

**ORDINANCE NO. BPSMV/SMS/PG/MBA/2009/1**

**SCHOOL OF MANAGEMENT STUDIES**

**B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**

**Academic Ordinance for Duration, Admission, Fees, Teaching Methodology, Credit Weightage, Examination, Evaluation, Promotion, Attendance and General .**

**TWO-YEAR FULL TIME MASTER OF BUSINESS ADMINISTRATION  
PROGRAMME**

**(M.B.A.)**

**1. Definitions :**

- 1.1 **Programme** stands for MBA
- 1.2 **Course** stands for individual paper
- 1.3 **Credit** is the weightage assigned to a course in terms of contact hours.
- 1.4 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a course on the 10 point scale.
- 1.5 **Grade point** stands for the numerical equivalent of the letter grade.

**2. Duration :**

The duration of the MBA programme designed with several streams of specialization in various functional area of Management for the benefit of service personnel desirous to enhance their professional knowledge and excellence shall be two academic years. Each year shall be divided into two semesters. Each semester shall be of 90 working days. However, all candidates will be required to complete the programme within the maximum period of four years.

**3. Admission :**

- 3.1 **Eligibility:** The minimum qualification for Admission to the first semester of the course shall be open to candidates who —
  - 3.1.1 have passed Bachelor's degree in any discipline from any university or an examination recognized thereto, or have passed the final examination conducted by the Institute of Chartered Accountants of India or equivalent

or Institute of Company Secretaries of India or equivalent or Institute of Cost and Works Accountants of India or equivalent.

- 3.2 **Procedure:** Admission shall be done on the basis of MAT score. Admission criteria shall be as per the directions/policies issued by Haryana State Counseling Society / Government of Haryana from time to time.

#### **4. Fees:**

The Programme fee shall be paid by the candidate as prescribed by the University from time to time.

#### **5. Teaching Methodology:**

The methodology shall include class room teaching, assignment, viva-voce, practical work, seminar, workshop, presentations, group discussions, quiz, filed work, and project work etc.

#### **6. Credit Weightage :**

Each course has a certain number of credits which reflect its weightage. Credits of a course are evaluated as under:

**6.1 Lecture:** One credit per lecture per week per semester will generally be adopted.

**6.2 Tutorial:** Half credit per tutorial hour per week per semester will be adopted.

**6.3 Practical:** Half Credit per hour per week per semester will be assigned half credit.

**6.4 Seminar/Colloquium/Group Discussion:** Half credit each.

**6.5 Minor Project:** Half credit per period per week per semester.

**6.6 Summer Training:** Four credits are fixed for Summer Training.

**6.7 Project Report:** Four credits are fixed for Major Project.

#### **7. Examination :**

- 7.1 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners for each course shall be recommended by the Board of Studies.

- 7.2 The examination shall consist of theory papers and practical examination. Theory papers are to be set by the external/internal paper setters.
- 7.3 For practical examination, viva-voce etc. shall be conducted jointly by the external and internal examiners.
- 7.4 The end term examination (External Examination) for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June, on such dates as may be fixed by the University.
- 7.5 A supplementary examination for the first and second semesters will be held along-with regular third and fourth semester's examinations, respectively. In the case of reappear in third semester, examination will be held along with fourth semester's examinations and in the case of reappear in fourth semester the examination will be held with upcoming semester examination.
- 7.6 The schedule for conducting internal examination will be finalized by the faculty(s) concerned in consultation with the Chairperson of the Department.
- 7.7 The medium of instruction and the examination shall be English.
- 7.8 The practical examination(s) of the courses (relating to IT/Computers, Business Communication Skills or wherever specified) shall be conducted by the following Board of Examiners, consisting of two members to be appointed by the Vice-Chancellor on the recommendations of the Chairperson, PG Board of Studies in Management Studies:-
- 7.8.1. Internal Faculty Member of the Institute (to be appointed by the Chairperson of the concerned Institute) and
- 7.8.2 One External Examiner.

