

ORDINANCES

Approved in First Meeting of Board of Management held on 14-3-2014, and
First, Third & Fourth Academic Council Meetings held on 11-6-2014, 25-4-2015 & 20-11-2015
and
Modified in Subsequent Academic Council Meetings and Board of Management Meetings



Master of Business Administration

for

Students Admitted from Session 2014-2015

**MADAN MOHAN MALAVIYA
UNIVERSITY OF TECHNOLOGY
GORAKHPUR-273010 (UP), INDIA**

Madan Mohan Malaviya University of Technology Gorakhpur (UP) - India

*(Approved in First Meeting of Board of Management held on 14-3-2014
and modified in subsequent meetings)*

First Ordinances

In pursuance of the provisions of section 31 of The Uttar Pradesh Madan Mohan Malaviya University of Technology Act, 2013, these are the first Ordinances for Madan Mohan Malaviya University of Technology, Gorakhpur:

The Uttar Pradesh Madan Mohan Malaviya University of Technology

FIRST ORDINANCES, 2014

Short title, commencement and Definitions Sec. 31 (1)

1. These Ordinances may be called the Madan Mohan Malaviya University of Technology, Gorakhpur. First Ordinances, 2014
2. They shall come into force at once.
3. Anything contained in ordinances, regulations and rules made there under in violation to provisions of Act shall be void and the provisions of Act shall prevail.
4. In these Ordinances, unless the context otherwise requires
 - (a) 'Act' means the Uttar Pradesh Madan Mohan Malaviya University of Technology Act, 2013 as amended from time to time.
 - (b) 'Section' means a section of the Act.
 - (c) 'University' means the Madan Mohan Malaviya University of Technology, Gorakhpur.
5. Words and expression used herein but not defined and defined in the Act shall have the same meaning as assigned to them in the Act.
6. **UNDER SECTION 31-1(a) - The Admission of students, the courses of Study and Fees therefore, the qualifications pertaining to the award of degrees, diploma, certificates and other academic distinctions, the conditions for the grant of fellowships and awards and the like**
 - (a) University may start the other Degree, Diploma, Certificate programmes and other academic distinctions as deemed necessary for fulfilling its objectives and the Ordinances for the same shall be as prescribed by Academic Council and Board of Management.
 - (b) Courses of Study shall be as prescribed by the Academic Council and approved by Board of Management.
 - (c) Fellowships and Awards shall be instituted as per the requirement with the approval of Vice Chancellor under intimation to the Academic Council and Board of Management

- (d) Ordinances for Bachelor of Technology (B.Tech.), Master of Technology (M.Tech.), Master of Business Administration (M.B.A.), Master of Computer Applications (M.C.A.) and Doctor of Philosophy (Ph.D.) Degree programmes running in the University at the time of its reconstitution from Madan Mohan Malaviya Engineering College, Gorakhpur are detailed ahead. Ordinances for other programmes as started from time to time shall be as prescribed by the Academic Council and Board of Management.

6.3 ORDINANCES FOR M.B.A. PROGRAMME FROM ACADEMIC SESSION 2014-15

6.3.1 ADMISSION

- 6.3.1.1** University offers full time Post Graduate Degree programme in Master of Business Administration (MBA).
- 6.3.1.2** Admission to MBA first year in semester I will be made as per the rules prescribed by the University from time to time.
- 6.3.1.3** The reservation policy as prescribed by U.P. State Government or its directions regarding admission from time to time shall be adhered in the admission.
- 6.3.1.4** The selection will be based on the merit of the candidate in the admission process.
- 6.3.1.5** Admission on migration of a candidate from any other University to Madan Mohan Malaviya University of Technology is not permitted.
- 6.3.1.6** If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission or has committed some fraudulent act at any stage then the University reserves the right to revoke the admission of the candidate.

6.3.2 ELIGIBILITY FOR ADMISSION

- 6.3.2.1** (a) A candidate holding a Graduation Degree of minimum three year duration from any University recognized by the U.G.C., New Delhi and this University with at least 55% marks in aggregate in the field of Arts, Science, Home Science, Social Science, Agriculture, Commerce, Medicine, Engineering or Life Science shall be eligible for admission to MBA programme.
- (b) Any Graduate Degree referred in **Clause 6.3.2.1(a)** obtained in a period of less than three years will not be eligible for admission to MBA programme.

