



JHARKHAND UNIVERSITY OF TECHNOLOGY

FACULTY OF MANAGEMENT STUDIES

ORDINANCES GOVERNING

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Effective from Academic Session 2019-20

Offered by

JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI



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**ORDINANCES GOVERNING TWO YEAR
MASTER OF BUSINESS ADMINISTRATION (MBA)
(FULL-TIME)
(Effective from 2019-20)**

Under the powers conferred by Section 4 A of the Jharkhand University of Technology Act, 1915, as amended and under the provisions of Clause 3 of Section 18 of this Act, the Jharkhand University of Technology instituted the Two-year (Four Semester) Master of Business Administration (MBA) Degree Course with effect from July 1, 2019. The following are the Ordinances relating to the revised and updated MBA Course to come in force from the academic **session 2019-20**.

I. General Provisions

1. The Program of study leading to Master of Business Administration (MBA) Degree of the Jharkhand University of Technology and affiliated colleges shall be conducted through the Department of Management Studies, on full-time basis, under the Faculty of Management Studies and shall be of two years (four semesters) duration.
2. The last date for receipt of applications for admission to these courses shall be fixed each year by the Dean, Faculty of Management Studies, JUT, Ranchi.
3. Admissions to MBA Program shall depend upon combined merit comprising of CAT score conducted by IIM for the corresponding year (50% weightage) Academic Records of the Candidates (20% weightage of which 20% for Class X Marks, 20% for Class XII Marks and 60% for Marks obtained in the Qualifying Examination) and marks obtained in GD and Interview (30% weightage of which 50% for GD and 50% for Interview) to be held at JUT and availability of seats in the respective programs on the date and time of counselling.
4. All admissions shall be finalized within the date notified by the University. Candidates not fulfilling the minimum eligibility conditions by 5th October of the year of admission, shall be removed from the rolls.
5. There shall be common application form for MBA program. Candidates shall choose the college at the time of admission counselling depending on the availability of seats. No application form shall be considered for admission unless it is complete in all respects including attested copies of the photographs of the candidates containing his/her signature thereon and all necessary documents are attached thereto, such as:
 - (a) Attested copies of mark-sheets of all the examinations passed;
 - (b) Certificate from the Head of the institution certifying that the candidate has appeared or will be appearing in the qualifying examination.
 - (c) Certificate from an appropriate authority certifying that the candidate belongs to Scheduled Caste/Scheduled Tribe/OBC or that the candidate is Physically Challenged.
6. The completed Application Forms for registration at JUT along with documents required under para 5 above shall be sent to the Dean, Faculty of Management Studies, JUT by a date fixed by the Admission Committee of the Faculty of Management Studies.

7. (a) Provisional admission to the Program shall be made in order of combined merit comprising of CAT score conducted by IIM for the corresponding year (50% weightage) Academic Records of the Candidates (20% weightage of which 20% for Class X Marks, 20% for Class XII Marks and 60% for Marks obtained in the Qualifying Examination) and marks obtained in GD and Interview (30% weightage of which 50% for GD and 50% for Interview).
- (b) Candidates called for the Group Discussion and Interview shall be required to remit a fee of Rs.1000/- or as decided by the Vice Chancellor, JUT in the form of DD in favour of the Registrar, Jharkhand University of Technology payable at PNB, JUT Campus, Ranchi.
8. Provisional admission cannot be claimed by any applicant as a matter of right. The provisional admission or readmission of an applicant shall be entirely at the discretion of the Admission Committee, which may refuse to admit any candidate without assigning any reason thereof.
9. Provisional admission shall be made strictly on availability of seats on the date of admission and the mere fact that call letter has been issued shall not entitle a candidate to claim admission.
10. The candidate granted provisional admission shall deposit fee within the period prescribed by the Dean, Faculty of Management Studies, JUT failing which the admission shall stand cancelled.
11. Provisional admission of a candidate is liable to be cancelled by the Admission Committee at any time:
- (a) if it is detected that there is something against the candidate which would have prevented him/her from being admitted to the course
 - (b) if the candidate is found at a later stage to have provided any false information, and /or
 - (c) if he/she has been punished for an act of gross misconduct, indiscipline or an act involving moral turpitude.
12. The candidates admitted to the M.B.A. Program are required to submit the following certificates at the time of admission or latest by 05th November of the year of admission
- A Migration Certificate from the University last attended in case the candidate has obtained qualifying degree from an Indian University other than Jharkhand University of Technology, certifying that he/she has passed the qualifying examination.

OR

A Transfer Certificate showing that the candidate has passed the qualifying examination from the institution last attended, if he/she has obtained qualifying degree from Jharkhand University of Technology.

13. Candidates should ensure that a pass port size photograph signed by them is pasted in the space provided for in the application form.
14. Candidates are advised to keep ten number of extra copies of the recent and identical photographs as are pasted on application form for future use, as and when needed.
15. The students of MBA program may be permitted to take part-time course of the University provided prior permission has been obtained from the Heads of the Departments concerned.

16. There shall be an Admission Committee for MBA admission, constituted under the provisions of Ordinances and consisting of the Dean or his nominee and two senior most members of the teaching staff of the Faculty. Admission shall be made in accordance with these ordinances and the rules made thereunder.

A. Eligibility for MBA Program:

Admission to the MBA Program shall be made through CAT. Eligibility criteria defined under CAT shall be deemed as applicable provided candidates belong to categories other than SC / ST has secured a minimum 50% marks at the qualifying examination. For SC/ST candidates, at least 45% marks are required.

