



VINOBA BHAVE UNIVERSITY

HAZARIBAGH

A State University & Regd. Under UGC Section 2(F) & 12-B of the U.G.C Act

NAAC B⁺⁺ Accredited

UNIVERSITY DEPARTMENT OF MANAGEMENT

Regulations and Course of Study

For

Two Year Master Course:-

Master In Business Administration

Effective from 2018-2020 Sessions.

Web: www.vbu.ac.in

VINOBA BHAVE UNIVERSITY, HAZARIBAG

REGULATION FOR THE MASTER OF BUSINESS ADMINISTRATION(MBA) EXAMINATIONS UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

These Regulations are applicable to all candidates admitted into the full – time Master of Business Administration programmes from the session 2015 onwards.

1. Preamble:

- (a) The regulation herein specified apply to full- time Master of Business Administration programme, offered by the Vinoba Bhave University, hereinafter, referred to as the University.
- (b) The University/College imparting Post – Graduate teaching, hereinafter, shall be referred to as University/college.
- (c) The University is offering Post – Graduate vocational course in the University Department and colleges in the Faculty of Commerce leading to the award of MBA degrees.
- (d) A participant of the programme, is a student who registered himself/herself with the University for a Course of study and attend the same.
- (e) Full – time programme are those programmes where the participants devote their entire available time for the studies and research work as per schedule and are not employed.
- (f) ‘Programme’ means Post – Graduate Degree programme, that is, MBA. programme.
- (g) ‘Course’ means a theory or practical subject that is normally studied in a Semester.
- (h) ‘University Department’ means teaching Department of the University imparting Post – Graduate education/ Professional courses either post graduate or the graduate.

2. **The Academic Year:** The academic year of the vocational courses shall ordinarily be from July to June.
3. **Semester:** An academic Year is divided into two semesters. In each semester courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for the conduct of examinations and evaluation purposes. Each week has 30 working hours spread over 6 days or week.
4. **Duration of the course:** The Vocational Master's courses in the Faculties of Commerce leading to the award of MBA degrees shall consist of two academic years. Each academic year shall comprise of two semesters viz. Odd and Even semesters. Odd semesters shall be from July to December and Even Semester shall be from January to June. There shall be not less than 90 instructional days excluding examination days/ Sundays/ Holidays etc. Each semester shall comprise a total of 450 instruction hours. All academic activities such as date of registration, commencement of classes, last date of classes, date of Seminar and end semester examination schedule shall be announced by the concerned departments / colleges of the University prior to the commencement of semester programme.
5. **Eligibility criteria and procedure for admission at MBA Programme:**

Candidates who have passed Bachelor's Degree Examination with not less than 50% marks in aggregate or equivalent CGPA in any faculty of the university or a recognized university and secured a good percentile in MAT/CAT/XAT/G-MAT/ATMA/ CMAT or Common Entrance Test (CET) held by the university shall be eligible for admission in the first semester of MBA course provided their name appear in the merit list prepared after holding Personal Interview and Group Discussion for the purpose in accordance with the rules framed for the purpose by the Academic Council of the University; provided that, the required number of seats shall be reserved for different categories of candidates on the basis of Jharkhand State Govt. Reservation rules for admission to professional courses applicable for relevant Academic Session, provided that 15% of the total seats shall be reserved for student passing outside the Jharkhand State,

out of which 5% seats shall be reserved for NRI categories, but no caste reservation shall be applied to such category of students. In case a candidate of particular category is not available adequately then the vacant seats will be treated as general seat.

Relaxation: Relaxation of 5% marks in Bachelor's degree examination will be allowed to SC/ST/VH/PH Candidates.

6. **Suppression/concealment of admission:** The candidate must ensure that he /she is qualified to be admitted in the course as specified in Article -5. If it is detected at any stage that he/she did not fulfil the minimum qualifications, or there was something against the candidate which would have prevented him / her from being admitted in the concerned subject/ course, or , the candidate has provided false information or no information about his/ her previous involvement in an act punishable under law or act of gross misconduct and indiscipline, then his/her candidature shall not be considered and his admission if already made shall be cancelled at any stage and he/she shall be debarred from appearing in any of the future examination of the University.
7. **Number of seats:** The number of seats in Master of Business Administration Programme shall be notified by the University from time to time.
8. **Reservation:** (i) 15% of the total seats shall be reserved for the students passing from the states other than Jharkhand, 5% of these seats shall be reserved for NRI category/ students from Kashmir.