6.3.2.2 Academic Council of the University has the power to repeal and modify the eligibility criteria for admission.

6.3.3 PROGRAM DURATION

- (a) The duration of the MBA programme for the candidates admitted in semester I will be two academic years (four semesters).
- (b) The duration of each semester will generally be 90 working days or as prescribed by the University from time to time.
- (c) There are two regular semesters in a year. The semester that begins in July (*July to November/December*) is known as the *Odd Semester* and the semester that begins in December/January (*December/January to May*) is known as the *Even Semester*. Academic session may be scheduled in the summer season as well.
- (d) The maximum time allowed for completion of the programme for the candidates admitted in semester I shall be three years beyond which the admission of the candidate shall be automatically cancelled. The candidate will not be allowed to continue in the subsequent years of the programme, if sufficient time period is not available for its completion in stipulated maximum duration.
- (e) The student may complete the programme at a slower pace by taking more time but not more than prescribed maximum duration subject to the provisions of **Clause 6.3.8**.

6.3.4 CURRICULUM STRUCTURE OF THE PROGRAMME

6.3.4.1 The structure of programme is designed so that the students study the core courses from different functional areas of management subjects that are made mandatory and in the next stage various specializations as offered in functional domain areas of management subjects where a student can opt for two specializations under the **Dual Specialization Scheme** out of different Specialization Groups such as Human Resource Management, Marketing, Financial Management, Information Technology, International Business, etc. The selected Specialization Groups will also be reported in the Mark sheets of respective semesters.

The University follows a specialized credit-based semester system. The programme has a specific curriculum for all semesters (semester I to semester IV) with a syllabi consisting of theory, practical, research project work, seminar, summer training project, etc., as given below and shall be in accordance with the prescribed syllabus. The courses shall be covered through lectures, tutorials, laboratory classes, etc. as prescribed by the University.

Post Graduate Core Courses (PGC)

- (i) Basic & Applied Maths (BAM)

- (ii) Departmental Core (DC)
- (iii) Humanities & Social Science (HSS)
- (iv) Research Project (RP)
- (v) Summer Training Project (STP)
- (vi) Seminar (S)
- (vii) Comprehensive Viva (CV)

Post Graduate Electives (PGE)

Programme Electives (PE)

Audit Courses

Audit Course (AC)

The duration for summer industrial/organizational training of project based type preferably will be of two months duration after semester II which could be under Cooperative Education Model (CO-OP Model). The student will submit a report on the industrial/practical training to the Head/Coordinator, Department/Centre for Management Studies for evaluation through a committee of faculty members constituted by the Department/Centre.

Seminar is a course wherein under the guidance of a faculty member a student is expected to do an in-depth study in a specialized area by doing survey of published literature, understanding different aspects of the selected topic and arriving at a status report. While doing a seminar, the student is expected to critically analyze works of various authors/researchers, learn the investigation methodologies, study concepts, techniques and the results presented in these papers, and present a seminar report. It is mandatory to give a seminar presentation of stipulated duration before a panel constituted for the purpose by the centre.

The comprehensive viva will be conducted at the end of semester IV in order to judge the understanding and knowledge gained by the students during the entire MBA programme. The idea behind this is to judge the depth of knowledge of students in different subjects taught during the programme and their relevance in the industries/organizations.

Each course is assigned a certain number of credits as follows. Few audit courses as per demand and requirement of students shall be offered.

- (a) 1 credit per lecture hour per week
- (b) 1 credit per tutorial hour per week
- (c) 1 credit per 2 hours laboratory/research project per week.

The curriculum for MBA Programme has been designed with total minimum credits of 120 and total minimum 8 credits of audit courses for those admitted in 1st year of MBA Programme.

6.3.4.2 Overall Credit Structure

Credit Courses			
Post Graduate Core (PGC)		Post Graduate Electives (PGE)	
Category	Min. Credits	Category	Min Credits
Basic & Applied Mathematics (BAM)	6	Program Electives (PE)	32
Department Core (DC)	64		
Humanities & Social Science (HSS)	4		
Research Project (RP)	2		
Summer Training Project (STP)	2		
Seminar (S)	2		
Comprehensive Viva (CV)	8		
Total	88		32
Grand Total	120 (minimum)		
Audit Courses			
Audit Courses (AC)			8
Total	8 (minimum)		

Each student has to register for a set of courses in each semester by paying the stipulated fees, which include tuition fee, examination fee, enrolment fee, development fee, insurance fee, degree fee, alumni fee, internet charges, hostel fee, mess advance, miscellaneous user charges etc. as applicable from time to time.

