

GANGADHAR MEHER UNIVERSITY, SAMBALPUR 768004

REGULATION FOR MASTER OF BUSINESS ADMINISTRATION (MBA) EXAMINATION

(Under Semester System and effective from the academic session, 2015-2016)

1. INTRODUCTION:

- (i) The G.M. University, Sambalpur offers instructions and conducts examinations for the award of the Degree of Master of Business Administration.
- (ii) The syndicate on recommendation of Academic Council & Board of Studies may change any of these regulations at any of these considered appropriate.

2. DURATION:

- (i) The duration of MBA course shall be two academic years spread over four semesters. Each Academic year shall be divided into two semesters.
- (ii) University shall conduct the following four Semester examinations at the end of each semester.
 - (a) First Semester Examination.
 - (b) Second Semester Examination
 - (c) Third Semester Examination
 - (d) Fourth Semester Examination

The detailed course of studies for MBA is appended below recommended by Board of studies and approved by the Academic Council.

- (iii) Save as otherwise stated in these regulations a student shall be awarded the Master of Business Administration, provided he/she had undergone the course of studies for not less than two academic years with four semesters after getting admitted to the University /Institute through the process mentioned in Clause-3 and has passed in the examinations all the four semesters.

3. ADMISSION:

- (i) Any candidate who has Passed the bachelor Degree Examination of G.M. University or any other examination recognized as equivalent there to by the Academic Council of G.M. University with honours or a minimum of 50% marks in aggregate of Core courses (no qualifying mark for SC/ST candidates) shall be eligible to apply for admission to First semester of Master of business Administration programme provided that he/she fulfils the following requirements.
- (ii) The candidate who has obtained MAT (Management Aptitude Test) score by All India management association and Center for management Service of not less than 20 of Indian and Global Environmental Score or not less than 200 in Composite score and has secured the minimum mark in the qualifying examination as per clause (i) shall be eligible for admission to First Semester of Master of Business Administration programme.

- (iii) No student shall Ordinarily be admitted to the University Departments after expiry of 45 days (including Sun days and holidays) from the date of reopening of the University after Summer Vacation provided that in exceptional cases the Syndicate of G.M. University may change to time. However, all admission to First Semester of Master in Business Administration programme shall be over within 31st October, which can be extended by one more month by the Syndicate in exceptional situation.
- (iv) Candidate admitted to the Master of Business Administration Programme shall be required to bear all incidental expenses on their Summer Placement and Training. Preparation cases and Computer work.

4. Readmission to First Semester:

- (i) The following categories of students may seek re-admission to first Semester.
 - (a) Those who have discontinued study in the first semester of previous academic year on valid grounds and have obtained prior permission from the department.
 - (b) Those who have marginally fallen short of required attendance in the first Semester of previous academic year provided they have attended 60% or more classes in each subject.
 - (c) Those who have been rusticated for some definite period in the first Semester of previous academic year provided the period of punishment is over by the time of admission.

- (ii) Admission to semester other than first semester shall be according to following Table.

For examination into (1)	Should have passed Internal / Sessional Exam. (2)	Should have completely passed the examination of (3)
II Semester	I Semester	-
III Semester	II Semester	-
IV Semester	III Semester	I Semester

- (iii) A student who fails to satisfy column (2) of Table-1 shall have to register for those papers. Only in which he/she has failed. A student who fails to satisfy column (3) of Table-1 shall become Non-Collegiate student for clearing the papers in which he/she has failed He/she may take two numbers of subsequent chances to Pass the subjects provided the conditions It stipulated in para - 4.2 is fulfilled. In such a case a candidate shall be allowed admission to next higher semester in the subsequent batch. No student shall be allowed to register for appearing in the semester examination unless he/she has good conduct and satisfies the attendance requirement.