- (a) A graduate degree under 10+2+3 Pattern,
OR
(b) A degree in Agriculture, Technology, Medicine, Education or Law,
OR
(c) A Post-graduate degree in any discipline.

Notes:

1. The above qualifying degree must be obtained from any Indian University/Institution recognized by AIU/AICTE.
2. In order to be eligible for admission the candidate must have secured a minimum of 50% marks in aggregate at the qualifying examination as given above under a, b or c as the case may be. For SC/ST candidates, at least 45% marks are required.
3. A candidate appearing at the qualifying examination is required to furnish a certificate from the Head of the Institution where he/she is pursuing the course of study, to the effect that he/she has appeared or will be appearing in the qualifying examination to be concluded on or before June 30 of the year of admission.
4. If such a candidate is offered provisional admission, he/she must submit the proof of acquiring minimum eligibility criteria i.e., Marksheet of the qualifying examination by October 05 of the year of admission.

B. Intake and Reservations in MBA Program

The total intake in the MBA Program shall be 46 each and there shall be reservation for the following categories as per Rules:

Reservations:

SC Candidates	15 % of the intake
ST Candidates	7.5% of the intake
PC Candidates	3% of the intake (<i>on horizontal reservation basis</i>)
OBC Candidates	27% of the intake

- (a) The candidates seeking admission under the above categories must fulfil the minimum eligibility conditions and qualifying requirements.
- (b) The SC/ ST/OBC candidates must enclose attested copy of the caste certificate along with their Application Form stating that the candidate belongs to SC/ST/OBC Category.

The following are empowered to issue SC/ST/OBC Certificates:

- (i) District magistrate/ Additional District Magistrate/ Collector/ Deputy

Commissioner/ Addl. Deputy Commissioner/Deputy Collector /Ist Class StipendiaryMagistrate/City Magistrate/Sub Divisional magistrate/ Taluka Magistrate/ Executive Magistrate /Extra Assistant Commissioner.

- (ii) Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
 - (v) Administrator/Secretary to the Administrator/ Development Officer (Lakshadweep Islands).
 - (vi) Candidate must note that certificate from any other person/authority shall not be accepted in any case.
- (c) 3% seats on horizontal reservation basis, shall be reserved for Physically Challenged Candidates (i) 1% for Visually Impaired (ii) 1% for Hearing Impaired (iii) 1% for Orthopaedically Handicapped.

A candidate applying under PC category must attach a certificate by CMO, District Hospital. However, he/she shall be considered under PC category only after verification from the University Medical Board. Admit cards for admission shall be issued to such candidates only on production of the above-mentioned verification certificates from the Medical Board constituted by the University for the purpose.

- (d) Separate final merit list shall be prepared for the candidates under each of the above categories, taking into consideration combined merit of CAT, Group Discussion & Interview.
- (e) Vacant seats reserved for SC/ST/OBC candidates, if any, may be filled up as per Govt. of India rules.

C. Supernumerary Admissions in MBA Program

1. Admission Under Paid Seat Scheme:

- (a) The Faculty may admit students under the supernumerary paid seat quota as per the norms fixed by the University from time to time and laid in the Information Bulletin for the concerned year of admission.
- (b) Candidates willing to take admission under paid seats are required to fill up their options when reporting for the Group Discussion.

2. Admission of Foreign Nationals in MBA Program

Seats: 15% of the regular seats.

All the application forms may be submitted in the office of the International Students Advisor, International Students Centre, JUT for processing for their admission. The International Students' Advisor, with the help of the Admission Committee constituted to look after the admission work of the foreign nationals shall examine the eligibility of each applicant to the course and also the equivalence of the qualifying examination passed by the candidate. The International Students Advisor shall issue the eligibility letter to the concerned foreign nationals if they are found eligible. If there is any problem regarding equivalence of the qualifying examination passed by the candidates, the same may be referred to the Equivalence Committee constituted for foreign nationals. The last date of admission in this category will be announced by the International Students Advisor. **Foreign Nationals are exempted from appearing in Written Test (CAT), Group discussion and Interview.**

All the Foreign Nationals have to fulfil the following conditions

a) At the time of submitting the application:

(i) All the Foreign Nationals should submit their application, along with the processing charges, on prescribed format, which can be freely downloaded from the website <http://jutranchi.ac.in/>.

(ii) The applications of scholarship-holding Foreign Nationals (under various schemes) required to be routed through the Indian Council for Cultural Relations / Ministry of Human Resource Development (Department of Education), Govt. of India, New Delhi.

(iii) They hold a valid foreign passport.

(iv) That they have adequate knowledge of English and/or Hindi as per the requirements of the Course.

b) At the time admission:

(i) They have valid Residential permit in India granted for studies / student visa for the prescribed duration of the concerned Course.

(ii) They fulfil the minimum eligibility requirements.

c) General:

(i) The Degree/certificates of the candidates have been recognized and approved by the Association of Indian Universities (AIU)/Commonwealth Universities/ International Association of Universities (IAU) as equivalent to the corresponding Indian degrees/certificates.

(ii) All the eligible Foreign Nationals are required to fill up the Registration Form prescribed by the University at the time of admission.

(iii) The applicant should have completed 17 years of age and there is no maximum age limit for Foreign Nationals.

(iv) The Inter-se merit among the applicants of various Foreign Nationals shall be decided by the "Core Committee for Admissions of Foreign Nationals", which shall be deemed as final.

d) Fee for the Foreign Nationals

Fee for the foreign candidate will be decided by the Vice Chancellor, JUT with the approval of the Executive Council.