6.3.4.3 Other Activities

The other general proficiency activities will include Games/Sports/Cultural/Literary/ Practical/Field Activities/Industrial visit/Extension Lectures. It will be carried out beyond the class hours. Students may be taken on conducted tours through industrial/organizational visits arranged by the CMS to expose them management structure/facilities of different industries/organizations. The curriculum will also include other curricular, co-curricular activities and extra curricular activities as may be prescribed by the University from time to time. The general proficiency remark as per **Clause 6.3.5.2(g)** shall appear in the Grade Card of the student in each semester.

6.3.5 GRADING SYSTEM AND ASSESSMENT PROCEDURE

6.3.5.1 Grading System

The academic performance evaluation of a student will be according to a Letter Grading system based on class performance of students. The Letter Grades and the corresponding Grade Points are as follows. Grades falling

between A(+) and D in different subject are called pass grades, while the students securing F grade will be treated fail in the subject and shall have to **re-register, or appear in re-major examination or repeat the semester as per provision of clause 6.3.6 & 6.3.8 respectively.** (Modified in 11th meeting of Academic Council and 13th meeting of BOM)

Letter Grade	Grade Points	Description
A(+)	10	Outstanding
A	9	Excellent
B(+)	8	Very Good
B	7	Good
C	6	Average
D	5	Below Average
F	0	Fail
U	-	Short Attendance
W	-	Withdrawal
I	-	Incomplete
AP	-	Audit Pass
AF	-	Audit Fail
S		Satisfactory Completion
Z		Course Continuation

Grade Award System

Grade	Grade Points	Marks (in %)
A(+)	10	90-100
A	9	80-89
B(+)	8	70-79
B	7	60-69
C	6	50-59
D	5	40-49
F	0	<40

6.3.5.2 Assessment Procedure

Tests & Examinations

(6.3.5.2 (a) and (b) modified in 8th meeting of Academic Council and 13th meeting of BOM)

The theory and practical examinations shall comprise of continuous assessment throughout the semester in all subjects major examination conducted by University at the end of the semester (November/December or April/May). The assessment of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain points, will be awarded as per the range of total

marks (out of 100) obtained by the candidate, as detailed below. The rounding off shall be done on the higher side.

(a) Distribution of Marks for Theory based Subject

S.N.	Assessment Basis		Duration	Marks
1	Continuous Evaluation	Minor Test	2 Hours	30
2		Tutorial/ Assignment/ Quiz/Attendance	-	20
3	Major Examination		3 Hours	50

(b) Distribution of Marks for Theory & Practical based Subject

S.N.	Assessment Basis		Duration	Marks
1	Continuous Evaluation	Minor Test	2 Hours	20
2		Tutorial/ Attendance Home Assignment/ Quiz	-	10
3		Practical Work/ Record/Viva Voce		10
4		Practical Examination		10
5	Major Examination		3 Hours	50

Note: The syllabus for Minor Test will be 50% of the total syllabus. However, the Major examination will be conducted from the entire syllabus of the subject in such a way that 20% weightage is given to Unit-I & II and 80% weightage to Unit-III & IV of the syllabus.

There is no provision of special minor test. It is compulsory for a student to appear in major examination otherwise he/she will be declared fail in that subject. If a student could not pass in a subject he/she may be allowed for re-major examination. There is no minimum marks criterion in continuous evaluation for appearing in re-major examination. *(Modified in 8th meeting of Academic Council and 13th meeting of BOM)*

(c) Distribution of Marks for Summer Training Project

For evaluation of summer training project, the respective industry shall nominate an In-charge/Supervisor from its organization under intimation to the University. The evaluation shall be done by a panel of teachers appointed by the Head/Coordinator. There will be two parts in the evaluation process.