- (iv) However, appeal from students who have taken prior permission from the Head of Institution/University for absence in class like.
 - i. Death in the family (subsequently to be supported by a certificate from the Administrative officer of the locality) and
 - ii. Illness requiring long period of hospitalization, certified by doctors not below the rank of a Civil Surgeon and duly supported by Hospital Discharge Certificate may be considered by the Academic Council for extension of time.
- (v) The maximum period allowed for the completion of Master in Business Administration is four consecutive academic years (8 semesters) from the date of admission to the 1 Semester.
- (vi) The names of those students, who do not attend class or do not register for Examination for a Semester without taking prior permission from the Department shall be struck-from the rolls and he/she, shall not be allowed any further readmission excepting through fresh admission test.
 - i. A student who discontinues his/her studies and does not register his/her name for Examination with prior permission from the department due to valid reasons may be readmitted at a later date subject to the conditions stipulated in Clause-4.
- (vii) Transit regulation in case of change or regulation of Courses of Studies: when a student seeks admission or readmission to a Semester other than I Semester at a later academic year due to various reasons he/she has to prosecute study accordingly to the new courses of study from that semester onwards. But he/she shall be governed by the regulations prevalent at the time of his/her first admission to I semester and shall have to appear in back papers of previous Semesters according to the old course of Studies.

5. **RESIDENCE**: The rules framed by the P.G. council shall be applicable to the Master in Business Administration Programme students.

6. **CONDUCT AND DISCIPLINE**:- The rules framed by the P.G. Council shall be applicable to the Master in Business Administration Programme.

7. **STUDENT ATTENDANCE**: Attendance shall be recorded in each theory and laboratory class by the class teacher Shortage of 25% in attendance may be condoned by the University. In special cases like death of a family member, long period of hospitalization or long period of absence for going out to represent the University, the state or the National in sports and games, the University may condone shortage by another 10% Thus

- i. A student shall not be allowed to appear in an examination, if his attendance falls below 75%.
- ii. In special cases as stated above minimum attendance required shall be 65%.

8. MBA COURSE STRUCTURE AND DETAIL SYLLABUS (UNDER SEMESTER SYSTEM)

SEMESTER-I

Paper	Title of Paper	Full Marks				Duration for T.E. Exam
		Term End	Mid Term		Full Marks	
			int.	GD/Sem*		
CP - 101	Management Process and Organization Behaviour	70	15	15	100	3hrs
CP - 102	Quantitative Method	70	15	15	100	3hrs
CP - 103	Managerial Economics	70	15	15	100	3hrs
CP - 104	Environment Management	70	15	15	100	3hrs
CP - 105	Managerial Skill Development	70	15	15	100	3hrs
CP - 106	Indian Ethos and Values	70	15	15	100	3hrs
CP - 107	Accounting for Managers	70	15	15	100	3hrs
CP - 108	Computer for Managers	70	15	15	100	3hrs

SEMESTER-II

Paper	Title of Paper	Full Marks				Duration for T.E. Exam
		Term End	Mid Term		Full Marks	
			int.	GD/Sem*		
CP - 201	Organization Effectiveness and Change	70	15	15	100	3hrs
CP - 202	Management Science	70	15	15	100	3hrs
CP - 203	Human Resource Management	70	15	15	100	3hrs
CP - 204	Financial Management	70	15	15	100	3hrs
CP - 205	Marketing Management	70	15	15	100	3hrs
CP - 206	Production and Operations Management	70	15	15	100	3hrs
CP - 207	Research Methodology	70	15	15	100	3hrs
CP - 208	International Business Environment and Management	70	15	15	100	3hrs

SEMESTER-III

Paper	Title of Paper	Full Marks				Duration for T.E. Exam.
		Term End	Mid Term		Full mark	
			int.	GD/Sem*		
CP-301	Business Policy and Strategic Analysis	70	15	15	100	3hrs
CP-302	Decision Support Systems	70	15	15	100	3hrs
CP-303	Business Legislation	70	15	15	100	3hrs
CP-304	Summer Training Project	70	15	15	100	3hrs

PLUS ANY ONE GROUP OF THE FOLLOWING MAJOR SPECIALISATION AREA

MAJOR SPECIALISATION AREA - FINANCE

FM-305	Securities Analysis and Portfolio Management	70	15	15	100	3hrs
FM-306	Corporate Restructuring	70	15	15	100	3hrs
FM-307	International Accounting	70	15	15	100	3hrs
FM-308	Financial Derivatives	70	15	15	100	3hrs
FM-309	Project Planning, Analysis and Management	70	15	15	100	3hrs
FM-310	International Finance	70	15	15	100	3hrs

MAJOR SPECIALISATION AREA - MARKETING

MM-305	Consumer Behaviour	70	15	15	100	3hrs
MM-306	Advertising Management	70	15	15	100	3hrs
MM-307	Marketing of Services	70	15	15	100	3hrs
MM-308	International Marketing	70	15	15	100	3hrs
MM-309	Sales and Distribution Management	70	15	15	100	3hrs
MM-310	Retail Management	70	15	15	100	3hrs