## 8. Evaluation & Grading:

- 8.1 The assessment will be 50 marks internal and 50 marks external.
- 8.2 The students will have to qualify internal and the external examinations separately.
- 8.3 The weightage for internal evaluation is as follows :-

<b>Subcomponent</b>	<b>Weightage</b>
8.3.1 Three midterm class tests (2 best to be reckoned)	= 50%
8.3.2 Assignments	= 10%
8.3.3. Attendance	= 5%
8.3.4. Quiz's/On the Spot test	= 10%
8.3.5. Seminar/Presentations/Group Discussions	= 10%
8.3.6. Case Studies/Minor Projects/Industry Interface	= 15%

- 8.4 **Summer Training:** Every student shall be required to undergo for summer training in an organisation approved by the Institute for a period of two months (eight weeks) after completions of 2<sup>nd</sup> semester examinations as specified in the Scheme of Examinations. The organisation may assign a specific project to the

candidate, which will be completed by him/her during the period of training. The work done by the candidate in the summer training shall be submitted in the form of a training report. The candidate shall be required to submit three copies of the training report duly typed in double space in the office of the Controller of Examinations. The last date for the receipt of training report in the office of the Controller of Examinations shall be one month after the date of completion of training. Provided that in exceptional cases, the Vice-Chancellor on the recommendation of the Chairperson of the Institute may extend the last date of the receipt of the training report with late fee.

**8.5 Project Work :**

- 8.5.1. Final Project Study shall commence from third semester. The faculty members will submit a list of the titles of the Project Reports (to be allotted to the students) to the Chairperson. The candidate shall be required to submit three copies of his Project Report. The last date for receipt of Project Report in the office of the Controller of Examinations shall be three weeks before the commencement of the fourth semester Examination. Provided that in exceptional cases, the Vice-Chancellor may, on the recommendation of the Chairperson of the Institute, extend the last date of receipt of the Project Report with late fee.
- 8.5.2. The written part of the Project Report shall account for 70% of marks and the viva-voce to be conducted by a duly constituted examiners board for the remaining 30% of marks.
- 8.5.3. The Viva-voce of the Project Report shall be conducted by the following board of examiners: -
  - a) The Chairperson, or Coordinator, Two-year MBA Programme
  - b) One External Academician belonging to the discipline of management
  - c) One Business Executive from reputed organization.
- 8.5.4. The Project Report shall be evaluated jointly by the external and the internal examiners. If the difference in the awards is up to 30% of the maximum marks, the average of the two shall be taken as final award. If the difference between the external and internal examiners is more than 30% of the maximum marks, the appointment of the third examiner shall be made by the Vice-Chancellor on the recommendation of the PG Board of Studies in Management. The final award shall be the average of the three examiners.
- 8.5.5. The marks obtained by the candidate for the project report shall be taken into account when she appears in any future examination under reappear clause.

8.6 **Grading :**

8.6.1. The academic performance of a student shall be graded on a ten–point scale. The award of grades based upon marks obtained out of 100 shall be made as follows:

<b>Academic Performance</b>	<b>Letter Grades</b>	<b>Grade Points (p)</b>
Outstanding	A <sup>+</sup>	10
Extra Ordinary	A	09
Excellent	B <sup>+</sup>	08
Very Good	B	07
Good	C <sup>+</sup>	06
Average	C	05
Poor	D	04
Very Poor	E	03

**Note:** 1. Pass Grade is Grade C<sup>+</sup> and higher grades  
2. Grades C, D, and E are fail grades

8.6.2. The award of grades based on absolute marks out of 100 shall be made as follows:-

<u>Marks</u>		<u>Grades</u>		<u>Marks</u>
90	≥	A <sup>+</sup>	≤	100
80	≥	A	≤	89
70	≥	B <sup>+</sup>	≤	79
60	≥	B	≤	69
50	≥	C <sup>+</sup>	≤	59
40	≥	C	≤	49
30	≥	D	≤	39
0	≥	E	≤	29

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

The Grade Point Average is calculated as follows:-

$$\text{GPA} = \frac{\text{S (Number of credits x Grade Points)}}{\text{S (Number of Credits Registered)}}$$

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded pass grade. Here S stands for the sum of

(i)  $\text{SGPA} = \frac{\sum C_i P_i}{\sum C_i}$

$$\sum C_i$$

Where

$C_i$  = Number of credits earned in the  $i^{\text{th}}$  course of a semester for which SGPA is to be calculated.

$p_i$  = Grade point earned in  $i^{\text{th}}$  course

$I = 1, 2, 3 \dots \dots \dots n$ , represent the number of courses in which a student is registered in the concerned semester.

$$(ii) \text{ CGPA} = \frac{\sum C_i P_i}{\sum C_i}$$

Where

$C_j$  = Number of credits earned in the  $J^{\text{th}}$  course upto the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned in the  $j^{\text{th}}$  course. Any grade lower than the pass grade in a course shall not be taken into account.