Further details regarding admission of Foreign Nationals are available on the website <http://jutranchi.ac.in/> which is updated periodically.

II. ADMISSION PROCEDURES FOR MBA PROGRAM

Admission to MBA Program at Faculty of Management Studies, JUT is based on combined merit of the CAT of IIM, Academic Records and GD & Interview Scores (*See Point I (3) General Provisions*). As such a candidate who is interested to take admission at JUT is also required to appear in **CAT** of corresponding admission year conducted by Indian Institute of Management. For this, a candidate must fill up CAT application form. Completed CAT application forms must be directly sent to the concerned IIMs on or before a date fixed for the purpose by IIMs. **The JUT uses CAT Score for short-listing candidates. IIMs shall have no role either in selection process or in the conduct of the course.**

Candidates are also required to register at **JUT** through separate application form.

Notes:

1. Admission of the candidates to MBA Courses shall be made on the basis of combined merit score of the CAT (conducted by IIMs) score, marks obtained in Group Discussion and Interview (conducted by JUT) and availability of seat on the date of admission provided he/she fulfils other eligibility conditions.
2. Non-appearance of the candidate in any of CAT, Group Discussion and Interview on the scheduled date and time shall disqualify him/her for admission.
3. In case in any one of the two categories of candidates viz., SC/ST, the required number of candidates for admission is not available, then candidates belonging to the other category (SC & ST as the case may be, if available), shall be called for admission in order of merit so as to make up the deficiency in the required number in any of the aforesaid two categories. This provision shall be applicable to candidates belonging to SC & ST categories only.
4. Mere appearance in the CAT, Group Discussion and Interview shall not entitle a candidate to be considered for admission to the course unless he/she fulfils the eligibility conditions. Applicants must fully satisfy themselves about their eligibility before filling the application forms of both, IIM - CAT and JUT.
5. Provisional admission shall be offered to the candidates in order of combined merit he/she secured in CAT, Group Discussion and Interview, including reserved category seats as per their position in the Merit List and the availability of seat in course on the date of admission.
6. In case there are more than one candidate securing equal ranks as obtained by the last candidate in order of merit in the list of candidates to be called for admission, the following *inter-se* ranking rules of the University shall be applicable.

“In case the candidates have equal ranks then:
 - a. the candidate having secured higher marks in the qualifying examination is eligible;
 - b. In case the marks in the qualifying examination is also equal then the candidate senior in age shall be given preference”.
7. The mark-sheet of the qualifying examination of a candidate can be submitted on or before **5th October** of the admission year and no extension shall be given in this regard on any ground. Confidential results/mark-sheets shall **not be accepted**. Only the Original Mark-sheet of the qualifying examination after official declaration of the results

by the respective examining bodies shall be accepted. **Any other document (sealed or confidential mark-sheet) other than a proper mark-sheet issued by the authority like VC/Registrar/CE etc. in regard to marks obtained by a candidate shall not be entertained under any circumstances.**

8. A candidate provisionally selected for admission shall be required to fill the prescribed form, submit the required documents, collect his/her admit card for admission to the course from the office of the Department and pay fees by a date fixed for the purpose, otherwise the offer made to him/her will automatically stand cancelled.
9. In case any provisionally selected candidate fails to deposit the fee by the last date prescribed, his/her provisional admission shall be cancelled and the seat thus falling vacant shall be offered to the next candidate in order of merit under the specified category.
10. Waitlisted candidate shall be offered admissions strictly on the basis of ranking provided there is a vacancy in the Program. Such waitlisted candidates shall have to deposit their fee latest by the date fixed by the Admission Committee.

III. CONDUCT OF THE PROGRAM OF MBA

A candidate admitted to the MBA Program shall be permitted to appear at University Examinations only when he/she has been enrolled as a student of the Jharkhand University of Technology and has paid the Enrolment Fee prescribed hereinafter by the Ordinances.

1. To qualify for the MBA Program, the candidate must earn the prescribed number of credits as contained in the Course structure / syllabus detailed herein after.
2. A student of the MBA Program shall not be permitted to seek admission concurrently to any other equivalent or higher degree or diploma examination in the University.
3. All the Four Semester examinations of the MBA Program shall be conducted by means of written papers OR partly, by means of written papers and partly by means of sessional (internal assessment) and other examinations.
4. The MBA I, II, III and IV Semester examinations shall be held once a year at the end of respective Semesters on such date and time as the University may prescribe.

However, a Second Examination shall be held for those who fail in the MBA III and MBA IV semester examinations after the main examinations.

5. All applications to appear at the MBA Semester examinations shall be addressed to the Controller of Examinations and shall be presented within such time and all such applications shall be accompanied by a satisfactory character certificate from the Head of the Department of Management Studies. Every application form and fees shall be dispatched through proper channel so as to reach the Controller of Examinations on or before the date prescribed for the purpose.
6. Inter-University Ordinances for MBA Program:
 - i) Notwithstanding anything contained in these Ordinances a student who is qualified under the foregoing Ordinances for admission to the University, and who is a member of some other Indian University, shall not be admitted to the University or any affiliated College/Institute thereof without the production of:
 - a) A leaving or transfer certificate signed by the Principal of the last college attended and certifying to the satisfactory conduct of the student mentioning the highest examination he/she has passed, and

- b) A certified copy of all the entries against his/her name in the Enrolment Register of the University if such a copy is obtainable.
- ii) A student of some other Indian University shall in any case be admitted only at the beginning of the particular Program which he/she proposes to take in the University.,

7. **Scale of Tuition and Other Fees for MBA Program:**

1. **For Regular Students:**

All regular full-time candidates admitted and preparing for the MBA I and II or III and IV semester examinations shall pay the fees according to the University decision as applicable from time to time.

