



**VEER MADHO SINGH BHANDARI  
UTTARAKHAND TECHNICAL UNIVERSITY  
Dehradun, Uttarakhand -248007, INDIA**

***Ordinances*  
for  
Master of Business Administration  
(For admission in 2022-23 and onwards)**

These Ordinances are for 2 year full time Master of Business Administration (MBA) programme and 3 year part-time Master of Business Administration (MBA) programme of four semesters and six semesters respectively.

**1. Admission**

- 1.1 Admission to MBA 1st semester (1<sup>st</sup> year) will be made as per the rules prescribed by the Academic Council of the VMSB Uttarakhand Technical University, Dehradun.
- 1.2 Admission on migration of a candidate from any other University to this University is not permitted.

**2. Eligibility for Admissions to MBA (Full Time) and MBA (Part Time):**

- 2.1 **Admission to MBA First Year:** The minimum qualifications for admission to MBA programme will be as per AICTE norms approved by Academic Council of the University.
- 2.2 **For MBA (Part-Time) Programme:** The minimum qualification and experience for admission to MBA (Part-time) programme shall be as follows:
  - (a) Qualification as per clause 2.1 above and
  - (b) Minimum two years working experience in any Organization / Institution.
  - (c) Presently working in any Organization / Institution at a distance of not more than 50 Kilometres from the University.

**3. Direct admission on vacant seats at institution /college level:**

- 3.1 The eligibility criteria for direct admission on seats remaining vacant in first year after entrance examination / counseling shall be such as may be notified from time to time by the University.

- 3.2 The Academic Council of University shall have power to amend or repeal the eligibility criteria laid down.

#### **4. MBA Programmes**

MBA (Full Time) is 2 year (4 semester) programme while MBA (Part Time) is 3 year (6 semester) programme. There are two regular semesters in a year. The semester that usually begins in July (July to November/December) is known as the Odd Semester and the semester that usually begins in December/January (December/January to May) is known as the Even Semester. Academic session may be scheduled in the winter/summer vacations as well.

##### **4.1 Curriculum Structure:**

The University follows a specialized credit-based semester system. Every Programme will have a specific curriculum for all semesters (Semester 1 to Semester 4 for full time MBA and Semester 1 to Semester 6 for part time MBA) with a syllabi consisting of Theory, Practical, Project work, etc. as given below and shall be in accordance with the prescribed syllabus. The subjects shall be covered through lectures, Tutorials, seminar, industrial/internship and practical training, projects, tour etc. as prescribed by university.

##### **4.2 Curriculum:**

- 4.2.1 For full time MBA programme, the 2 year curriculum is divided into 4 semesters while for part time MBA programme, the 3 year curriculum is divided into 6 semesters. It shall include lectures, tutorials, practicals, seminars, projects etc. in addition to industrial training/internship, educational tour etc. as defined in the scheme and in structions issued by the University from time to time.
- 4.2.2. The curriculum will also include such other curricular, co-curricular and extra curricular activities as may be prescribed by the University from time to time.

#### **5. Duration of Course**

- 5.1 Total duration of the full time MBA Course shall be 2 years while it is 3 years for part time MBA course, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE/UGC/University from time to time.
- 5.2 The maximum time allowed for a candidate admitted in 1st semester for completing the course shall be 4 years for MBA (full time) and 5 years for MBA (part time), failing which he/she shall not be allowed to continue his/her MBA. degree.
- 5.3 The student may complete the programme at a slower pace by taking more time but not more than prescribed maximum duration as per the provision of Clause 5.2.
- 5.4 The student can complete credit requirements prescribed for MBA (full time) in expedient mode by taking the maximum number of permissible credits in respective semesters, however the final examination of the Project in 4<sup>th</sup>

semester will be held along with the end semester examination of the 4<sup>th</sup> semester i.e. end of 2 year.