(ii) Reservation rules for admission to professional courses of Jharkhand State Government for different categories of students such as SC/ST/PH/VH/OBC shall apply. Benefit of caste reservation will be extended only to those who produce certificate issued by a competent authority of Jharkhand State.
9. **Course Fee Structure:** The vocational course is entirely operated under **self financed scheme** of the university. Candidates admitted to MBA courses shall have to pay a fee in each semester, in addition to the University examination fee, the quantum of which shall be decided by the Vinoba Bhave University admission council subject to reservation from time to time.

The University shall issue guidelines for the purpose in the beginning of each academic session.

Current Fee Structure of the course

| | | |
|---|----------|-----------------|
| Tuition Fee | ` | 25,000/- |
| Seminar Symposia Fee | ` | 1,500/- |
| General maintenance & Electricity Fee | ` | 2,000/- |
| Internal Examination Fee | ` | 1,500/- |
| Library Teaching & Student Facility Fee | ` | 3,500/- |
| Total | ` | 33,500/- |

Note: University Examination fee will be charged as for the University rule.

Additional Amount to be paid at the time of Admission

| | | |
|--|---|-----------------|
| Development Fee | ` | 5,000/- |
| Contingency | ` | 5,000/- |
| Registration and Admission Fee | ` | 5,000/- |
| At the time of Admission (1 st semester fee) | ` | 48,500/- |
| Fee in other semesters (2 nd to 4 th) | ` | 33,500/- |

(in each semester).

Fee for NRI quota: **\$ 1,500** (per semester).

Note: - 1. The students are required to clear the Semester fee within one month of the commencement of the Semester (**late fine of ` 500/- per month**)

2. In case, if any student quits the course in between has to clear the fees of entire course, else DLC would be not issued by the Department.

10. **Course structure:** - A course is a unit of instruction under any discipline carrying a specific number of credit hours describing its weightage. Those

courses, which a student must take as compulsory, are called **Core Courses**. Those courses, which a student opts out of a list of specialized courses offered by the university departments/ colleges, are called **Elective Courses**.

The course structure, details of instruction hours per week are given below. Each semester shall have six papers, each of 100 marks, and each paper shall have the weightage of four credits. There shall be two tutorial/ practical classes per week in each theory paper.

Following are the paper to be taught in the course and their credit along with

| NATURE | CODE | PAPER/COURSE | VALUATION | | | |
|------------|--------|--|-----------|---|---|-------|
| | | | L | T | P | TOTAL |
| CORE | MBA411 | MANAGEMENT & BUSINESS COMMUNICATION | 4 | 2 | 0 | 5 |
| CORE | MBA412 | MANAGERIAL ECONOMICS | 4 | 2 | 0 | 5 |
| CORE | MBA413 | MANAGERIAL ACCOUNTING-I | 4 | 2 | 0 | 5 |
| ELECTIVE | MBA414 | OPERATION RESEARCH | 4 | 2 | 0 | 5 |
| ELECTIVE | MBA415 | BUSINESS ENVIROMENT | 4 | 2 | 0 | 5 |
| FOUNDATION | MBA416 | COMPUTER APPLICATION IN MANAGEMNT | 4 | 2 | 0 | 5 |
| CORE | MBA421 | ORGANISATION BEHAVIOUR | 4 | 2 | 0 | 5 |
| CORE | MBA422 | MARKETING MANAGEMENT | 4 | 2 | 0 | 5 |
| CORE | MBA423 | HUMAN RESOURCE MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBA424 | CORPORATE FINANCIAL MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBA425 | MANAGERIAL ACCOUNTING-II | 4 | 2 | 0 | 5 |
| FOUNDATION | MBA426 | RESEARCH METHODOLOGY & STATICAL METHODS | 4 | 2 | 0 | 5 |
| CORE | MBA431 | PRODUCTION & MATERIAL MANAGEMENT | 4 | 2 | 0 | 5 |
| CORE | MBA432 | LEGAL ENVIROMENT OF BUSINESS | 4 | 2 | 0 | 5 |
| CORE | MBA433 | MICS | 4 | 2 | 0 | 5 |
| CORE | MBA441 | STRATEGIC & INNOVATION MANAGEMENT | 4 | 2 | 0 | 5 |
| CORE | MBA442 | ENTERPRENUERSHIP & SMALL ENTERPRISE MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAF01 | INVESTMENT MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAF02 | WORKING CAPITAL MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAF03 | FINANCIAL MARKET & | 4 | 2 | 0 | 5 |

