

**ORDINANCE – MBA (2 year/PGDBM one year)
Through Distance Education Mode**

1. Course and Eligibility:

- 1.1 The nomenclature of the course(s) will be Master of Business Administration (MBA) through Distance Education mode.
- 1.2 The duration of the course leading to the degree of Master of Business Administration shall be of two academic years comprising four semesters. First year of the MBA programme shall be equivalent to Post Graduate Diploma in Business Management (PGDBM) comprising of two semesters. Each year shall be divided into two semesters *i.e.* July to December and January to June.
- 1.3 A person who has passed Bachelor Degree of three year duration in any discipline from this University or any other recognized University shall be eligible to apply for admission to the PGDBM & MBA First semester. The candidates who are placed under compartment shall not be allowed for admission to the course. However, the candidates having passed PGDBM/PGDBA/M.Com from this University or any other recognized University may seek admission in final year of MBA through lateral entry. But they have to pass their deficient papers as per the decision of the equivalence committee.
- 1.4 Each paper will have Maximum Marks 100 in the ratio of 70% external and 30% internal.
- i. 30 percent of the maximum marks are allocated for internal assessment in each theory paper (except project report and viva-voce, etc.) based on two handwritten assignments of 15 marks each. A student, who does not submit the assignment, will be given proportionate marks of concerned theory paper to make up for internal assessments. It is not mandatory for the students to pass in the internal assessment separately.
 - ii. 70 percent of the maximum marks are allocated for external assessment in each theory paper.

2. Evaluation

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in the month of December and for the Second and Fourth Semester in the month of June on such dates as may be notified by the Controller of Examinations.

- 2.2 The medium of the instruction and examination shall be English/Hindi.
- 2.3 The last date(s) by which the Examination forms and fee, without/with late fee must reach the Examination Branch/UCDL shall be notified by the Controller of Examinations.
- 2.4 Every student of the Second Semester who is otherwise eligible to be promoted to Third semester shall submit his/her fee of the Third/Fourth Semester on the date(s) notified from time to time.
- 2.5 Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate, who fails in an examination or having been eligible but fails to appear in the examination, shall, unless decided otherwise by the Academic Council, appear in the examination according to the syllabus prescribed by the University for the students appearing for that examination.
- 2.6 To pass in each semester examination, a candidate must obtain at least:
- (i) 40 percent marks in the viva-voce examination
 - (ii) 50 percent marks in project work
 - (iii) 40 percent marks in each theory paper
 - (iv) 50 percent marks in the aggregate.
- 2.7 A candidate who has secured minimum marks to pass in each course *i.e.* 40% but has not secured the minimum marks required to pass in aggregate *i.e.* 50% for the semester concerned may take re-examination, in any of the course in which he/she obtained less than 50% marks, to obtain the aggregate percentage required to pass the semester. The candidate shall be exempted from re-appearing in theory paper(s), in which he/she has obtained at least 50% marks including

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the marks for Internal Assessment.

2.8 Reappear Examination will be held as under:

Semester	When Held
(a) First Semester	Along with the Third Semester
(b) Second Semester	Along with the Fourth Semester
(c) Third Semester	Along with the Fourth Semester
(d) Fourth Semester	After the Fourth Semester

2.9 A candidate who has failed in one or more paper(s) or fails to appear in semester examination shall be allowed two consecutive chances only to clear re-appear paper(s) along with respective Semester Examination. The mercy chance is allowed by the Vice-Chancellor to those students who got re-appear and could not pass the examination within maximum duration of programme on the recommendation of the Academic Council and/or who want improvement of "Division" after maximum duration of programme.

2.10 A candidate, who re-appears in one or more paper(s) /Semester(s) for the purpose of passing, shall pay fee as for the whole examination.

3 Guidelines for Research Project

3.1 The candidates will have to arrange their guides/supervisors themselves from the University or P.G. Colleges/Institutions. Their resumes along with synopsis have to be got approved from the University Centre for Distance Learning up to 31st March of the every academic session on the prescribed proforma prior to seeking their guidance.

3.2 There must be minimum gap of three months for submitting the Research Project after the approval of topic. The last date for submitting the Research Project is 30th June of every academic session without late fee.

3.3 The teachers with Ph.D. degree in the concerned/related subjects with at least 3 years experience of P.G. teaching or with 5 years experience of U.G. teaching or any retired teacher with Ph.D. degree in the concerned/related subject are eligible to supervise the research project.

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- 3.4 The medium of writing Research Project will be the medium of examination of the programme.
- 3.5 For selecting topic for Research Project, candidates are advised to discuss with his/her supervisor and seek approval from the UC DL well in time.
- 3.6 The Project Report work can be around 80 to 100 typed pages on A4 size paper. It should be brief and precise, neatly typed in 12-font size in 'Times New Roman' font with double spacing and in hard binding.
- 3.7 References should be given in APA style at the end of each chapter to acknowledge the works quoted/referred to.
- 3.8 The student himself and the supervisor concerned shall certify and confirm that the Project Report submitted by the candidate is not similar to one which has already been submitted by other candidates.
- 3.9 The marks obtained by the candidate for the Project Report shall be taken into account when he/she appear in any future examination under 'Re-appear'.
- 3.10 If the examiner considers the Project Report as unsatisfactory, he shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Project Report within the prescribed period of the course. If the examiner recommends rejection of the Project Report, the candidate shall submit the same on a revised topic to be approved by the concerned Coordinator within the maximum duration of the course. If the Project Report is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also.
- 3.11 A candidate who fails in the Project Report shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If the candidate fails in the Project Report even at the second attempt, he shall be deemed to have failed in the whole examination.

4. Issuance of Detailed Marks Card/Degree

- 4.1 As soon as possible, after the termination of examination, the

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Controller of Examination shall declare the result of candidate and issue Detailed Marks Card.

4.2 A candidate must pass all the four semester examination within four years of his/her admission to the First semester of the MBA course and two semester examination within two years of his/her admission to first semester of PGDBM course failing which she/he will be deemed to be unfit for the concerned programme.

4.3 After successful completion of first year of the MBA programme, the students shall be awarded Post Graduate Diploma in Business Management (PGDBM) at their request and after successful completion of the entire course, the students shall be awarded the degree of Master of Business Administration (MBA). The division obtained by the candidate(s) will be stated in the Degree as under:-

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|------|-------------------------------------|------------------------|
| i. | 60% or more marks | First Division |
| ii. | 50% or more but less than 60% marks | Second Division |
| iii. | 40% or more but less than 50% marks | Third Division |

4.4 Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all the students whether old or new.

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3 Feb 2017.