$J = 1, 2, 3 \dots \dots \dots n$ , represent the number of courses in which student was registered and obtained a grade not lower than C upto the semester for which CGPA is to be calculated.

8.7. There will be no improvement facilities to MBA Programme students. However, grace marks will be allowed as per University rules.

**9. Promotion:**

- 9.1 A Student will be eligible for promotion to second, third and fourth semester(s) who —
  - 9.1.1. has been on the rolls of the Institute during the semester preceding the respective semester examination; and
  - 9.1.2. has attended not less than 75% of lectures in the respective semester; and
  - 9.1.3 has passed at least 50% of the papers in the preceding year examination.

EXPLANATION: 50% of five papers will be taken as three.

- 9.2 A candidate shall have to pass all the four semester examinations within maximum period of four years of her admission to the first semester of 2-Year MBA (Programme) failing which she will be deemed to be unfit for the programme.

## **10. Attendance:**

- 10.1. No candidate shall be considered to have pursued a regular course of the study unless she has attended not less than 75% of the lectures in each paper/seminar case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each course of study. A deficiency upto 10% may be condoned by the Chairperson of the department.
- 10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/In-charge of department her name will be removed from the department rolls.
- 10.3 In case the student name is struck off due to nonpayment of fee and is readmitted latter, her attendance shall not be counted for that period.

## **11. General Guidelines:**

- 11.1 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.
- 11.2 Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.
- 11.3 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of University.
- 11.4 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
  - 11.4.1 She has satisfied all the academic requirements as per the regulations; and
  - 11.4.2 She has paid all fees due from her; and
  - 11.4.3 There is no case of indiscipline pending against her.
- 11.5 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.
- 11.6 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by the Dean of Academics
- 11.7. The calendar for the academic year will be framed and declared at the beginning of the session by the university.

**CURRICULUM AND SCHEME OF EXAMINATIONS OF TWO YEAR MBA (full time)**

<b>First Semester</b>							
Course Code	Course Title	Workload			No. of Credit	Mode of Evaluation	Max Marks
		L	P	T			
SMS-101	Principles of Management	4	0	1	4.5 Credits	IE@	100
SMS-102	Economics for Managers	4	0	1	4.5 Credits	IE@	100
SMS-103	Quantitative Methods for Managerial Decision	4	0	1	4.5 Credits	IE@	100
SMS-104	Accounting for Managers	4	0	1	4.5 Credits	IE@	100
SMS-105	Organisational Behaviour	4	0	1	4.5 Credits	IE@	100
SMS-106	Computer Applications in Business	3	2	0	4 Credits	IP	100
SMS-107	Business Communication and Skills Development	2	2	1	3.5 Credits	IP	100
Total Hours/Credit		25	4	6	30 Credits		

<b>Second Semester</b>							
Course Code	Course Title	Workload			No. of Credit	Mode of Evaluation	Max Marks
		L	P	T			
SMS-201	Marketing Management	4	0	1	4.5 Credits	IE@	100
SMS-202	Human Resource Management	4	0	1	4.5 Credits	IE@	100
SMS-203	Financial Management	4	0	1	4.5 Credits	IE@	100
SMS-204	Management science	4	0	1	4.5 Credits	IE@	100
SMS-205	Business Research Methodology	4	0	1	4.5 Credits	IE@	100
SMS-206	Business Environment	4	0	1	4.5 Credits	OBS@	100
SMS-207	Computer network & Internet	3	2	0	3.0 Credit	IP	100
Total Hours/Credit		26	2	7	31		

**Note:**

1. IE@ - End Semester Question Paper will be set Externally and evaluated Internally (Internal and end semester examination Weightage 50: 50)
2. IP- Internal Evaluation and Practical Evaluation by External Examiner (Weightage 50: 50)
3. OBS@ - Open Book System. In the case of paper code SMS-206 question paper will be set and evaluated internally.
4. To Clear Non- Credit Courses, The Students have to obtain at least 50% Marks.

Note: 1. Instruction for External Examiner: The question paper will have two sections. Section 'A' shall comprise of 7 small answer type questions out of which 5 questions are compulsory. Section 'B' will contain 8 questions (2 questions from each unit). The students will be required to attempt four questions (one question from each unit)