Part A : Marks Awarded by the respective Industrial/ Practical training organization : 40

Part B : Marks Awarded by the Department/Centre for Industrial/ Practical training : 60

S. No.	Assessment Basis		Marks	
1.	Part A	Technical Quality of the work		20
		Internal Marks	Attendance	5
			Discipline	5
			Involvement	5
			Interest of the Student	5
2.	Part B	Project Work		20
		Viva Voce & Presentation		30
		Summer Training Project Report		10

(d) Distribution of Marks for Seminar

S. No.	Assessment Basis	Marks
1.	Quality of Material	30
2.	Quality of Presentation	30
3.	Quality & Extent of Response of Questions Asked	20
4.	Participation in Other Seminars (Attendance)	20

Any student securing less than 40 marks ('F' grade) in seminar shall have to repeat the seminar in the same semester. This will be limited to only one chance.

(e) Distribution of Marks for Research Project

The Research Project is divided in semester III and semester IV as Research Project Part-I and Research Project Part-II, respectively on a problem/topic (from the specialization groups opted by the students) to be assigned by the Department/Centre under the supervision of a faculty member. Students are required to begin research project work after the end of MBA first year Major examination. A project grade is awarded in both the semesters on the basis of the prescribed evaluation process.

In Semester III

S. N.	Assessment Basis		Duration	Marks
1.	Continuous Evaluation	Mid Term Presentation	-	30
		Literature Survey/Progress Review		
2.		Preliminary Project Report, Effort and Regularity (awarded by supervisor)	-	20
3.	End Semester Presentation (Methodology adopted/Work Plan/Progress)		1 Hour	50

The portion of Research Project carried out in semester III shall be examined at the end of semester III. The project will be evaluated by a committee

consisting of Head/Coordinator, Project Supervisor(s) and two senior faculty members of the Department/Centre. Any student securing less than 40 marks ('F' grade) shall have to repeat the Research Project Part-I in the next semester. The change of research sub-area is not permitted in semester IV.

In Semester IV

Sl. No.	Assessment Basis		Duration	Marks
1.	Continuous Evaluation	Mid Term Presentation (Intermediate Results/Innovation in Work)	-	10
2.		Pre-Submission Presentation (Results Obtained/Project Outcome)	-	20
3.		Final Project Report/Attendance (awarded by supervisor)	-	20
4.	Major Examination	Publication of Research Paper(s)*	1Hour	10 (Max.)
5.		Supervisor on the basis of Project Work		10
6.		External Examiner on the basis of Project Evaluation		10
7.		Board of Examiners based on merit of project and viva-voce performance		20

*Publication of Research Paper(s) jointly with supervisor in Refereed non-paid Journal/Conferences prescribed by the University from time to time. These marks are to be awarded by the Board of Examiners.

- (i) upto 10 marks for the paper(s) Published/Accepted for publication in Referred non-paid Journal.
- (ii) upto 8 marks for the paper(s) to be considered for possible publication in Referred non-paid Journal i.e. on production of acceptance with revision.
- (iii) upto 5 marks for the paper(s) communicated for possible publication in a Referred non-paid Journal/Presented or accepted/communicated for possible presentation in a Conference of repute.

The Examiners must be of not lower than the rank of Associate Professor from Management department. The Examiners should be a faculty of IITs/NITs/reputed engineering/management colleges or Universities/Industrial professionals from Management department/section.

Any student securing less than 40 marks ('F' grade) shall have to repeat the Research Project Part-II in the next semester.

(f) Distribution of Marks in Comprehensive Viva

The viva voce will be conducted by the panel of faculty members appointed by the Head/Coordinator.

S. N.	Assessment Basis	Marks
1.	Understanding of subjects knowledge	50
2.	Relevance of subject taught to practical field	50

Any student securing less than 40 marks ('F' grade) in Comprehensive viva shall have to repeat the viva after two weeks. This will be limited to only one chance.

(g) Audit Courses

S. N.	Audit Course Status	Marks Obtained
1.	Audit Pass (AP)	50% and Above
2.	Audit Fail (AF)	Below 50% , Candidate has to repeat the course

(h) Distribution of Marks for General Proficiency

General proficiency remark will be based on the cumulative percentages of marks scored by the student during each semester through various components as detailed below. Detailed distribution for award of marks in each component and/or their weightage may be as prescribed by the University from time to time.

