

# **ORDINANCES FOR**

## **Master of Business Administration**

### **[Approved by Board of Studies Management]**

#### **1. Scope**

- 1.1. All the clauses of the ordinance are for the Master of Business Administration offered by the university, no clause or sub clause thereof can be assumed for other Programmes offered by the university.
- 1.2. All the clause and sub clause thereof of the ordinance are liable to change by alterations, inclusions and exclusions as deemed fit by the Academic Council and the Board of studies of the university from time to time without prior notice.
- 1.3. The interpretations of the clauses and the sub Clauses thereof are that of the Academic Council and the Board of studies of the university.
- 1.4. Any litigation will be at Session Court, District Dehradun jurisdiction.
- 1.5. Hence forth where it is written Programme it should be read as the Master of Business Administration.

#### **2. Definition of the Programme**

- 2.1. The Programme is a Postgraduate fulltime Programme, on successful completion of which a Postgraduate degree titled Master of Business Administration will be awarded.
- 2.2. The number of seats available for the Programme will be declared at the time of admission as per latest AICTE approval.

#### **3. Medium of Instruction**

- 3.1. The medium of instruction will be English.

#### **4. Duration of the Programme**

- 4.1. Duration of the Programme shall be two years / 4 semesters, each year will comprise of two semesters. Each semester shall normally have 90 instructional days.

#### **5. Admission, Eligibility to the Programme**

- 5.1. The university reserves the right to admission.
- 5.2. Candidate should verify the requisite qualification and eligibility criteria before applying for admission as per prevailing AICTE norms.
- 5.3. In case the total admitted candidate to the Programme is less than 25% of number of seats declared available for the Programme at the time of admission the University through its Academic Council reserves the right to cancel all the admission to the Programme and discontinue the Programme. All the candidate who are admitted to the Programme will be refunded all the fee paid during admission
- 5.4. Candidate has to be declared medically fit by a RMO and should have attached a fitness certificate along with the application for admission.
- 5.5. Candidate with a minimum three year Bachelor's degree from a recognized Institute/University with a minimum of 50% in the qualifying Examination or any higher qualification form a recognized Institute/University with a minimum of 50% in the qualifying Examination is eligible for admission to the Programme.
- 5.6. Candidate who has appeared the final year of the qualifying examination with not less than 50% marks at pre graduating year, whose result is awaited, will be admitted provisionally by paying requisite fee for admission as per fee schedule. Such candidate should produce their result by a cutoff date indicated at the time of admission failing which their admission will be cancelled and will be refunded the fee paid during

admission on the prorata basis only after the seat falling vacant will be filled by another eligible candidate.

5.7. The reservation policy will be as per the directive of the AICTE/ State Government. The eligibility of reservation category shall be adopted by university by university decided by AICTE.

5.8. Regular admission will be done on strictly merit basis through an open counseling conducted by the university. MAT/CAT/ C-MAT Scores or any other common entrance exam or the entrance test conducted by the university may be considered as merit for admission and will be decided at the time of advertising for admission by the State Counseling Board.

## **6. Cancellation of Admission**

6.1. Admission of a Candidate will be cancelled who at the time of admission has supplied false or incorrect information regarding qualification and eligibility criteria prescribed by the University. Such candidates will not be refunded the fees paid during admission.

6.2. Candidates who after confirming the admission by paying the prescribed fee wish to cancel the admission before the last date of admission such candidates will be refunded the fees paid during admission as per prevailing rules and regulations of regulatory bodies UGC/ AICTE.

6.3. Candidates who after confirming the admission by paying the prescribed fee wish to cancel the admission after the last date of admission such candidates will be refunded the fees paid during admission on the pro-rata basis only after the seat falling vacant will be filled by another eligible candidate.

## **7. Change of University**

7.1. Change of university is not permitted.

## **8. Curriculum of the Programme**

8.1. Curriculum shall include Theory subjects and practical Summer Internships Project, Business Consultancy Project and educational tour etc.

8.2. Each Theory subject or practical will be treated as one head.

8.3. Curriculum of the Programme for all the semesters will be described in the scheme of study and evaluation by the Board of Studies and the Academic Council of the University from time to time.

8.4. The syllabus for all semester will be made available by the Board of Studies and the Academic council.

8.5. Curriculum will also include co-curricular and extra-curricular activities as may be prescribed by the University from time to time.

8.6. Curriculum will be revised from time to time by the Board of Studies and the Academic Council to keep it up to date with the current market requirement.

## **9. Attendance Requirements**

9.1. Each student must attend every theory class, tutorial and practical sessions for which he is registered.

9.2. Condonation of up to 25% is permitted for students to participate in sports/ Extra curricular/ Placement / NCC or NSS activities, the attendance requirement shall be a minimum of 75% of the classes actually held. Further condonation of maximum of 10% attendance will be allowed to account for any exigencies like illness/ medical emergency/ death of family/ relative on the recommendation of Director.

## **10. Evaluation System**

## 10.1 Evaluation Pattern

10.1.1 Continuous term evaluation comprising of Faculty Assessment & Mid Semester Examination and End term evaluation comprising of external examination as described in the scheme of study and evaluation by the Board of Studies and the Academic Council of the University from time to time.

### A. Theory Papers

10.1.2 Award of Teachers assessment marks shall be done on a continuous basis throughout the semester and is based on Class Tests, Assignments/ Tutorials, Case studies, Quizzes / Viva-voce the marks are to be awarded by the teacher at the end of the semester before the End semester Examination.

10.1.3 Award of class Attendance is based on the percentage of the classes attended by the Candidate.

10.1.4 **Mid Term Examination** will be held for all Theory Subjects and Practical in the mid of the semester, between completion of 40 and 50 instructional days from the start of the semester.

