the Internal Assessment for any paper(s) will be eligible to take examination in the remaining paper(s); and

- (d) has passed the previous semester examination or is covered under Clause 13 below.

9. The medium of instruction and examination shall be English. This is, however, subject to relaxation as per Executive Council Resolution No. 47 of 30-12-1988 i.e., the medium of examination shall be English or Hindi if the facilities in the Department are available.

10. The minimum percentage of marks to pass the examination in each semester shall be-

- (i) 40% in each Written paper and Internal Assessment separately.
- (ii) 40 % in Seminar/Dissertation/Project Report, Training Report and Viva-Voce.
- (iii) 50% in the total of each semester examination.

11. The amount of examination fee to be paid by a candidate for each semester shall be the same as prescribed by the Controller of Examination from time to time.

12.1 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 earns exemption in at least 50% papers of both the First and Second Semester Examination taken together.

Such a candidate will be allowed to re-appear for the remaining paper(s) of the First Semester, along with the Third Semester and for the paper(s) of the Second Semester along with the Fourth Semester Examination simultaneously when held, subject to the provisions of Clause 12.3 and 12.4 below. While re-appearing in the Examination the candidate shall be exempted from re-appearing on 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 where prescribed.

* 12.2 The Vice-Chancellor may, in very exceptional cases and where he is satisfied that there are unavoidable circumstances, e.g., serious illness, serious calamity like death of father or mother etc., allow a candidate who having been eligible, failed to appear in First/Third Semester Examination, to study for the Second/Fourth Semester Examination as the case may be, provided that an intimation to this effect, accompanied by a documentary proof, thereof, is received in the office of the Controller of Examinations through the Chairperson of the University Department within 10 days of expiry of the concerned Examination.

* 12.3 Subject to Clause 12.4 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. One extra chance will be allowed to clear re-appear paper(s) of any one Semester throughout the duration of a course. The candidate who has availed this chance in any of the Semester shall not be allowed any extra chance again for any of the remaining Semester Examination, for any reason whatever.

* 12.4 A candidate must pass all the Four Semester Examinations within five years of his admission to the First Semester of the M.B.A Course failing which he will be deemed to be unfit for the M.B.A programme.

13. A candidate whose result is declared late for no fault of his, may either attend classes of the next higher semester provisionally at his own risk and responsibility, subject to this 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.

14. A candidate, who having passed the Second Semester Examination discontinues his studies, may be permitted to join, Third Semester within two years of his passing the Second Semester Examination.

15. The Internal Assessment award of a candidate who fails in any Semester Examination shall be carried forward to the next examination provided that a candidate who has not obtained pass marks in the internal assessment for any paper(s) will not be allowed to take examination in the said paper(s) in

the relevant semester unless he repeats the course in the paper(s) concerned and obtains the minimum pass marks in the Internal Assessment.

16 As soon as is possible, after the termination of the examination, the Controller of Examinations shall publish a list of candidates who have passed the Semester examination.

17 (a) The subject of Dissention will be as approved by the Committee consisting of Senior teachers presided over by the Chairperson of the Department/Director of the Institute in lieu of two optional papers, i.e., one each for 3rd and 4th Semester respectively provided:-

(i) he/she has passed all the papers of MBA –I & II Semester in First attempt by obtaining at last 55% marks in each Semester.

(ii) he/she has obtained written consent of the Teacher for supervising hi/her work of Dissertation and deposited the same in the office within two weeks from the commencement of Third Semester;

(iii) candidate who has offered Dissertation will also submit his/her synopsis indicating the thrust area of his/her research to be under-taken by him/her;

(iv) a teacher of the Department /Institute would supervise the Dissertation work of maximum three students in an Academic Year.

(b) candidate shall be required to submit two copies of his Dissertation/Project Report. The last date for receipt of Dissertation/Project Report in the Office of the Controller of Examination shall be 31st March of Fourth Semester Examination.

(c) The Dissertation shall be evaluated by only External Examiner. The same Examiner(s) will also hold the Viva-Voce Examination in the Department of Management.

(d) 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 12.

18. Candidate of MBA Degree shall be required to undergo six weeks practical Training normally in the Summer Vacation, after Second Semester Examination is over, in a Business Enterprise, approved by the Chairperson of the Department/Director of Institute. The Chairperson of the Department/Director of Institute himself or with the help of teachers concerned shall certify and confirm that there is no copying and he will ensure that the Summer Practical Training/Reports submitting by the candidates who undergo training are not similar to one which has already been submitted by there candidates. They shall be required to submit one copy of comprehensive Training Report by 30th November in 3rd Semester Examination for evaluation only by one External Examiner to be appointed by Academic Council on the recommendations of the Board of Studies. However, after expiry of above date, the extension indicate shall be permissible with penalty as laid down in the General Rules for Examinations.

19 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 Seminar shall be conducted in accordance with the guidelines laid down by the Board of Studies in Management. The Chairperson of the Department shall ensure that these guidelines are followed and proper record is maintained and made available to the students also at the appropriate time.

20. Each successful candidate shall receive a copy of the detailed-Marks-Card on having passed the Semester Examination.

21. The list of successful candidates of the Fourth Semester Examination shall be arranged as under in two divisions on the basis of the aggregate marks obtained in the I, II, III & IV Semester Examination taken together, and the division obtained by the candidate will be started in his degree:

(a) Those who obtain 60% or more marks First Division.

(b) Those who obtain 50% or more but less... Second Division than 60% marks