S. N.	Assessment Basis	Weightage of Marks
1.	Discipline/Behaviour of Students Inside/Outside University campus	40%
2.	Games/Sports/Cultural/Literary Events	40%
3.	Academic & Research/Special Lecture/Extra-curricular Events & Industrial/ Organization Visits	20%

S. N.	Marks Secured	Remark
1.	80-100%	Excellent
2.	60-79%	Very Good
3.	40-59%	Good
4.	20-39%	Satisfactory
5.	<20%	Average

6.3.6 RE-REGISTER AND RE-MAJOR EXAMINATION

Students with F grade in any subject. will be required either to re-register in the subject or appear in re-major as per following guidelines:

- a) If student got F-grade before 2017-18 session (where students are required to score at least 40% of the total marks allocated for continuous evaluation in the concerned subject), he/she will be permitted to give re-major examination along with end semester

exams or special re-major exams to be held in June. For the students who secured “F” grade before 2017-18 session and also failed in continuous evaluation (sessionals) of that subject, such students will have to re-register in that subject in the forthcoming semester or during summers if it is arranged by respective HODs.

- b) For the students who secured “F” grade in any subject from session 2017-18 onwards, will have to re-register in that subject while it is run by the department. Such students will have to attend the classes of that subject on regular basis and appear in the minor and major examination to satisfy all the requirements mentioned in the ordinance for passing the subject. *(Modified in 11th meeting of Academic Council and 13th meeting of BOM)*

6.3.7 EVALUATION OF PERFORMANCE

The performance of a student will be evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester, and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time considered cumulatively.

Points Secured in the Semester = \sum (Course Credits x Grade Point) for courses in which A(+) to D grade has been obtained

Total Credits Registered in the Semester Excluding Audit Courses = \sum (Course credits) for courses in which A(+) to D grade has been obtained

$$SGPA = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}}$$

The CGPA is calculated on the basis of all pass grades, except audit courses and courses in which S or Z grade is awarded/secured in all completed semesters.

Cumulative Points secured in all passed courses = \sum (Course Credits x Grade Point) for courses in which A(+) to D grade is obtained

Cumulative Total Credits excluding Audit Courses = \sum (Course credits) for courses in which A(+) to D grade is obtained

$$CGPA = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative Total credits excluding audits courses}}$$

An example of these calculations is given below.

ODD Semester

Course No.	Course Credits	Grade Awarded	Total Credits	Grade Point	Points Secured
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
MBA101	4	B	4	7	28
MBA102	4	C	4	6	24
MBA103	4	A(+)	4	10	40
MBA104	2	B(+)	2	8	16
MBA105	4	D	4	5	20

MBA106	3	A	3	9	27
MBA107	3	B(+)	3	8	24
XX108	4	F	-	0	0
XX107	-	S	-	-	-
XX108 (AC)	3	AP	-	-	-
Total	28		24		179

Credits registered in the semester excluding audit courses (total of column 2) = 28
 Total credits earned in the semester excluding audit courses (total of column 4) = 24
 Points secured in this semester (total of column 6 for all passed courses) = 179

$$SGPA = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}} = \frac{179}{28} = 6.392$$

$$CGPA = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits,excluding audits courses}} = \frac{179}{28} = 6.392$$

Semester performance: SGPA = 6.392
 Cumulative performance: CGPA = 6.392

EVEN Semester

Course No.	Course Credits	Grade Awarded	Total Credits	Grade Point	Points Secured
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
MBA151	4	B(+)	4	8	32
MBA152	4	A	4	9	36
MBA153	4	F	-	0	0
MBA154	3	B	3	7	21
MBA155	4	C	4	6	24
MBA156	4	A(+)	4	10	40
MBA157	3	B	3	7	21
MBA158	4	C	4	6	24
XX157	-	S	-	-	-
XX158 (AC)	3	AF	-	-	-
Total	30		26		198

Credits registered in the semester excluding audit courses (total of column 2) = 30
Total earned credits in the semester excluding audit courses (total of column 4) = 26
 Points secured in this semester (total of column 6 for all passed courses) = 198
 Cumulative points in all passed courses = 179 (past semesters) + 198 (this sem.) = 377
Cumulative total credits = 24 (past semesters) + 26 (this sem.) = 50

$$SGPA = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}} = \frac{198}{30} = 6.6$$

$$CGPA = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits,excluding audits courses}} = \frac{179+198}{28+30} = 6.5$$

Semester performance: Total credits (E.C.) = 26S **GPA = 6.6**
 Cumulative performance: Total credits (E.C.) = 50 **CGPA = 6.5**

When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated [SGPA* and CGPA*] taking only 'zero point' for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester or summer term, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