MAJOR SPECIALISATION AREA - HUMAN RESOURCE

HR-305	Management of Industrial Relations	70	15	15	100	3hrs
HR-306	Performance and Compensation Management	70	15	15	100	3hrs
HR-307	Legal framework Governing Human Relations	70	15	15	100	3hrs
HR-308	Management Training and Development	70	15	15	100	3hrs
HR-309	Human Resource Development: Strategies and System	70	15	15	100	3hrs
HR-310	Human Resource Planning and Development	70	15	15	100	3hrs

SEMESTER-IV

Paper	Title of Paper	Full Marks				Duration for T.E. Exam
		Term End	Mid Term		Full Marks	
			int.	GD/Sem*		
CP-401	Corporate Evolution and Strategic Management	70	15	15	100	3hrs
CP-402	Project study	70	15	15	200	6hrs

PLUS ANY ONE GROUP OF THE FOLLOWING MINOR SPECIALISATION AREA

MINOR SPECIALISATION AREA - FINANCE

FM-403	Securities Analysis and Portfolio Management	70	15	15	100	3hrs
FM-404	International Finance	70	15	15	100	3hrs
FM-405	Management Control System	70	15	15	100	3hrs

MINOR SPECIALISATION AREA - MARKETING

MM-403	Advertising Management	70	15	15	100	3hrs
MM-404	International Marketing	70	15	15	100	3hrs
MM-405	Sales and Distribution Management	70	15	15	100	3hrs

MINOR SPECIALISATION AREA - HUMAN RESOURCE

HR-403	Human Resource Planning and Development	70	15	15	100	3hrs
HR-404	Management Training and Development	70	15	15	100	3hrs
HR-405	Human Resource Development : Strategies and System	70	15	15	100	3hrs

MINOR SPECIALISATION AREA - INFORMATION TECHNOLOGY

IT-403	System analysis and design	70	15	15	100	3hrs
IT-404	Application development using oracle	60	15		75	3hrs
IT-405	Internet programming for e-commerce	60	15		75	3hrs
IT-406	Practical	35	15		50	3hrs

* Sem = Seminar

G.D. = Group Discussion

9. ACADEMIC CALENDAR:

9.1 Commencement of Semesters and Semester Examination.

9.1.1 The I Semester shall commence ordinarily with one week after the last date of admission fixed by the department. The Third Semester shall commence ordinarily from the middle of July. The second and fourth semesters shall commence ordinarily from 11 week of January. A student shall have to register for each semester with in a specified date have to register for each semester within a specified date on payment of a registration fees as prescribed by the university.

9.1.2. Hours of Teaching

The allotted for theory subjects and laboratory work per week shall be as follows:

- i. For each theory paper of 100 marks 4 hrs./week
- ii. For each libratory work of 100 marks 6 hr4/week

9.1.3. All the end of second semester all students shall have to undergo summer training of 8-10 weeks with an Industrial. Business or Service Organization by taking up a project Study. The conditions of successfully completing the programme shall not be deemed to have been satisfied unless a student undergoes summer training under the supervision of the Department in the organization as approved by the Department/Faculty from time to time. Each student will be required to submit a project report to the Department/faculty for the work undertaken during this period within three weeks of the commencement of the third semester for the purpose of evaluation in the third semester.

10. EXAMINATION:

10.1 Ordinarily the odd semester examinations shall commence from III week if November and the even semester examinations shall commence from III week of April. However, there

shall be at least 90 teaching days for each semester before the commencement of examination.

10.2 At least 50% of the theory papers of I,II,III and IV semester examinations shall be evaluated by outside examiners. Practical examination shall be conducted and evaluated by both external and internal examiners and Project work and report shall be evaluated by the External Examiner only.

10.3 Internal assessment In each semester there shall be at least one Internal assessment of 30 marks for each theory paper of 100 fall mark and rest of 70 marks for semester examination. The Internal assessment marks shall be based on the factors such as

- Participation in seminar case discussion and group work activities.
- Class tests quiz individual and group oral presentations.
- Submission of written assignments term papers and Viva-voce.
- Class room participation and Attendance.