2. **For Students admitted under Paid Seat Scheme:**

- a) The candidates shall be required to pay annual fee of **Rs. 1,25,000/-** as the first instalment at the time of provisional admission. This fee is to be paid through Demand Draft in favour of the Dean, Faculty of Management, JUT as course fee. Second instalment of **Rs. 1,25,000/-** as course fee shall have to be paid before commencement of third semester class, failing which the student shall not be registered as a regular student in the third semester class.
- b) In addition to the above fee, such candidates are also required to pay regular fee in cash at the **Fee Counter** of the University.
- c) The Demand Draft of **Rs. 50,000/-** as course fee shall have to be deposited in the Faculty at the time of provisional admission. The Admit Card shall be issued only after the receipt of the Demand Draft of **Rs.50,000/-** as course fee.

IV. ATTENDANCE RULES FOR MBA

- 1. A student is required to have full, i.e., 100%, attendance and condonation up to 30% can be considered for specific cogent reasons. Out of this 30%, only 10% condonation shall be permitted without taking any application from the student. Rest 20% condonation may be given by the Dean. Further, a student shall be deemed to have minimum percentage of attendance only if, apart from the above, he/she has attended at least 50% of the classes in each subject also. The cogent reasons for condonation are given below.
 - (i) Participation in NCC/NSC/NSS Camps duly supported by certificate.
 - (ii) Participation in University or College/Institute games and sports or Interstate or InterUniversity tournaments, duly supported by certificate from the Secretary of the **University Sports Board** or President of the College/Institute Athletic Association concerned.
 - (iii) Participation in Educational Excursions, which form a part of teaching in any subject conducted on working days duly certified by the Dean/Director/Principal of the college concerned.
 - (iv) University Deputation for Youth Festival duly certified by the Dean/Director/Principal of the College/Institute concerned.
 - (v) Prolonged illness duly certified by the Medical Officer or the Superintendent, S.S. Hospital, Jharkhand University of Technology or any other Registered Medical

Practitioner, provided such certificate is submitted to the Dean, Faculty of Management Studies/Principal/Director of the concerned college.

- (vi) **No relaxation beyond 30% shall be considered in any case.**
2. The attendance of a newly admitted candidate shall be counted from the date of his/her admission, or date of beginning of classes whichever is later, while in the case of promoted candidates, attendance shall be counted from the date on which respective class begins. However, in case of promotion after declaration of results of supplementary examination (if any), the attendance will be counted from the date of admission in the respective case.
 3. There shall be an Attendance Monitoring Committee in the Faculty/under the Chairmanship of the Dean/Faculty of Management Studies/Director/Principal of the concerned college.

V. COURSE STRUCTURE AND SCHEME OF EXAMINATION

1. CREDIT: Definition

One instructional hour per week in a course during the semester shall be considered equivalent to one credit.

A credit can be earned from lectures/tutorials, practical/*viva-voce*, project/field work, report writing etc. Credits can also be awarded for industry visits and other course requirements such as dissertation, minor and major projects etc. The credits for an activity are given only when an activity is completed and cleared as prescribed in the syllabus.

A. MBA PROGRAM

Students of the two-year (four-semester) MBA shall be examined in the following Courses in accordance with the syllabi or course prescribed in the following Ordinances.

I Semester

S.No.	Name of Paper	Credits	Paper Code
1	Principles and Practices of Management	4	MB-111
2	Managerial Economics	4	MB-112
3	Environment and Management	4	MB-113
4	Statistical Methods for Decision Making	4	MB-114
5	Accounting and Financial Analysis	4	MB-115
6	Marketing Management	4	MB-116
7	Human Resource Management	4	MB-117
8	Business Communication	2	MB-118
	Total	30	

Add-On Course: Soft Skills Development 02 Credits MB-AOC-I

II Semester

S.No.	Name of Paper	Credits	Paper Code
1	Organizational Behaviour	4	MB-211
2	Business Research Methods	4	MB-212
3	Operations Research	4	MB-213
4	Management Accounting and Control	4	MB-214
5	Financial Management	4	MB-215

6	Operations Management	4	MB-216
7	Management Information Systems	4	MB-217
8	Corporate Social Responsibility	2	MB-218
9	Minor Project	2	MB-219
10	Term End Viva –Voce	4	MB-220
	Total	36	

Add-On Course: Geo-Politics 02 Credits MB-AOC-II

III Semester

S.No.	Name of Paper	Credits	Paper Code
1	Entrepreneurship Development and Project Management	4	MB-311
2	Strategic Management	4	MB-312
3	Legal Aspects of Business	4	MB-313
4	Elective I (Core)	4	(annexed)
5	Elective II (Core)	4	(annexed)
6	Elective III (Core)	4	(annexed)
7	Elective IV (Open)	4	(annexed)
8.	Managing Innovation	2	MB-314
9.	Summer Internship	8	MB-315
	Total	38	

Add-On Course: Knowledge Management 02 Credits MB-AOC-III

IV Semester

S.No.	Name of Paper	Credits	Paper Code
1	Elective V (Open)	4	(annexed)
2	Elective VI (Open)	4	(annexed)
3	Business Policy	4	MB-411
4	Dissertation	8	MB-412
5	Comprehensive Viva-Voce	4	MB-413
	Total	24	

Add-On Course: Social Entrepreneurship 02CreditsMB-AOC-IV

Notes & Explanations:

- i) Add on Courses are provided in each semester. The opting student would attend the lectures but would not undergo the examination for them.
- ii) Having chosen a specialization area, for example Finance, Operations, Marketing the student is to compulsorily undergo first three electives (called Electives- Core). H/She is then given a choice to opt for next three electives (called Electives-Open) out of nine papers. These nine papers are arranged in three categories/bunches. Each category/bunch has three papers of which the student is required to choose one.