Evaluation Component	Description and sub heads	Marks
Continuous Term Evaluation	1.Mid Term Examination	<b>10% (10 marks)</b>
	2. Teachers Assessment	<b>10% ( 10 marks)</b>
	3.Attendance	<b>10% (10 marks)</b>
End Semester Evaluation	End Semester Examination ESE A 70 marks 3hrs Theory exam will be conducted.	70%(70 marks)
<b>Total</b>		<b>100</b>

10.1.5 Candidate who remain absent or are prohibited to attend the mid term Examination will be declared as fail in mid term Examination.

10.1.6 Candidate will have to satisfy the attendance criterion to appear in the respective Theory subjects and Practical to attend the Mid Term Examination.

10.1.7 Candidate who will not satisfy the attendance criterion will not be allowed to appear the Theory subjects and Practical Mid Term Examination and such Candidate will be declared as fail in the Mid Term Examination.

10.1.8 **End Semester Examination** will be held for all Theory subjects and Practical at the end of the semester.

10.1.9 Candidate who remain absent or is prohibited to attend the End Semester Examination will be declared as fail in End Semester Examination.

10.1.10 Candidate will have to satisfy the attendance criterion to appear in the respective Theory subjects and Practical to attend the End semester Examination

10.1.11 Candidate who will not satisfy the attendance criterion will not be allowed to appear Theory subjects and Practical End Semester Examination and the Candidates will be declared as fail in the End Semester Examination.

- 10.1.12 Candidate has to score a minimum of 30% of the marks to qualify the End Semester Examination.
- 10.1.13 Candidate who does not qualify the End Semester Examination will be declared fail in the respective Theory subject and Practical.
- 10.1.14 End semester Practical Examination will be conducted by two Examiners with one Examiner external to the university.
- 10.1.15 Candidate will be declared pass in the semester when he will have passed in all Theory subjects and Practical.
- 10.1.16 **Passing Criteria** - A minimum of 50% marks has to be secured as a sum of Continuous Term Evaluation and End Semester Evaluation.
- 10.1.17 **Summer Internship Project (SIP)** is a six to eight week industry project to be undertaken by the students after the completion of second semester.
- 10.1.18 A report for the project undertaken by the student is to be prepared and submitted in the department after completion of the summer internship. The evaluation criterion for SIP is as follows.

#### B. Summer Internship Project

Evaluation component	Marks
Report	70%
Presentation	30%
<b>Total</b>	<b>100</b>

- 10.2.23 **Business Research Project (BRP)** is a team-based business research assignment undertaken by IV semester MBA students and it carries 200 marks. A team of 3-4 students undertakes the Research assignment for a business firm/ industry/ organization/ NGO/ research organization under the guidance of the Faculty.
- 10.2.24 The basic framework of the research topic, literature review, and research design will be designed by the students in the beginning of semester. The elaborated research proposal along with the pilot study will be evaluated by the panel. Only after the proposal is found suitable, permission for BRP will be given.
- 10.2.25 Business Research Project report shall be evaluated by two examiners one external and one internal appointed by the Registrar (Evaluation). Wherever there is viva-voice, it shall be conducted by the common Viva Board consisting of the Chairman and internal members of the BOE in the concerned subject, internal guide and external examiner approved by the Registrar (Evaluation). Though the BRP is a team work, students in the team are evaluated individually according to the below-mentioned criteria.

#### C. Business Research Project Evaluation

Scheme of Evaluation	Marks	Weightage (%)
Report(Internal)	100	50
Seminar (Internal) (Guide + Panel) 2 evaluations of 35 marks each	50	25
Viva-Voce (External)	50	25
Total	200	100

### **10.3 Provisions for Grace Marks**

- 10.3.1 A candidate may be awarded grace marks only if the candidate will secure a pass in all the Theory and Practical's course after award of the grace marks. A maximum of 10 marks in a semester, in maximum four Theory or Practical course, but not more than 5 marks in any one theory or Practical course.

### **14. Scrutiny and Revaluation**

- 14.1 Scrutiny shall not be allowed in any circumstance but on the special recommendation of the director/ concerned subject teacher, after deciding the requisite fee the university reserves the right to accept such cases.
- 14.2 Revaluation of theory / practical papers is not permitted.

### **15. Results**

- 15.1 The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year.
- 15.2 Result of the final year shall be declared on the basis of working out Grand Total by adding marks of all the years of study.

### **16. Unfair means**

- 16.1 Cases of unfair means during examination shall be dealt by the UFMC (Unfair Means Committee) constituted by the University.
- 16.2 The Proctor Board can rusticate a student from the university under unfair means.

### **17. Readmission**

- 17.1 Candidate can take readmission to any ongoing semester at the start of the semester by paying the requisite semester fee as per fee schedule. Such candidate will have to repeat the entire semester all Theory subjects and Practical as a regular candidate.
- 17.2 Candidate who does not fulfill the attendance clause 9 will have to take readmission.
- 17.3 Candidate who has been detained by the university and subsequently has been permitted will take re-admission by paying the requisite fee as per fee schedule

### **18. Termination**

- 18.1 Candidate who is admitted on regular admission to the Programme will have to successfully complete the Programme in maximum 4 years failing which the candidate will be terminated.
- 18.2 Candidate who has failed twice in first year due to either non-appearance in examinations or not being able to pass the Theory subjects and Practicals or not being permitted to appear in examination due to not fulfilling of other ordinances or any other reason is liable for termination, the decision of the Academic Council and the Board of Studies of the university will be final and binding on the candidate.

### **19. Rustication**

- 19.1 Candidates who have been involved in act of indiscipline or any unlawful criminal activity will be referred to the Proctor Board and as per university rules such students may be rusticated.