The weightage given to each of these factors shall be decided by the course teacher and announced at the beginning of a semester by individual faculty member responsible for the paper. The Internal assessment shall be conducted during the class hours of the respective course teachers in a particular day. However, other classes shall not be suspended on that day. The marks secured in the periodical in each theory paper shall be submitted in triplicate the Head of the Department who shall keep in custody and submit to the Controller of Examination before the commencement of the semester examination. The Oates of internal assessment shall be decided by the course teachers, who shall respon-

10.4 The scheme of evaluation of Project Study shall be as follows:

- a. For paper CP-304 a project report based on the summer training will have to be submitted within three weeks of the commencement of third semester.
- b. For Paper CP-402 final project study shall commence from the third semester and the report shall be submitted before the commencement of Fourth Semester Examination.

The written part of each project study shall account for 70% of marks and the Viva-voce to be conducted by a Board of Examiner consisting of an External Examiner and an Internal examiner (Supervisor) for the rest 30% of marks.

10.5 SEMESTER EXAMINATION

After end of each semester there shall be an examination for each theory paper carrying 100 marks of 3 hours duration and each practical paper of 4 hours duration and each practical paper of 4 hours duration, which will be, called "Semester Examination". The Classes shall remain suspended for ten days (including Sundays and holidays if any) before the date of commencement of Semester Examination.

11. ADMISSION TO THE NEXT SEMESTER:

A student shall be eligible for admission to the next higher semester provided he/she has appeared in all the papers of the previous semester examination. However, a student failing to appear semester examination in some or all papers due to some reasons as mentioned in clause 4. may be admitted to the next higher semester. Such student shall produce sufficient proof in favour of his reason for not being able to appear in some or all papers of the semester examination. Such cases shall be considered by the - Academic Council of the department for giving permission for admission into next semester. Such students shall appear the semester (repeat) examination in the next academic session.

12. ABSENCE FROM EXAMINATION:

If a student is unable to appear a semester examination in some or all papers, the Teacher's Council of the Department shall consider his/her case for admission into the next higher semester only in the following cases

- (a) When he/she is hospitalized.
- (b) When he/she is not able to appear in the examination due to serious illness or death of parents, brothers, sisters, spouse or children.
- (c) When he/she met an accident of serious nature.
- (d) When the department/university or any official directive deposes him.

13. PROCEDURE FOR REPEAT/IMPROVEMENT

13.1 An unsuccessful student in a semester examination may be permitted to appear the semester examination as repeat examination. A student, who has passed the Master Degree Examination may be permitted to improve his/her result after publication of results of IV Semester examination in subsequent academic session on payment of prescribed fee.

However, a student shall be allowed sit for improvement examination in a paper(s) after the completion of hit MB.A in the regular semester examination within two subsequent years after passing only in maximum six papers in any one chance. Candidates appearing in repeat/improvement examination shall not be considered to be included in the merit list.

13.2 The higher the mark secured by the candidate in each paper shall be retained for computing the result.

13.3 A candidate may be allowed to appear in Project study if he/ she failed to appear the viva and may be allowed to reappear in this paper if failed to secure the minimum mark subject to the stipulation of maximum four papers as per 10.1

14. CRITERIA FOR PASSING A SEMESTER

a. A candidate shall be declared to have passed a semester examination if he/she secures a minimum of 40% in each theory paper (Internal Assessment and end term examination. taken together) and 30% in end term examination.

- (i) 50% in practical.
- (ii) 50% in-project and term paper.
- (iii) 50% in aggregate of the semester.

- b. A Student shall not be declared to have passed the IV Semester examination unless he/she has passed all the three previous Semester examination

15. CLASSIFICATION OF RESULTS

A student after successfully completing semester for Master in Business Administration will be awarded degree in the following manner.

First Class: 60% or above in aggregate of all the four semester examination

Second Class: 50% or Above but less than 60% in aggregate of all the four semester examinations.

16. AWARD OF DEGREE CERTIFICATE, GRADE/MARK SHEET:

A degree certificate under the official seal of the University and signed by the Vice-Chancellor. shall -be presented at the Convocation or in absentia to each of the qualified student in prescribed format (Appendix-I). The Controller of Examination shall issue the Provisional certificate-cum-marksheet to each pass out students after the publication of result.

Sdt
Registrar

G.M. University, Sambalpur