Elective Courses for Program:

The students shall have to select any one of the following elective groups available in the particular program being pursued by the student.

1. Finance
2. Human Resource Management
3. Global Business Operation

4. Information Technology
5. Marketing
6. Operations Management

Minimum credit requirements for the program = 128 credits.

FINANCE

S. No.	Paper Name (Core Elective)	Credits	Code
1.	Corporate Financial Decisions	4	MB-FC-31
2.	International Financial Management	4	MB-FC-32
3.	Security Analysis and Portfolio Management	4	MB-FC-33
	(Open Elective IV) (any one)		
4.	Corporate Tax Planning and Management	4	MB-FO-31
5.	Financial Inclusion	4	MB-FO-32
6.	Behavioural Finance	4	MB-FO-33
	(Open Elective V) (any one)		
7.	Banking and Financial Services	4	MB-FO-41
8.	Capital Markets and Regulatory Framework	4	MB-FO-42
9.	International Accounting and Financial Reporting	4	MB-FO-43
	(Open Elective VI) (any one)		
10.	Financial Derivatives	4	MB-FO-44
11.	Insurance and Risk Management	4	MB-FO-45
12.	Corporate Valuation and Mergers	4	MB-FO-46

HUMAN RESOURCE MANAGEMENT

S. No.	Paper Name (Core Elective)	Credits	Code
1.	Labour and Employment Laws in India	4	MB-HC-31
2.	Industrial Relations	4	MB-HC-32
3.	Organization Development	4	MB-HC-33
	(Open Elective IV) (any one)		
4.	Employee Welfare and Compensation Management	4	MB-HO-31
5.	Performance Management	4	MB-HO-32
6.	Human Resource Information Management System (HRIMS)	4	MB-HO-33
	(Open Elective V) (any one)		
7.	Management of Change	4	MB-HO-41
8.	Stress Management	4	MB-HO-42
9.	Cross Cultural Management	4	MB-HO-43
	(Open Elective VI) (any one)		
10.	Group Dynamics	4	MB-HO-44
11.	Social Audit	4	MB-HO-45
12.	International Labour Organization and International Labour Laws	4	MB-HO-46

INFORMATION TECHNOLOGY

S. No.	Paper Name (Core Elective)	Credits	Code
1.	Data Base Management System	4	MB-IC-31
2.	Business Intelligence and Data Mining	4	MB-IC-32

3.	Enterprise Resource Planning	4	MB-IC-33
	(Open Elective IV) (any one)		
4.	Software Project Management	4	MB-IO-31
5.	e-Governance	4	MB-IO-32
6.	Digital Inclusion for Development	4	MB-IO-33
	(Open Elective V) (any one)		
7.	Information Security and Cyber Laws in Business	4	MB-IO-41
8.	Artificial Intelligence for Business Applications	4	MB-IO-42
9.	e-Business	4	MB-IO-43
	(Open Elective VI) (any one)		
10.	IT Infrastructure Management	4	MB-IO-44
11.	Information Systems Analysis and Design	4	MB-IO-45
12.	Managing IT-Enabled Services	4	MB-IO-46

MARKETING

S. No.	Paper Name (Core Elective)	Credits	Code
1.	Consumer Behaviour	4	MB-MC-31
2.	Integrated Marketing Communication	4	MB-MC-32
3.	Customer Relationship Management	4	MB-MC-33
	(Open Elective IV) (any one)		
4.	Services Marketing.	4	MB-MO-31
5.	International Marketing Management	4	MB-MO-32
6.	Rural Marketing	4	MB-MO-33
	(Open Elective V) (any one)		
7.	Sales and Distribution Management	4	MB-MO-41
8.	Product and Brand Management	4	MB-MO-42
9.	e- Marketing	4	MB-MO-43
	(Open Elective VI) (any one)		
10.	Retail Management	4	MB-MO-44
11.	Strategic Marketing	4	MB-MO-45
12.	Advanced Marketing Research	4	MB-MO-46

OPERATIONS

S. No.	Paper Name (Core Elective)	Credits	Code
1.	Logistics and Supply Chain Management	4	MB-OC-31
2.	Operations Planning	4	MB-OC-32
3.	Material Management	4	MB-OC-33
	(Open Elective IV) (any one)		
4.	Computer Aided Design and Manufacturing	4	MB-OO-31
5.	Enterprise Resource Planning	4	MB-OO-32
6.	Managing Technology and Innovation	4	MB-OO-33
	(Open Elective V) (any one)		
7.	Total Quality Management	4	MB-OO-41
8.	Inventory Management and Control	4	MB-OO-42
9.	Business Process Reengineering	4	MB-OO-43
	(Open Elective VI) (any one)		
10.	Advanced Operations Research	4	MB-OO-44

11.	Work System Analysis and Design	4	MB-OO-45
12.	Maintenance Management	4	MB-OO-46

2. Open Choice (Audit Courses) for MBAProgram

Open choice courses are meant for adding further value to the student's academic profile. Audit courses under this category are the courses which a student may opt under open choice category. It shall be open to the students of the Faculty and also to the students from across the Faculty, University wide. No examination shall be conducted for Audit courses however these courses shall be mentioned in the grade sheet only when the student attends at least 80% classes in the course. Accordingly, these shall not be counted in the calculation of SGPA and CGPA.

