**University Department of Management**

**Vinoba Bhave University**

**Hazaribag**

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**Regulation of**

**The Part -Time MBA Programme,**

**2015**

VINOBA BHAVE UNIVERSITY, HAZARIBAG

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

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

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**1. Preamble:**

(a) The regulation herein specified apply to Part - 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 Part Time 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) Part – 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, Part Time 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. **Duration of course**; - The part time self financed courses for Part time MBA shall comprise six semesters (3 years) . Each academic session is divided into two semesters, each approximately of 20 week duration ; odd semester ( July to December ) and even semester ( Jan to June) . The programme will also include assessment of industrial report at the end of 6th semester. **Intake –40.**

1. **Eligibility criteria for Admission –** candidates who have passed bachelor’s Degree examination with not less than 50% marks in aggregate in any faculty of the university or a recognized university ,or a recognized university And five years working experience in any industry /organization shall be eligible for Admission to first semester of part time MBA course provided their name appear in merit list prepared after holding interview and group discussion for the purpose in accordance with the rules framed for the purpose by 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 rule for admission to professional courses applicable for relevant academic session but no caste reservation shall be applied to such category of students. In case candidates of particular category are not available adequately then the vacant seats will be treated as general seats.

**Relaxation** – Relaxation of 5% marks in bachelor’s degree examination will be allowed to SC/ST/VH/PH Candidates.

**4. Attendance rule –** All students must attend every lecture and other activities of department. However the attendance required will be a minimum of 75 % of the classes actually held. Classes will be conducted on Saturday and Sunday only.

4.1 **Absences during the semester**

(a) A student must inform the Director of the department through concerned faculty immediately of any instance of continuous absence from classes.

(b) A student who is absent due to illness should approach the faculty concerned for makeup quizzer, assignment and laboratory work.

© A student who has been absent from a sessional test due to illness shall approach the faculty concerned for makeup test immediately on return to class. The request should be supported with a medical certificate issued by a registered medical practicner.

(d) In case the period of absence on medical ground is more than 20 working day / class during the semester , a student may apply for withdrawal from the semester . Such application must be made as early as possible. No application for the 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 four weeks without permission of director of the department , his/her name will be removed from department rolls.

**5. Syllabi (course content) –**

**1.**

The syllabus in each paper shall be demarcated into well-defined units/ areas of content along with topic wise break up. The board of studies of subject concerned constituted by vice chancellor shall be responsible for framing the syllabus subject to the provision of this regulation.

2. The courses will be however be distributed in six semester, each semester will include four theory courses, practical exam, viva –voce etc are distributed in appropriate semester.

3. The programe consist of 24 papers for single specialization and 25 papers for dual specialization.

4. The total number of paper for each semester –

**Semester I paper code – MBA PT 411, MBA PT 412,MBA PT 413, MBA PT 414**

**Semester II Paper code** **MBA PT 421,MBA PT 422,MBA PT 423,MBA PT 424**

**Semester III Paper code MBA PT 431, MBA PT ,432,MBA PT 433,MBA PT 434**

**Semester IV Paper code MBA PT 441, MBA PT 442, MBA PT 443 (Select any one optional paper from elective group)**

**Semester v paper code –MBA PT 451, MBA PT 452, (select two optional paper from same group)**

**Semester VI -- Specialization**

**\* For single specialization**

The candidate who desire to do specialization in one field will be required to be choose one paper of a group in IV Semester and two papers from the same group in V semester and also two papers from the same group in VI semester.

**\* for dual specialization** –the candidate who desire to do dual specialization in two different field will be required to be choose one paper of a group in IV semester and two papers from the same group in V semester and choose three papers from different group in VI semester

**\* Project work** – 200 marks (credit shall be given in VI semester)

**5**. (!) each theory paper of university examination of three hours duration at the end semester shall consist of eight questions out of which five have to be answered ; seventy percentage of questions shall be based on concept and application while the remaining thirty percentage shall comprise cases . in each of the papers one compulsory question based on case study /analysis shall be set

**(ii) Each written components of a paper of sessional work shall comprise three compulsory questions aggregating twenty marks.** The examination will be of I.5 hours duration.

**(iii) The project study may be linked with summer training /corporate training . the study shall be undertaken the supervision of a designated faculty members . the project study must be based on at least forty percent real data.**

(iv) Provision of research and development as per rules and regulations of the university