- 5.5 The student can complete credit requirements prescribed for MBA (part time) in expedient mode by taking the maximum number of permissible credits in respective semesters, however the final examination of the Project in 6<sup>th</sup> semester will be held along with the end semester examination of the 6<sup>th</sup> semester i.e. end of 3 year.

## **6. Change of College:**

Within the Uttarakhand state the change of College shall not be permitted.

## **7. Attendance**

- 7.1 Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students i.e. to the limit of 75% attendance.
- 7.2 A further relaxation of attendance upto 15% i.e. upto 60% attendance for a student can be given by Head of Institution/College provided that he/she has been absent with prior permission of the Head of the Institution/College for the reasons acceptable to him.
- 7.3 No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause Nos 7.1 and 7.2 and such candidate(s) shall be treated as having failed and will be further governed by clause no. 5.1 & 5.2.
- 7.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

## **8. Examination:**

- 8.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on assignments, Activities, Seminars and Internal Exams, quizzes/viva-voce, projects, presentations, attendance, etc. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester by the subject teacher and forwarded to University through Head of Department/Head of Institution. The end semester examination shall comprise of written examination, Summer Training / viva-voce.
- 8.2 The distribution of marks for sessional, end semester theory papers, Training Report and other examinations, seminar, project, industrial training/internship and general proficiency shall be as prescribed by the University.
- 8.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and sessional work. The grade will be awarded based on marks obtained as per Clause 15. The "F" grade denotes the failure in passing respective subjects and student has to make another

attempt to pass the subject as per the provisions of this Ordinance.

- 8.4 The minimum pass marks in each subject having sessional marks component shall be 40% (including sessional marks) with a minimum of 30% marks in the end semester examination of respective subject. If there is no provision of sessional marks in any subject, the minimum pass marks in that subject shall be 40% in the end semester examination.

**9. Unfair means:**

Cases of unfair means shall be dealt as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

**10. Evaluation Pattern**

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

**(a) Practicals:**

- |       |   |            |
|-------|---|------------|
| (i)   | Two mid-term viva-voce/tests of equal weightage | <b>50%</b> |
| (ii)  | Teacher Assessment of Lab, Record/Reports       | <b>25%</b> |
| (iii) | Attendance                                      | <b>25%</b> |

- (b) Make-up test shall be held only for those students who could not appear in any one of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/Head of Department in University campus was taken. Make up-test shall ordinarily be held about two weeks before the semester examination.

The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

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

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

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

**B. Summer Internship Project**

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

- 10.1.5 Dissertation / **Business Research Project (BRP)** is a team-based business research assignment undertaken by IV semester MBA (full time) / VI semester MBA (part time) students and it carries 200 marks. A team of 3- 4 students undertakes the research assignment for a business firm/ industry/ organization/ NGO/ research organization under the guidance of the Faculty guide deputed by the Head of Department.
- 10.1.6 The basic framework of the research topic, literature review, and research design will be designed by the students in the beginning of \_\_\_\_\_ semester. The elaborated research proposal along with the pilot study will be evaluated by the panel. Only after the proposal is found suitable, permission for continuing the BRP /Dissertation will be given by the Faculty guide.
- 10.1.7. Business Research Project/ Dissertation report shall be evaluated by two examiners one external decided by controller of exam of university and one internal appointed by the institute concern. Wherever there is viva-voce, it shall be conducted by the common Viva Board consisting of the Chairman and internal members of the BOE in the concerned subject, internal guide and external examiner appointed by the university. Though the BRP is a team work, students in the team are evaluated individually according to the below-mentioned criteria.