| | | INSTITUTION | | | | |
|----------|--------|--------------------------------------|---|---|---|---|
| ELECTIVE | MBAF04 | FINANCIAL DECISION ANALYSIS | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAF05 | CORPORATE TAX ANALYSIS | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAF06 | SAPM | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAM01 | ADVERTISING MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAM02 | SALES & DISTRIBUTION MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAM03 | RURAL MARKETING | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAM04 | MARKEING OF SERVICES | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAM05 | INDUSTRIAL MARKETING | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAM06 | CONSUMER BEHAVIOUR | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAP01 | PRODUCTION/OPERATION POLICY CONTROL | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAP02 | MATERIAL MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAP03 | TOTAL QUALITY MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAP04 | LOGISTICS MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAP05 | GOAL PROGRAMMING IN MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAP06 | SERVICE OPERATION MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAH01 | HRD-STRATGIES & SYSTEM | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAH02 | INDUSTRIAL RELATION MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAH03 | LABOUR LEGISLATION & WELFARE | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAH04 | CORPORATION MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAH05 | GROUP DYNAMICS & DEVELOPMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAH06 | TRAINING & DEVELOPMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIT1 | COMPUTER PROGRAMMING & OOL | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIT2 | E-COMMERCE | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIT3 | SOFTWARE PROJECT MANAGEMENT | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIT4 | STRUCTURED SYSTEM ANALYSIS | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIT5 | COMPUTER NETWORK | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIT6 | DBMS | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIB1 | MANAGEMENT OF INTERNATIONAL BUSINESS | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIB2 | INTERNATIONAL BUSINESS ENVIROMENT | 4 | 2 | 0 | 5 |

| | | | | | | |
|----------|--------|--|---|---|---|---|
| ELECTIVE | MBAIB3 | INTERNATIONAL TRADE & FINANCE | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIB4 | INTERNATIONAL BUSINESS LAW | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIB5 | MANAGEMENT OF MULTINATIONAL CORPORATES | 4 | 2 | 0 | 5 |
| ELECTIVE | MBAIB6 | INTERNATIONAL FINANCIAL MARKETS | 4 | 2 | 0 | 5 |

- ✓ In each semester student have to go through 3 core paper which are compulsory for them for the discipline to be studied and have to opt 2 elective papers from the given option and one foundation paper as per his/her choice related to skill enhancement from practical field of life.
- ✓ In the above table for Management Faculty, nature of paper i.e. Core, elective and foundation are given.
- ✓ Students have to select elective from the list given.
- ✓ If student selects the interdisciplinary paper, then he/she has to join classes in the related department.

In fourth semester PROJECT & TRAINING WORK will come under core paper

Semester-wise paper distribution

SEMESTER – I

Code No.