**Choice Based credit system (CBCS) --- According to Existing Regular MBA Programme.**

**Course structure of Part time MBA Programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Course no** | **Name of course** | **L TP** | **CREDIT HOURS** |
| **1** | **MBA PT 411 core paper** | **management and managerial Communication** | **4 2 0** | **5** |
| **1** | **MBA PT core paper** | **Managerial economics** | **4 2 0** | **5** |
| **1** | **MBA PT 413 foundation paper** | **Financial accounting** | **4 2 0** | **5** |
| **1** | **MBA PT elective paper** | **Operation research** | **4 2 0** | **5** |
| **11 semester** | **MBA PT 421 core paper** | **Business environment** | **4 2 0** | **5** |
| **II Semester** | **MBA PT 422 foundation paper** | **Computer application in management** | **4 2 0** | **5** |
| **II Semester** | **MBA PT 423 core paper** | **Organizational theory and Behavior** | **4 2 0** | **5** |
| **II Semester** | **MBA PT 424 elective paper** | **Marketing management** | **4 2 0** | **5** |
| **III Semester** | **MBA PT 431 core paper** | **Human resource management** | **4 2 0** | **5** |
| **III Semester** | **MBA PT 432 core paper** | **Corporate financial management** | **4 2 0** | **5** |
| **III Semester** | **MBA PT elective paper** | **Cost and management accounting** | **4 2 0** | **5** |
| **III semester** | **MBA PT 434foundation paper** | **Research methodology and statistical method** | **4 2 0** | **5** |
| **IV Semester** | **MBA PT 441 core paper** | **Production and material management** | **4 2 0** | **5** |
| **IV Semester** | **MBA PT 442 core paper** | **Corporate legal environment** | **4 2 0** | **5** |
| **IV Semester** | **MBA PT 443 foundation paper** | **Management information and control system** | **4 2 0** | **5** |
| **V Semester** | **MBA PT 451 core paper** | **Strategic and innovation management** | **4 2 0** | **5** |
| **V semester** | **MBA PT 452 C ore paper** | **Entrepreneurship and small enterprise management )** | **4 2 0** | **5** |
| **VI Semester** | **Specialization core & Elective & foundation** |  | **4 2 0** | **5** |

**Elective groups ---**

1. **Finance group –1.** Investment management 2. Working capital management 3. Financial market and institution 4. Financial decision analysis 5. Corporate tax analysis 6. Security analysis and portfolio management.
2. **Marketing group –**
3. Advertising management 2. Sales and distribution management 3. Marketing research 4. Marketing of services 5. Industrial and rural marketing 6. Consumer behavior
4. **Production management**
5. production /operation policy & control
6. material management
7. total quality management
8. logistic management
9. Goal programming in management
10. Service operations management
11. **Human Recourse Management**
12. HRD – Strategies & system
13. Industrial relation management
14. Labour legislation & welfare
15. Corporation management
16. Group dynamics and Development
17. Training & development
18. **Information technology**
19. Computer programming & object oriented language
20. E – commerce
21. Software project management
22. Structured system analysis and design
23. Computer network
24. Data base management system

**(f) International business**

1 management of international business

1. International business environment
2. International trade and finance
3. International business law
4. Management of multinational corporate
5. International financial market and institutions.

There will be foundation course which isan optional for the students –

FC 1. Personality and skill development

Fc2 e commerce

Fc e taxation

Fc Ebanking & insurance.

* **Content of all the courses is same as existing Regular M B A Programme**

**Examinations;** There shall be six examinations comprising the course

1st examination ; on completion of the courses for the period prescribed therein in nov/December

2nd Examination – on completion of the courses of study for the period prescribed there in April/may/June

**Scheme of examination of a semester** –The examination of each paper shall have two components – written examination at the end for70% marks to be conducted by the university and sessional work for 30% to be evaluated by the departmental council. Sessional work shall comprise both written component and day to day assessment. The written component shall carry 20% marks of a paper and day to day assessment 10% of a paper.

A student has to score 13 marks out of 30 marks for passing the sessional course work of a subject. The sessional work shall be evaluated by the departmental council on the basis of candidate performance in various extracurricular activities, general behavior, performance at seminar and workshop etc. Two of theory paper shall be substituted by project study of 200 marks in 6th semester. For passing in project study a candidate must secure at least 45% marks. The project study shall comprise 60 percentage marks on the project report and 40% on the presentation. a candidate must secure 50 percent in the aggregate to pass a semester .

**Note –**

1. The scheme of examination of each semester shall be same.

2. The passing written examination, sessional, practical, dissertation separately is required.

3. (1). The departmental council of the university department/ institution concern shall be responsible for conduct sessional examination, normally the test of the portion shall be conducted by faculty who has imparted the teaching of relevant portion and shall evaluate the answer paper and submit the result to the director of department within a week of the test conducted.

(2) The best of two tests of a paper shall be awarded as marks of sessional of a paper.

(3) The marks of all sessional examinations shall be kept by the director of the department concerned in his safe custody.

(4) The marks of sessional against the roll no of university examination of each student shall be sent to examination department soon after the receipt of the Admit Cards. The admit card shall be distributed only thereafter.

Provided that in the case there are more than one institution imparting instruction in a course, there shall be a coordinating committee consisting of two teacher/faculty from each institution presided over by the Director/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 institution concerned

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

1. **Eligibility for taking examinations** –
2. The examination form of only such candidates who have
3. Obtained not less than requisite pass marks in sessional work,
4. Fulfilled prescribed attendance criteria , and
5. Good moral character.

Shall be forwarded to the examination department of the university for issuance of admit card.