## **11. Dissertation Report / Business Research Project Evaluation**

| <b>Scheme of Evaluation</b>  | <b>Marks</b> | <b>Weightage (%)</b> |
|--|--------------|----------------------|
| Report (Internal)  | 100          | 50                   |
| Seminar (Internal) (Guide + Panel)<br>2 evaluations of 25 marks each | 50           | 25                   |
| Viva-Voce (External)   | 50           | 25                   |
| <b>Total</b>   | <b>200</b>   | <b>100</b>           |

### **11.1 Provisions for Grace Marks**

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

## 12. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

## 13 Award of Grades:

Students obtaining grades A (+) to P, shall be declared pass. Students failing in subject, will be awarded F grade. The grades shall be decided on the aggregate of evaluation of all the components like: -

- (i) Two written class tests: CT-1, CT-2 and End Semester Examination
- (ii) Assignments Quizzes, Seminar and regularity in attendance etc.
- (iii) Summer Training Report and Viva Voce after Second Semester before commencement of Third Semester for MBA (full time) only

## Structure of Grades and Grade Points:

| Grades                     | Grade Point (GP) | % of Total Marks obtained in the course |
|----------------------------|------------------|---|
| O - Outstanding            | 10               | 90% and above                           |
| A <sup>+</sup> - Excellent | 9                | 85% and above but less than 90%         |
| A - Very Good              | 8                | 80% and above but less than 85%         |
| B <sup>+</sup> - Good      | 7                | 70% and above but less than 80%         |
| B - Above Average          | 6                | 60% and above but less than 70%         |
| C - Average                | 5                | 50% and above but less than 60%         |
| P - Pass                   | 4                | 40% and above but less than 50%         |
| F - Fail                   | 0                | Less than 40%                           |

## 13.2 Evaluation of Performance:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

where  $C_i$  = Credits of the registered subject

$G_i$  = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except audit/non-credit courses. Here the failed courses are also accounted.

The overall Grade of a student in the program of study upto the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where  $C_i$  = Credits of the registered subject

$G_i$  = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

**Conversion of Grade in to percentage:** The performance of the students is measured in terms of CGPA (on a 10 point scale) as defined above. The equated percentage shall be equivalent to CGPA x 10.

**14. Definition of Credit:**

|                               |          |
|-------------------------------|----------|
| 3 Hr. Lecture (L) per week    | 3 Credit |
| 1 Hr. Case Study (T) per week | 1 Credit |

**15. Earned Credits (EC):**

The credits assigned to a course in which a student has obtained "P" (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

**16. Promotion:**

- 16.1.1 Candidate who remain absent or is prohibited to attend the End Semester Examination will be declared as fail in End Semester Examination.
- 16.1.2 Candidate will have to satisfy the attendance criterion to appear in the respective Theory subjects and Practical to attend the End semester Examination
- 16.1.3 Candidate who will not satisfy the attendance criterion will not be allowed to appear Theory subjects and Practical End Semester Examination and the Candidates will be declared as fail in the End Semester Examination.
- 16.1.4 Candidate has to score a minimum of 30% of the marks to qualify the End Semester Examination.

- 16.1.5 Candidate who does not qualify the End Semester Examination will be declared fail in the respective Theory subject and Practical.
- 16.1.6 End semester Practical Examination will be conducted by two Examiners with one Examiner external to the university.
- 16.1.7 Candidate will be declared pass in the semester when he will have passed in all Theory subjects and Practical.
- 16.1.8 **Passing Criteria-** A minimum of 50% marks has to be secured as a sum of Continuous Term Evaluation and End Semester Evaluation.
- 16.1.9 **Summer Internship Project (SIP)** is a six to eight week industry project to be undertaken by the students after the completion of second semester in MBA (full time) programme while it is not required for the working professionals pursuing the MBA (part time) programme.
- 16.1.10 A report for the project undertaken by the student is to be prepared and submitted in the department after completion of the summer internship. The evaluation criterion for SIP is as follows.

Evaluation will be done based on 40% of total marks being awarded by the supervisor of the SIP in industry concerned + 60% by the three member committee of teachers constituted by the respective Head of Department/Institution.