In addition to the open choice / Audit Courses indicated above, the following issues/ areas have been identified by the Faculty wherein a teaching of 12-14 hours spanning over 3-6 days by an eminent person either from academic or corporate world shall be held. These courses shall be treated equivalent to one credit and shall have the status of open choice (Audit courses). These courses shall not be run on regular basis, but shall be run as per convenience of the Faculty and availability of the resource persons. The schedule of these courses shall be usually announced well in advance.

<ul style="list-style-type: none"> • Total Quality Management • Enterprise Resource Planning • Customer Relationship Management Micro and Small Enterprises • Entrepreneurship Development • Micro Finance 	<ul style="list-style-type: none"> • Export Procedure and Documentations • NGO Management/ Social Enterprise Development • Health Care Management or any other area which the Faculty deems fit in interest of the students.
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3. Add-on-Courses

Add-on-Course of two credits in each semester of a program is meant for adding further value to the student's academic profile. It shall be run for the students of the faculty only. It would be optional for them to undergo such a course. No examination shall be conducted for Add-on-Course; however, these courses shall be mentioned in the grade sheet only when the student attends at least 80% classes in the course. Accordingly, these shall not be counted in the calculation of SGPA and CGPA.

4. Examination System:

Each theory/ practical/ seminar/ field work/project/ dissertation course shall be of 100 marks. For evaluation, the overall structure of the distribution of marks in a course shall be such that 30 marks are allotted to various assessments during the semester, while 70 marks shall be allotted for the end semester examinations.

a). Sessionals (30 Marks):

- i) The assessment (sessionals) in theory courses shall comprise of class test/test(s) and semester reports/assignments and regularity in each of the courses offered by them.
- ii) Such class tests, semester reports and/or assignments in each paper shall carry 30 marks, of which 20 marks shall be for class tests and quizzes and 10 marks for semester report(s) and/or assignment(s) and regularity. (The marks of 2 best class tests/quizzes be considered out of 3 class tests/quizzes)

- iii) The semester report(s) and/or assignment(s) shall be submitted by the students to the teachers concerned, by a date fixed by the Head of the Department of Management Studies. After valuation of the semester report(s) and/or assignment(s), the teacher concerned shall submit the result to the Head of the Department of Management Studies who shall forward the same to the Controller of Examinations.
- iv) The marks obtained in semester report(s) and/or assignment(s) shall be displayed on the Notice-Board.
- v) Where candidate fails to take examination in any one or more papers or having taken the examination, has but failed to secure the minimum pass marks in any one or more papers or in the aggregate, his marks in the class tests, semester reports and/or assignments shall be carried forward to the subsequent examination.

b). End Semester Examination and evaluation (70 marks):

- (i) The question papers shall be set and the answer-scripts shall be evaluated by the teachers of the concerned courses. If there are more than one teacher teaching the course, the question paper shall ordinarily be set and evaluated by a teacher of the group, appointed by the Board of Examiners.
- (ii) The End Semester examination answer-scripts shall be shown to the students after evaluation by the concerned teachers within 7 days of the last examination for the semester. Thereafter, within a week, all the answer books along with the statement of marks shall be sent to the Office of the Controller of Examinations for declaration of the results.
- (iii) In case of any objection by a student in the evaluation, the same shall be looked after by a panel of two senior faculty members, to be nominated by the Dean, whose decision shall be final.
- (iv) **Once evaluated answer books are submitted to the Controller of Examination there shall be no revaluation/re-totalling thereafter.**
- (v) Audit courses shall not be evaluated and also not accounted for SGPA/CGPA calculation. However, the prescribed minimum attendance in these courses shall be necessary.

4. Practical Training Report, Dissertation and Viva-voce for MBA Program:

- (i) Every MBAs student is required to undertake practical training for a period of eight weeks in a reputed organization connected with industry, trade or commerce, approved by the Head of the Department of Management Studies. This Training Report is a part of the MBA III Semester examination and is equivalent to 8 credits carrying 200 marks (100 marks for presentation and 100 marks for written report). It is required to be submitted to the Controller of Examination in duplicate on or before a specified date fixed for the purpose by the Head of the Department/Dean of the Faculty of Management Studies/Principal.
- (ii) The Practical Training Report submitted by the candidates for the MBA degree is examined by an internal and an external examiner independently out of 100 marks and the average of marks secured is credited to the marks obtained by the candidate. If the difference in percentage of marks between the two examiner is 30% or more, the Training Report shall be sent to a third examiner. The marks given by the third examiner shall be final.
- (iii) Every student shall be required to make a presentation of his/her practical training report, including that of Project work undertaken by him/her during summer /practical training, before an audience consisting of all students and teachers of the Faculty. This

presentation will be evaluated, out of 100 marks, by a board consisting of teachers of the Faculty nominated for this purpose by the Board of Examiners/Dean of Faculty of Management Studies/Head of the Department of College/Institute.