1. No candidate will be allowed to appear in any course beyond Four years of his /her first admission to I semester of the part time MBA course .
2. 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 .
3. A candidate who at the end of VI 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, IV, V semester at the examination to be held in the month of April next year but a candidate must pass all the semester examination within six years of his /her admission to the part time MBA Course.
4. **Minimum pass marks and movement to the next semester ---**
5. 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.
6. 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 7 provided further that if a candidate passes in at least three papers separately but fail 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 provision of clause 7.
7. A candidate who does not fulfill the requirement of clause 8.2 shall be required to take re –admission in the same semester.
8. **Reappearance at the examination to clear carry over papers ;---**

At the end of each semester the examination department shall conduct examination of all the six semester disjointly so as to enable the candidate who could not clear all the papers in the proceeding semester or could not secure stipulated aggregate marks or failure 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 fails to secure stipulated marks in all the papers separately and /or in the aggregate of the vi semester shall be allowed to take examination held in December next to be conducted along with the examination of 1 and 5 semester.

Note -- A candidate who fails at the examination but has secured at least 50% marks in the project report submitted (where 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.

* 1. classification of successful candidate;--

At the end of the six semester the successful candidate shall be classification as under ;

First class; 60% or more in the aggregate of all the six semester examinations.

Second class; 45 % or more marks in the aggregate of all the six 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.

* 1. Grace marks – A candidate shall be awarded up to 5 marks in aggregate if he /she fails short of pass marks or 2nd class / Ist class only once in entire semesters and such marks will be added in the theory paper in which the candidate scored lowest marks .
  2. A candidate must qualify for the award of the degree within six years of his first admission to the course.

**10. Board of Moderators –**

**(**a) The board of Moderators will consist of following**;--**

(i) Head /Director of the Department concerned**.**

**(**ii) Two persons nominated by the vice chancellor, one from the faculty member of the Dept, preferably having specialization other than that of the H.O.D /director and other nominated examiner .In the event of any three members not being able to attend the meeting of the Board of Moderators, he/she will inform the vice-chancellor in advance and the latter my appoint another person in his /her pluse as a member of the Board.

(b) Power and function of Board of Moderators.

1. The questions paper shall be reviewed by the board of moderators.
2. The Final result shall be published on the recommendation of the Board of Moderators.

In the event of board of Moderators suggest with reason and change in the result the examination Board shall take final decision on the recommendation.

1. **Rechecking of examination result ---** a fee of Rs 500 /- (Rupees five hundred only ) shall be charged from a candidate willing to get his/her result rechecked in any subject of examination for one paper .such request shall be entertained for not more than two papers of written examination of a semester ; provided that the fee shall be refunded to the candidate if on re checking of the result , any error or omission is discovered in respect to the marks originally awarded by the examiner concerned or in the record of result prepared by the university.
2. **Mark sheet –** the report of the result of examination shall be provided to the students at the end of each semester examination separately and amalgamated marks sheet of all the semesters on passing all the semester examinations
3. **Degree –** each successful candidate in all six semester shall be admitted to the part time master of business administration degree of the Vinoba Bhave University on passing the examination and will be conferred degree of Part time Master of business Administration and part time MBA in dual specialization in the faculty of management **.**
4. **Medium of instruction and examination –** the medium of instruction and examination shall be English.
5. **Award /Recognition of Merits –**Examinee of a specialization securing first position in the first class shall be given certificate of merit . he /she may get university gold medal or any other award which the university decide for the purpose
6. **Fee -- the** tuitions fee and other charges for self finance course shall be decided and revised time to time by the academic council of the university.
7. **Enforcement of the revised regulation -- The** regulation shall come into force with effect from session 2015 -16.

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**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.

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

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

**Medium of Examination**: The medium of instruction and examination shall

be English only.

**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 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 of University Department / Principal of the College shall get a course completion certificate from every course teacher(s) at the end of the semester.

**Letter Grades and Grade Points :**

1. 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.
2. The UGC recommends a 10-point grading system with the following grades as given below:

**Table-1 : Grades and Grade Points**

|  |  |  |
| --- | --- | --- |
| **Letter Grade** |  | **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) | – | 0 |
| Ab (Absent) | – | 0 |

1. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
2. 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.

**SGPA** (Si) = ∑( Ci x Gi )/ ∑Ci

Where Ci is the number of credits of ith course and gi the grade point scored by the student in the ith 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

**CGPA** = ∑( Ci x Si )/ ∑Ci

Where Si is the SGPA of ith semester and Ci 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  SGPA:6.9 | Credit :22  SGPA:7.8 | Credit :25  SGPA:5.6 | Credit:26  SGPA:6.0 |
|  |  |  |  |
|  | | | |
| **Semester 5** | **Semester 6** |  |  |
| Credit :26  SGPA:6.3 | Credit :25  SGPA:8.0 |  |  |

Thus,CGPA = 20 x 6.9 +22 x 7.8 +25 x 5.6+26 x 6.0 +26 x 6.3+ 25 x 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.

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.

The ranking as per merit shall apply to regular examinees only, passing the respective examinations in single attempt.

**Faculty Adviser**: 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.

**.** **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.**

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