If the student (as mentioned in above example) registers the failed subject in the Summer Term-20XX and clears it with "B" grade, its grade sheet will be :

Summer Term-20XX

Course No.	Course Credits	Grade Awarded	Total Credits	Grade Point	Points Secured
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
XX153	4	B	4	7	28

The revised grade sheet of even semester will now be recomputed as

EVEN Semester

Course No.	Course Credits	Grade Awarded	Total Credits	Grade Point	Points Secured
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
MBA151	4	B(+)	4	8	32
MBA152	4	A	4	9	36
MBA153*	4	F/B	4	7	28
MBA154	3	B	3	7	21
MBA155	4	C	4	6	24
MBA156	4	A(+)	4	10	40
MBA157	3	B	3	7	21
MBA158	4	C	4	6	24
XX157	-	S	-	-	-
XX158 (AC)	3	AF	-	-	-
Total	30		26		198

Note: Subject XX153* is cleared in Summer Term-20XX

Credits registered in the semester excluding audit courses (total of column 2) = 30
 Total credits earned in the semester excluding audit courses (total of column 4) = 26
 Points secured in this semester (total of column 6 for all passed courses) = 226
 Cumulative points in all passed courses = 179 (past semesters) + 226 (this sem.) = 405
 Cumulative total credits registered = 28 (past semesters) + 30 (this sem.) = 58

$$SGPA = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}} = \frac{226}{30} = 7.533$$

$$CGPA = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits, excluding audits courses}} = \frac{179+226}{28+30} = 6.982$$

Semester performance: SGPA = 7.533

Cumulative performance: CGPA = 6.982

(Modified in 11th meeting of Academic Council and 13th meeting of BOM).

6.3.8 ACADEMIC CRITERIA FOR CONTINUATION

- 6.3.8.1** A minimum 5.0 CGPA is required in order to qualify for continuation of registration at any stage and award of the degree at the end of 4th semester.
- 6.3.8.2** A student must register a minimum of 20 credits in a semester which shall essentially include the prerequisite subject(s). It allows the students to progress at an optimum pace suited to individual ability and convenience, subject to fulfilling minimum requirement for continuation in stipulated duration.
- 6.3.8.3** MBA 1st Year Students must earn minimum 30 credits in an academic session in odd and even semester of an academic session for promotion to 2nd Year failing which they have to re-register & repeat complete 1st Year. *(Modified in 10th meeting of Academic Council and 13th meeting of BOM).*
- 6.3.8.4** A student is considered to pass in a particular subject if he/she secures A(+) to D grade in it. In case of the total marks of a subject is less than 40% in a semester then the student has to repeat the subject completely and continue as per **Clause 6.3.8.2. and 6.3.8.3.** *(Modified in 8th meeting of Academic Council and 13th meeting of BOM)*

6.3.9 AWARD OF DIVISION, RANK AND MEDALS

- 6.3.9.1** A candidate who satisfies the course requirements for all semesters and who passes all the examinations prescribed for all the four semesters within a maximum period of two years reckoned from the commencement of the first semester to which the candidate was admitted shall be declared to have qualified for the award of degree subject to the fulfillment of requirements of **Clause 6.3.8.1.** Award of the Division in the degree shall be governed by the provisions given below.
- (a) A candidate who qualifies for the award of the degree securing D or above grades in all subjects pertaining to all semesters in his/her first attempt within four consecutive semesters (two academic years) and in addition secures a CGPA of 7.5 and above for the semesters I to IV shall be declared to have passed the examination in **FIRST DIVISION WITH HONOURS.**
- (b) A candidate who qualifies for the award of the degree by securing D or above grades in all subjects of all the semesters within a maximum period of four semesters, after his/her commencement of study in the 1st semester and in addition secures CGPA not less than 6.5 shall be declared to have passed the examination in **FIRST DIVISION.**
- (c) All other candidates who qualify for the award of degree by securing D or above grades in all subjects of all semesters within a maximum period of four semesters after his/her commencement of study in the 1st

semester shall be declared to have passed the examination in **SECOND DIVISION**.

6.3.9.2 For the award of **Ranks**, the CGPA secured in all semesters shall be considered and it is mandatory that such candidates should have passed all the subjects by securing D or above grades in all the semesters in the first attempt in two years duration of programme as applicable. Rank certificates in the form of “Certificate of Merit” would be issued to top three students as 1st, 2nd & 3rd rank on the basis of CGPA in particular academic session.