- (iv) Every MBA student shall also be required to prepare a Dissertation preferably in his/her area of specialization under the supervision of a teacher of the Faculty. The topic of the Dissertation and the name of the supervisor earmarked shall be approved by a 'Dissertation Committee' formed for this purpose by the Head/Dean Faculty of Management Studies/ Head of Department of concerned College/Institute. This Dissertation shall be equivalent to 6 credits and constitute a part of the MBA IV Semester Examination and shall carry 100 marks.
- (v) Each student may be asked to present Research Methodology of the Dissertation before the members of the Faculty for consideration and finalization.
- (vi) The Dissertation shall be submitted to the Controller of Examination in duplicate on or before a specific date fixed for the purpose by the Head/Dean of the Management Studies.
- (vii) The Dissertation shall be examined by two external examiners, who shall evaluate it independently out of 100 marks each. The average of these marks shall be credited to the marks obtained by the student. If the difference in percentage of marks between the two examiners is 30% or more, the Dissertation shall be sent to a third examiner. The marks given by the third examiner shall be final.
- (viii) The *Viva-voce* examination of the MBA students shall be conducted at the end of the last semester having 2 credits and shall carry 100 marks. This comprehensive *Viva Voce* examination shall cover the entire program. It shall be conducted by a board consisting of the Head of the Department, two senior most teachers of the Faculty and one external member of the rank of a Professor.

5. Script and Duration of Examinations for MBA Program:

- (i) Except when otherwise directed by the Ordinances or by the examiner in the examination paper, every candidate shall answer question in Hindi or English language in the examination in all the subjects.
- (ii) Each individual paper shall be of three hours' duration and practical's, if any, shall also be of three hours' duration.

6. Evaluation Pattern for MBA Program:

(A) Point Scale for Grading

Award of Grades Based on Absolute Marks

Marks Range (Out of 100)	Grade	Grade Point
90 - 100	S	10
80 - 89	A	9
70 - 79	B	8
60 - 69	C	7
50 - 59	D	6
40 - 49	E	5
Passed with Grace	P	4
00 - 39	F	0

Non-appearance in examination (Incomplete)	I	-
Audit Course	X	-

Explanation:

Latter grades **S, A, B, C, D, E and P** in a course mean that the candidate has passed that course.

The F grade denotes poor performance, i.e., failing in the course. A student has to appear at subsequent examination(s), if provided under the ordinances in all courses in which he/she obtains "F" grade, until a passing grade is obtained.

The I Grade: The "I" Grade is awarded, when a student does not appear in the examination of course/courses. This shall be treated as "F" Grade.

The Z Grade: The "X" Grade is awarded, when a student successfully attends the audit course with minimum attendance requirement of 80%.

Grace Rule: Tabulators shall award grace marks as per the following guidelines:

- (1) A student who fails in not more than 3 theory courses by total marks of not more than ½ the number of total theory courses of the semester (any fraction is rounded off to the next higher number), shall be awarded grade "P" (in place of grade "F") of Grade Point 4 in the concerned courses.
- (2) Grace mark shall not be awarded for making up shortfall in minimum SGPA/CGPA or improving the grade.

(B) Measurement of the student's performance in the program:

SGPA : Semester Grade Point Average.
CGPA : Cumulative Grade Point Average.

Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

$$(i). \quad \text{SGPA} = \frac{\sum_{i=1}^n C_i \cdot P_i}{\sum_{i=1}^n C_i} = 1 \text{ where,}$$

C_i = Number of credits assigned for the i^{th} course of a semester for which SGPA is to be calculated.

P_i = Grade point earned in the i^{th} course.

$i = 1, \dots, n$, represent the number of courses in which a student is registered in the concerned semester.

$$\sum_{j=1}^m C_j \cdot P_j$$

$$(ii). \quad \text{CGPA} = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

where,

C_j = Number of credits assigned for the j^{th} course, up to the semester for which CGPA is to be calculated.

P_j = Grade point earned in j^{th} course.

$j = 1, \dots, m$; represent the number of courses in which a student was registered up to the semester for which CGPA is to be calculated.

Notes: Audit courses shall not be evaluated and also not accounted for SGPA/CGPA calculation. However, the prescribed minimum attendance in these courses shall be necessary.

8. PROMOTION AND SUPPLEMENTARY EXAMINATIONS OF MBA:

There shall be no supplementary examination for I& II Semesters. However, there shall be supplementary examination for III and IV Semesters after declaration of the results of IV Semester. Students failing in courses of III and IV semesters may appear in supplementary examination(s) or subsequent main examination(s).

(A) I - Semester Course & Examination:

The candidates who have taken admission in the I-Semester of a 2-year (IVSemester) MBA program in the session can be put in the following two categories on the basis of their attendance in the Semester:

I.(i) Those who have put in the required minimum percentage of attendance for appearing in the I-Semester Examination and filled up the examination form in time for appearing at the I-Semester Examination.

(ii) Those who did not put in the required minimum percentage of attendance for appearing at the I-Semester Examination or did not fill up examination form in time for appearing at the I-Semester Examination.

Candidates under Category I(i) are eligible for appearing at the examination of I-Semester, while **candidates under Category. I(ii)** are not allowed to appear at the examination of the Semester. However, students who have not put in the minimum percentage of attendance or did not fill up the Examination form in time in Semester shall be allowed to take re-admission in the I-Semester.

II. After appearing at the Examination of I-Semester the candidates can be put in the following categories in the context of declaration of the results of the I Semester Examination:

(i) **Passed**, i.e., those who have passed in examinations of all courses of the Semester.

(ii) **Promoted**, i.e., those who have not passed in examinations of all the courses of the Semester.