Subject

| | |
|--------|--------------------------------------|
| MBA411 | Management & Business Communications |
| MBA412 | Managerial Economics |
| MBA413 | Managerial Accounting-I |
| MBA414 | Operations Research |
| MBA415 | Business Environment |
| MBA416 | Computer Applications in Management |

SEMESTER – II

| <u>Code No.</u> | <u>Subject</u> |
|------------------------|---|
| MBA421 | Organization Behaviour |
| MBA422 | Marketing Management |
| MBA423 | Human Resource Management |
| MBA424 | Corporate Financial Management |
| MBA425 | Managerial Accounting-II |
| MBA426 | Research methodology and statistical method |

SEMESTER – III

| <u>Code No.</u> | <u>Subject</u> |
|------------------------|--|
| MBA431 | Production & Material Management |
| MBA432 | Legal Environment of Business |
| MBA433 | Management Information and Control System. |
| Optional/Elective | 3 papers |
| Paper G-1 | Elective papers to the selected from group I, II, III etc. |
| Paper G-2 | ” |
| Paper G-3 | ” |

SEMESTER – IV

| <u>Code No.</u> | <u>Subject</u> |
|------------------------|---|
| MBA441 | Strategic and Innovation Management |
| MBA442 | Entrepreneurship & Small Enterprises Management |
| Optional/Elective: | 2 papers for single specialisation from the same group & 3 papers for dual specialisation from the other group |
| Paper - G-4 | Elective papers to the selected from group I, II, III etc. |

Paper- Project work Project - 200 marks

Here G indicates papers of the same elective group, i.e. Finance, HR, Marketing, Production, IT, etc.

List of papers with pass marks on sessional and semester examination

| Name of Semester | Subject Code | End Semester Written Exam | | | | | | Pass marks in aggregate in a semester |
|------------------------|--------------|---------------------------|------------|------------|------------|------------|------------|---------------------------------------|
| | | Full Marks | Pass Marks | Full Marks | Pass Marks | Full Marks | Pass Marks | |
| First Semester | Paper-411 | 70 | 32 | 30 | 13 | 100 | 45 | 300 |
| | Paper-412 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-413 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-414 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-415 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-416 | 70 | 32 | 30 | 13 | 100 | 45 | |
| Second Semester | Paper-421 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-422 | 70 | 32 | 30 | 13 | 100 | 45 | |

| | | | | | | | | |
|--|-----------|----|----|----|----|-----|----|-----|
| | Paper-423 | 70 | 32 | 30 | 13 | 100 | 45 | 300 |
| | Paper-424 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-425 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-426 | 70 | 32 | 30 | 13 | 100 | 45 | |
| Third Semester (Optional) | Paper-431 | 70 | 32 | 30 | 13 | 100 | 45 | 300 |
| | Paper-432 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-433 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-G-1 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-G-3 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-G-2 | 70 | 32 | 30 | 13 | 100 | 45 | |
| Fourth Semester (Optional)* | Paper-441 | 70 | 32 | 30 | 13 | 100 | 45 | 300 |
| | Paper-442 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-G4 | 70 | 32 | 30 | 13 | 100 | 45 | |
| | Paper-G5 | 70 | 32 | 30 | 13 | 100 | 45 | |

| | | | | | | | | |
|--|---------------------|-------------------|-----------|---------------------------------|-----------|------------|-----------|------------|
| | Project Work | Report 120 | 54 | Prese ntation 80 | 36 | 200 | 90 | 100 |
| <ul style="list-style-type: none"> • A candidate who opts for dual specialization shall be required to choose paper G-3, G4, &G-5 each carrying one hundred marks from a group other than that which was chosen in IIIrd Semester. | | | | | | | | |

11. Scheme of Examination of a Semester

The examination of each paper shall have two components - written examination at the end of each semester carrying 70 per cent marks to be conducted by the university and sessional work of 30 per cent to be evaluated by the Departmental council. Sessional work shall comprise both the written component and small / micro projects work assessment. The written component shall carry 20 marks of a paper and small / micro projects work assessment 10 marks of each paper. The sessional work shall be evaluated by the Departmental Council on the basis of candidate performance on project work and various extra-curricular activities & general behaviour.

Two of the theory papers shall be substituted by Project Study of 200 marks in 4th semester. For passing in Project Study a candidate must secure at least 45% marks. The Project Study shall comprise 60 per cent marks on the Project report and 40 per cent on the presentation. A candidate must secure 50 per cent in the aggregate to pass a semester.

Note: 1. Clause 11 has been amended for the Session-2019-21onwards.