6.3.9.3 **Vice-Chancellor Gold Medal** will be awarded to the passing out students identified as prescribed in **Clause 6.3.9.2**, who secures the highest CGPA at the end of IV semester in first attempt i.e. 1st Rank holder for MBA Programme.

6.3.10 ATTENDANCE

6.3.10.1 Every faculty member handling a course will record attendance from the scheduled date of commencement of classes upto 3 calendar days before the last instructional day in the semester as per academic calendar. The cumulative percentages of attendance will be recorded in the office of the Dean handling academic affairs of such students of the University. The attendance remark in the grade card will be shown based on the cumulative percentages of attendance calculated for the period between the date of commencement of classes and the last date for recording the attendance in all the registered subjects (credits and audit courses) in the semester as per the following table. Cumulative attendance remark shall appear in the grade card in each semester.

S. N.	Attendance	Remark
1.	90-100%	Very Good
2.	80-89%	Good
3.	75-79%	Satisfactory
4.	<75%	Poor

6.3.10.2 A student is expected to attend all classes, laboratory, seminar, project, tour and tutorial sessions that are formally scheduled and a formal attendance will be taken in each such session. It is recognized that due to illness and other emergent reasons there may be instances when a student is unable to join the scheduled academic activities; a leave application duly recommended and forwarded by the Head/Coordinator should be submitted in such cases at the earliest to office of the Dean **of Students Affairs**. Such absence can not be more than 25% of the total classes held in a subject which needs to be got condoned as prescribed in **Clause 6.3.10.3**. (*Modified in 10th meeting of Academic Council and 13th meeting of BOM*).

6.3.10.3 For the students who have less than 100% but more than 75% **total attendance (Lecture, Tutorial & Practical)** in a **subject** if their medical leave is considered for condonation of attendance in **that subject** then they are eligible for seeking the privilege of upgradation of the **cumulative** attendance remark. *(Modified in 10th meeting of Academic Council and 13th meeting of BOM).*

6.3.10.4 A student, who has a **total attendance (Lecture, Tutorial & Practical)** lower than 75% in a **subject** whatever, may be the reason for the shortfall in attendance, will not be permitted to appear in the University Major Examination in **that subject**. Such candidates will have to repeat **that subject** in the **next** semester/ **summer term** in coming academic session and she/he shall be awarded 'U' in **that subject**. *(Modified in 10th meeting of Academic Council and 13th meeting of BOM)*

6.3.11 REGISTRATION AND ENROLMENT

6.3.11.1 The University follows a specialized credit based semester system; therefore, registration at the beginning of each semester on the prescribed dates announced in the Academic Calendar, is mandatory for every student till she/he completes her/his programme. If a student does not register in a particular semester, her/his studentship is liable to be cancelled. Without registration, any academic activity (course/seminar/project etc.) undergone by a student will not be counted towards the fulfillment of requirements of her/his degree.

6.3.11.2 Every student admitted shall have his/her unique registration number. The registration number shall have ten digits. First four digits shall indicate year of admission; next two digits shall indicate his/her department/centre of study, next one digit shall indicate his/her level (Undergraduate, Post Graduate and Ph.D.) and last three digits shall indicate his/her serial number/roll number or as prescribed from time to time. Every student shall be identified by this registration number through out his/her stay in the University.

6.3.11.3 Registration should be carried out by the student himself/herself on stipulated date, but not later than the first week of each semester as late registration upon payment of prescribed late fees as decided from time to time. In any case, registration must be completed before the prescribed last date for registration, failing which he/she will not be registered in that particular session. Such students will have to register in coming next academic session if it is permissible under **Clause 6.3.3**.

6.3.11.4 Students having any kind of outstanding dues to the University or hostel shall be permitted to register only after clearing the outstanding dues.

6.3.11.5 In-absentia registration may be allowed only in rare cases at the discretion of the Vice-Chancellor of the University in case of serious illness/natural calamities/ unavoidable circumstances upon the recommendation of Dean.

6.3.11.6 If a student is unable to submit the dissertation by the end of fourth semester, he/she is required to get registered in every semester till the submission of the dissertation. For every onward registration after two years, he/she has to pay the required fee for which his/her registration is being considered. *(Added new clause in 8th meeting of Academic Council and 13th meeting of BOM)*

6.3.12 UNFAIR MEANS

Cases of unfair means shall be dealt as per the rules of the University.