(iii) **Minimum passing grade** – Grade 'E' for each course. However, candidates with grade 'P' in a course shall also be considered as passed in that course.

(iv) **Promotion to Second Semester:**

All students who have put in the minimum percentage of attendance in I Semester and filled up the examination form in time shall be promoted to the II-Semester.

(B) II-Semester Course & Examination:

As in the I-Semester, in all subsequent Semesters, all the candidates who have put in the minimum percentage of attendance for appearing at the Examination and have filled in the examination form in time for appearing at the End Semester Examination shall be allowed to appear at the respective examinations. However, students who have not put in the minimum percentage of attendance or did not fill up the Examination form in time in Semester shall be allowed to take re-admission in that Semester.

(C) Declaration of results after II-Semester (based on the results of I and II Semester Examinations):

After declaration of results of the I & II-Semesters, a candidate can be put in the following categories:

(i) **Passed:** A candidate who has passed in examinations of all the courses of the I & II-Semesters.

(ii) **Promoted:** A student, who has not passed in all the courses of either I or II Semester or both, shall be promoted to the III-Semester if he/she has obtained at least 4.0 CGPA. All such students shall have the option to clear the courses, in which they had failed, in the subsequent available examination(s) of the concerned semester as ex-students.

(iii) **Failed:** A candidate who has obtained less than 4.0 CGPA in the examinations of I and II-Semesters taken together shall be treated as failed.

Note: *There shall be no supplementary examination for the courses of I and II Semesters.*

(D) Promotion to the III-Semester:

(i) A candidate who comes under the category '**Passed or Promoted**' is eligible to be promoted to the III-Semester, if otherwise eligible.

(ii) Failed candidates shall not be promoted to the III-Semester. However, they shall be promoted to the third semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the failed courses in the subsequent available examination(s) as ex-students.

(E) Promotion to the IV-Semester:

All students who have put in the minimum percentage of attendance in III Semester and filled in the examination form in time shall be promoted to the IV Semester.

(F) Declaration of Results after IV-Semester (Based on the results of the I,II, III and IV-Semester Examination):

After declaration of results of III and IV-Semesters, a candidate can be put in the following two categories:

- (i) **Passed:** A candidate who has passed in all the courses of I, II, III and IV Semesters and obtained at least CGPA of 5.0.
- (ii) **Failed:** All those students who have not “Passed” shall be categorized as “Failed”.

Such failed students may clear their failed courses in subsequent examinations as ex-students. There shall be a provision of supplementary examinations for III and IV Semesters after declaration of results of IV Semester. Students failing in courses of III and IV Semesters may appear in the supplementary examination or subsequent main examination(s).

(G) DECLARATION OF DIVISION:

A candidate who has passed in all the papers/ courses of I, II, III and IV Semesters of 2-year PG programs taken together shall be declared as ‘Passed’. Such passed candidates may be awarded with the division according to the following criteria:

- (i) First Division with distinction : CGPA 8.5 and above
- (ii) First Division : CGPA 6.5 and above, but below 8.5
- (iii) Second Division : CGPA 5.0 and above, but below 6.5

Note: The SGPA and CGPA shall be computed upto 2 places of decimals (truncated at the second place).

The conversion formula for converting CGPA to the corresponding Percentage of Marks will be as follows:

$$X = 10 Y - 4.5$$

where, X = Percentage of Marks

$$Y = \text{CGPA}$$

(H) RANKING TO THE CANDIDATES:

Ranking shall be given to only those candidates who pass all the courses of the program in one attempt.

Notwithstanding any provision in the ordinances to the contrary, the following category of examinee is also eligible for ranking:

The student who, having been duly admitted to a regular examination of the program, was unable to take that examination in full or in part due to some

disruption of examination, and took the next following examination of that program and passed the course(s).

The marks obtained by him/her at the examination shall be considered as the basis for the University Ranking, Scholarships and other distinctions.

In order to get the benefit of this provision, the student should claim that he/she is eligible for this benefit and get a decision in writing after proving his/her eligibility therefore.

(I) Maximum duration for passing the MBA Program:

The maximum duration in which a student enrolled in the MBA course for completion of the course shall be eight years.

9. Admit Card (for End Semester Examinations)

A candidate may not be admitted into examination room unless he/she produces his/her admit card to the officer conducting the examination or satisfies such officer that it shall be subsequently produced.

The Controller of Examinations may, if satisfied that an examinee's admit card has been lost or destroyed, grant duplicate admit card on payment of a further fee of Rs. 10/-

NOTE: Please see 5.1 (A & B) Reference regarding **Elective Courses**:

As per previous ordinance, the clause for opting for Specialization courses explained under MBA Elective Courses of Program (5.1.A & B above) is quoted below:

“Elective Groups in an academic year available for the purpose shall depend upon the facilities in the Department and enough number of students opting the group. The elective groups selected in III-Semester shall continue in IV-Semester as well”

Prevailing Fee structure* (2019-20 session)

Particulars	Amt. in Rs.
University fee at the time of Admission	28642.00
University fee at the beginning of II Sem.	2125.00
University fee at the beginning of III Sem.	28642.00
University fee at the beginning of IV Sem.	2125.00
Hostel fee on allotment (Rs. 3108 at the time of allotment and Rs. 1180/- for II, III & IV Semester each respectively)	6648.00
Total	68182.00

Paid Seat Fee First year	125000.00
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Paid Seat Fee Second year	125000.00
	250000.00

* Subject to revision.