- 2. Students are required to submit a small/micro project report on the topic assigned by concerned subject teacher.**
- 3. Students are required to do their summer internship project in the specializations; they have opted for in final year.**

Instruction for pattern of question settings:-

1. Full Marks 100 (70 marks external exam + 30 internal marks)
2. Pass Marks 32 out of 70 marks for external exam+13 out of 30 marks for internal exam
3. No. of questions to be set 09 (Including 1 compulsory)
4. No. of questions to be answered 05 (Including 1 Compulsory)

5. Pattern of questions
Short type:- One compulsory question consisting 7 short type carrying 2 marks each
Long type, etc. Eight long type questions carrying 14 marks each
6. Distribution of Marks Question 1 is Compulsory (7 X2=14)
Question 2 to 9 (14 marks each)

Note:-

1. The scheme of examination for each semester shall be the same.
2. The passing in written examination, sessional, Practical, Dissertation separately is required.
3. (i) The departmental council of the university department/ institution concerned shall be responsible for conduct of sessional examination. Normally the test of a portion shall be conducted by the teacher who had imparted the teaching of the relevant portion and shall evaluate the answer paper and submit the result to the HOD within a week of the test conducted.
(ii) The best of two tests of a paper shall be awarded as marks of sessional of a paper.
(iii) The marks of all the sessional examinations shall be kept by the Controller of the Examination of the department concerned in his/her safe custody.
(iv) The final average marks of sessional exam against the roll no. of university examination of each student shall be sent to the examination department soon after the receipt of the admit cards. The admit cards shall be distributed only thereafter.

Provided that in case there are more than one institution imparting instruction in a course, there shall be a coordinating committee consisting of two teachers from each institutions presided over by the Head of the University Department concerned. It shall be the function of this committee to ensure uniformity in the award of internal assessment (sessional) marks among the institutions concerned.

The Institution concerned shall maintain the record of material on the basis of which the Internal Assessment marks are awarded which will have to be made available to the coordinating committee for inspection by them, if required.

12. Eligibility for taking Examination:

- (i) The examination form of only such candidates who have
 - (a) obtained not less than requisite pass marks in sessional work,
 - (b) fulfilled prescribed attendance criteria **i.e. 75%**, and
 - (c) good moral character,shall be forwarded to the examination department of the university for issuance of admit card.

- (ii) No candidate will be allowed to appear in any course beyond four years of his/her first admission to I semester of MBA course.
- (iii) A candidate who opt to reappear in certain course at an examination, but is not able to appear in the same will not be deemed to have availed himself/herself of the chance to reappear and may reappear in the course concerned at a later examination, if otherwise eligible.
- (iv) A candidate who at the end of Semester fails to secure the minimum marks required for the award of the degree may reappear in all such courses of the I, II, III and IV Semester at the special examination to be held within a month after publication of result of 4th Semester but a candidate must pass all the semester examination within four years of his/her admission to the MBA Course.

(v) Attendance Rule:-

All students must attend every lecture and other activities of the Department. However, the attendance requirement will be a minimum of 75% of the classes actually held.

Absence during the semester-

- a. A student must inform to the Director concerned immediately of any instance of continuous absent from the classes /programme.
- b. A student who is absent due to illness should approach the teacher concerned for makeup quizzer, assignment and laboratory work.
- c. A student who has been absent from sessional test due to illness shall approach the teacher concerned for makeup test immediately on return to class. The request should be supported with valid medical certificate issued by a registered medicals practitioner.
- d. In case the period of absence on medical grounds is more than 20 working days during the Semester, a student may apply for withdrawal from the Semester.

Such application must be made as early as possible. No applications for semester withdrawal will be considered after External examination have commenced. Partial withdrawal in a semester is not allowed.

- e. If a student is continuously absent from the Department for more than two weeks without permission of the Director of the programme concerned his/her name will be removed from institute rolls. Deposited fee shall not be refund in this situation or any condition.