6.3.13 GENERAL ELIGIBILITY FOR AWARD OF MBA DEGREE

A student shall be declared to be eligible for award of the MBA degree if he/she has

- (a) registered and successfully completed all the required core/elective/audit courses and projects and other requirements of programme as prescribed in this Ordinance or as prescribed by the University from time to time;
- (b) successfully acquired the minimum required credits/audits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time as prescribed in this Ordinance or as prescribed by the University from time to time;
- (c) earned the specified credits in all the categories of subjects;
- (d) has no dues to the University, Hostels, Libraries, etc., and
- (e) no disciplinary action is pending against him/her.

6.3.14 POWER TO MODIFY

Notwithstanding all that has been stated above, the Academic Council has the right to modify partly or completely the provisions of above ordinances with the approval of Board of Management. Under extreme exceptional circumstances arising out of certain inconsistency in the ordinance or otherwise, the Vice-Chancellor can take suitable decision in deference to the laid down provisions provided standard of evaluation is not compromised and the same shall be reported to ensuing Academic Council/Board of Management with suitable justification. Such actions of Vice Chancellor shall not be treated as precedence under any circumstances.

6.3.15 CURRICULUM FOR MBA PROGRAMME

The curriculum for MBA Programme has been designed with total minimum credits of 120 and total minimum 8 credits of audit courses for those admitted in 1st year of MBA Programme. A student must register a minimum of 20 credits in each semester.

FIRST YEAR, Semester I							
S.N.	Category	Paper Code	Subject Name	L	T	P	Credit
1	DC			3	1	0	4
2	DC			3	1	0	4
3	DC			3	1	0	4

4	DC			3	1	0	4
5	DC			2/3	1	0	3/4
6	DC			2/3	1	0	3/4
7	BAM			2/3	1	0	3/4
8	HSS			2	0/1	2	4
9	AC						
				20/23	7/8	2	29/32

FIRST YEAR, Semester II							
S.N.	Category	Paper Code	Subject Name	L	T	P	Credit
1	DC			3	1	0	4
2	DC			3	1	0	4
3	DC			3	1	0	4
4	DC			3	1	0	4
5	DC			3	1	0	4
6	DC			2/3	0/1	0	3/5
7	DC			2/3	1	0	3/4
8	BAM			2/3	1	0	3/4
9	AC						
				21/24	7/8	0	29/33

SECOND YEAR, Semester-III							
S.N.	Category	Paper Code	Subject Name	L	T	P	Credit
1.	DC			3	1	0	4
2.	DC			2/3	0/1	0	3/5
3.	DC			3	1	0	4
4.	PE		Elective, SG-I	2/3	1	0	3/4
5.	PE		Elective, SG-I	3	1	0	4
6.	PE		Elective, SG-II	2/3	1	0	3/4
7.	PE		Elective, SG-II	3	1	0	4
8.	STP		Summer Training Project	0	0	4	2
9.	RP		Research Project Part-I	0	0	4	2
10.	AC						
			Total	18/21	6/7	8	29/33

SECOND YEAR, Semester-IV							
S.N.	Category	Paper Code	Subject Name	L	T	P	Credit
1.	DC			3	1	0	4
2.	PE		Elective, SG-I	2/3	1	0	3/4
3.	PE		Elective, SG-I	3	1	0	4
4.	PE		Elective, SG-II	2/3	1	0	3/4
5.	PE		Elective, SG-II	3	1	0	4

6.	RP		Research Project Part-II	0	0	12	6
7.	S		Seminar	0	0	4	2
8.	CV		Comprehensive Viva	-	-	-	2
9.	AC						
				13/15	5	16	28/30

Note: Under the Dual Specialization Scheme, a student has to select two Specialization Groups (SG) as Specialization Group-I (SG-I) and Specialization Group-II (SG-II). Further, he/she selects two subjects each from Specialization Group-I and Specialization Group-II in Semester-III and Semester-IV, respectively. These specialization Groups will also be reported in the Mark sheets of respective semesters.

Specialization Groups (For Example)

- (i) Human Resource Management (HR)
- (ii) Marketing (MK)
- (iii) Finance Management (FM)
- (iv) Information Technology (IT)
- (v) International Business (IB), etc.