13. Minimum Pass Marks and Movement to the next Semester: -

1. If a candidate fails in the internal assessment (Sessional work) he/she will not be allowed to appear in the University Examination. Such candidate will be required to clear the internal exams before filling the form of semester exam. *It is mandatory to appear in both the internal exams.*
2. A candidate passing in each paper separately by securing not less than 45% in each paper and securing not less than 50% marks in the aggregate shall be allowed to move to the next semester, provided that a candidate who passed in all the papers separately but failed to secure the minimum stipulated marks in the aggregate of a particular semester examination may be allowed to move to next semester and may be allowed to take examination of maximum of three papers in which he/she has secured low marks subject to the provision of clause 12 provided further that if a candidate passes in at least three papers separately but fails in not more than three papers and/or also aggregate may be allowed to move to the next semester and will be required to take examination of those papers subject to the provisions of clause 12.
3. A candidate who does not fulfil the requirement of Clause 13.2 shall be required to take re-admission in the same semester.

14. Concessions given to the Persons with Disability (PWD) in Examination (Internal & External)

The following concessions are admissible to the Persons with Disability (PWD):

1. Permission to use an amanuensis;
2. The amanuensis should be a student of class lower and different discipline than the one for which the candidate will be taking the examination;

3. The Centre Superintendent of the Examination Centre shall choose a suitable amanuensis and forward his/her particulars to the DSW/Controller of Examination for consideration and approval;
4. The candidate shall pay the fee as prescribed for use of the amanuensis. However, the Dyslexic, Blind, Physically Handicapped or Spastic or Candidate should be provided services of an amanuensis free of cost;
5. The amanuensis shall be paid remuneration as prescribed from time to time by the University;
6. The candidate may be permitted to use the services an amanuensis in all or any of the papers.
7. Additional time of 30/60 minutes in each paper in internal & external examinations, respectively;
8. The Centre Superintendent shall make the sitting arrangements for the Dyslexic, Blind, Physically Handicapped and Spastic candidates on the ground floor, as far as possible;
9. Any other special arrangement, as necessary, shall be made by the Centre Superintendent(s) under intimation to the DSW/Controller of Examination;

15. Reappearance at the Examination to clear carry over papers :

At the end of each semester the examination department shall conduct examination of all the four semesters disjointly so as to enable the candidate who could not clear all the papers in the preceding semester or could not secure stipulated aggregate marks or failures of a semester, provided that the candidate who could not pass at least in three papers of a semester shall not be permitted to appear in the examination of the next semester. The candidates who fail to secure stipulated marks in all the papers separately and/or in the aggregate of the IV semester shall be allowed to take examination held with the next batches

NOTE :- A candidate who fails at the examination but has secured at least 50% marks in the Project Report submitted (wherever applicable), will not be required to reappear in the Project Report/Practical Examination he/she will not be required submit a fresh project report when he/she appears

again at the examination and the marks obtained by him/her in respect of project report/practical examination at the earlier examination will be taken into account while determining his/her result.

15.1 **Classification of Successful candidate:**

At the end of the fourth semester the successful candidate shall be classified as under:

First class: 6 CGPA or more in the aggregate of all the four semester examinations.

Second class : 4.5 CGPA or more marks in the aggregate of all the four semester examinations a candidate who secure at least 70% in the aggregate of all the semester examination shall be declared to have secured Distinction in First Class.

15.2 **Grace Marks** - A candidate shall be awarded up to **5 marks** in aggregate if he/she fails short of pass marks or 2nd class/ 1st class only once in entire semesters and such marks will be added in the theory paper in which the candidate scored lowest marks.

15.3 A candidate must qualify for the award of the degree within four years of his first admission to the course.

16. **Medium of Examination:** The medium of instruction and examination shall be English only.

17. **Coverage of the syllabus:** The syllabus in each subject and in each paper shall be demarcated into well-defined units/areas of content along with a topic wise break up. The Board of studies of subject concerned constituted by the Vice-Chancellor shall be responsible for framing the syllabus subject to the provisions of this regulation. The course teacher shall be responsible for the coverage of the syllabi of the course including fulfilment of the

prescribed requirement. The Head/ Director of the University Department/ Principal of the College shall co-ordinate the teaching programme. In case a teacher fails to cover the course within time due to unforeseen circumstances, he shall take extra classes to cover the course. The Head/ Director of University Department / Principal of the College shall get a course completion certificate from every course teacher(s) at the end of the semester.

18. Letter Grades and Grade Points :

- i. Two methods- relative grading or absolute grading –have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges and universities can use any one of the above methods.

Explanation of grading system of Management Department

In point 18 (ii) as per P.G. regulation of University 45% is Pass marks for individual paper. So the grades & grade points have been given into the following table and further explanation have been mentioned in the table to the show the range of percentage of marks to be cumulated into a particular grade point.

| <u>Letter Grade</u> | <u>Grade Point</u> | <u>Percentage of Marks</u> |
|----------------------------|---------------------------|-----------------------------------|
| O (Outstanding) | 10 | Marks >= 80 and Marks <=100 |
| A+ (Excellent) | 9 | Marks >= 70 and Marks < 80 |
| A (Very Good) | 8 | Marks >= 60 and Marks <70 |
| B+(Good) | 7 | Marks >= 55 and Marks <60 |
| B (Above Average) | 6 | Marks >= 50 and Marks <55 |
| C (Average) | 5 | Marks >= 45 and Marks <50 |
| P(Pass) | 4 | Marks >= 40 and Marks <45 |
| F (Fail) | 0 | Marks <40 |
| Ab (Absent) | 0 | |

- ii. The UGC recommends a 10-point grading system with the following grades as given below:

Table-1 : Grades and Grade Points

| <u>Letter Grade</u> | | <u>Grade Point</u> |
|---------------------|---|--------------------|
| 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 |

- iii. A student obtaining Grade **F** shall be considered **failed** and will be required to reappear in the examination.
- iv. For non credit courses 'Satisfactory' or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The SGPA is the ratio of sum 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 undergone by a student i.e.

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

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

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme i.e

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of i^{th} semester and C_i the total number of credits in that semester.

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

Illustration of computation of SGPA and CGPA and Format for Transcripts

Computation of SGPA and CGPA

Illustration for SGPA

| Course | Credit | Grade letter | Grade Point | Credit Point (Credit x Grade) |
|----------|--------|--------------|-------------|----------------------------------|
| Course 1 | 3 | A | 8 | 3x8=24 |
| Course 2 | 4 | B+ | 7 | 4x7=28 |
| Course 3 | 3 | B | 6 | 3x6=18 |
| Course 4 | 3 | O | 10 | 3x10=30 |
| Course 5 | 3 | C | 5 | 3x5=15 |
| Course 6 | 4 | B | 6 | 4x6=24 |
| | 20 | | | 139 |

Thus, **SGPA = 139/20=6.95**

Illustration for CGPA

| Semester 1 | Semester 2 | Semester 3 | Semester 4 |
|------------|------------|------------|------------|
| Credit :20 | Credit :22 | Credit :25 | Credit:26 |
| SGPA:6.9 | SGPA:7.8 | SGPA:5.6 | SGPA:6.0 |
| | | | |
| Semester 5 | Semester 6 | | |
| Credit :26 | Credit :25 | | |
| SGPA:6.3 | SGPA:8.0 | | |

Thus, CGPA = $20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0 = 6.73$

Transcript (Format): Based on the above recommendations on letter grades, grade points and SGPA and CCPA, the HEIs may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

19. Every candidate, at the end of each semester and after the publication of result, shall be given ‘ **Grade Sheet**’ and every successful candidate after the completion of all the four semester course requirements shall be given ‘Final Grade Sheet’ and the ‘ Provisional Certificate’ in the format depicted in Appendix – A, Appendix – B and Appendix- C respectively. Degree shall be awarded to successful candidates in ensuing Convocation.
20. The ranking as per merit shall apply to regular examinees only, passing the respective examinations in single attempt.
21. **Faculty Adviser/ Mentor:** To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department/ Principal of the College will attach a certain number of students to a teacher of the Department / College who shall function as Faculty Adviser for those students throughout their period of study. Such Faculty Adviser shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students.
22. **The University can, at any time, substitute, alter, amend, add or delete any of the provisions of this Regulation subject to such conditions as may be prescribed thereafter by the UGC and the Academic Council of this University.**