**Table 1 Eligibility Criteria for Registering for Higher Semesters**

| For MBA (Full Time) Programme of 2 years |                  |                    |   |
|--|------------------|--------------------|---|
| Semester                                 | Allotted Credits | Cumulative Credits | Minimum cumulative credits required to register for courses in higher semesters |
| First                                    | 26               | 26                 | Nil   |
| Second                                   | 26               | 52                 | 20  |
| Third                                    | 21               | 73                 | Nil   |
| Fourth                                   | 21               | 94                 | --  |
| For MBA (Part Time) Programme of 3 years |                  |                    |   |
| First                                    | 18               | 18                 | Nil   |
| Second                                   | 18               | 36                 | 20  |
| Third                                    | 16               | 52                 | Nil   |
| Fourth                                   | 18               | 70                 | 40  |
| Fifth                                    | 12               | 82                 | Nil   |
| Sixth                                    | 12               | 94                 | --  |

Faculty advisors (Head of Department to designate 1 Faculty advisor for maximum 20 students) shall monitor, advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semesters as in Table 1.

**17. Carryover System:**

- 17.1 A candidate who satisfies the requirements of clause 16 will be required to appear in those theory/practical/other subjects in which he/she failed i.e. secured "F" grade. A candidate has option to pass the failed subjects in summer semester and/or regular semester. It will be open to candidate to either enroll for summer semester by paying applicable fees as decided by University, attend classes and appear in examination at the end of summer semester which will be held in vacations or only appear in failed subject examination in regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.
- 17.2 The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.

**18. Ex-studentship:**

- 18.1 A candidate opting for ex-studentships will be required to appear in all the theory & practical subjects in the end semester examinations of both semesters of the same academic year. However, the marks pertaining to Sessional, Industrial Training / Internship, Seminar and General Proficiency shall remain the same as those secured earlier.

18.2 A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee as per schedule notified by the University.

**19. Re-admission:**

A candidate may be allowed for re-admission provided he / she satisfies one of the following conditions:

- 19.1 A candidate is declared fail due to non-fulfillment of required credits for promotion to higher semester after even semester(s) as applicable.
- 19.2 A candidate did not appear in a semester examination/or he/she was not granted permission to appear in the examination.
- 19.3 A candidate has been detained by the institute and subsequently has been permitted to take re-admission.
- 19.4 A candidate as a next-student passed the examination of the academic year or qualified for carry over system.
- 19.5 A candidate promoted with carry over subjects (i.e. those in which he/she secured "F" grade) and he/she opted for readmission.

**20. Results:**

The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in any one of the final year semester examinations due to short age of attendance, will be permitted in Summer Semester or in that particular semester of the next academic session to study as a regular student and appear at respective end semester examination(s).

**21. Exit / MBA-**

21.1 A candidate admitted in 1<sup>st</sup> semester of MBA (Full Time) programme will have an option to leave the MBA programme after completing one years of study i.e. 1<sup>st</sup> sem. and 2<sup>nd</sup> sem. by successfully completing the prescribed minimum credit requirements of 52 credits as detailed in Table 1 of the Clause 16. Such candidate will be eligible to get a Post Graduate Certificate in Management (PGCM).

21.2 A candidate admitted in 1<sup>st</sup> semester of MBA (Part Time) programme will have an option to leave the MBA programme after completing two years of study i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> semesters by successfully completing the prescribed minimum credit requirements of 60 credits as detailed in Table 1 of the Clause 16. Such candidate will be eligible to get a Post Graduate Certificate in Management (PGCM).

**22. Award of Rank and Medals:**

22.1 On the basis of final year result, the top ten candidates in each branch of MBA shall be awarded rank according to their merit provided they pass all the examinations in first attempt.

22.2 Topper of each MBA programmes will be awarded Vice Chancellor's Gold Medal subject to fulfillment of clause 22.1.

22.3 The topper of all MBA programmes together will be awarded Chancellor's Gold Medal of the University, subject to fulfillment of clause 22.1.

### **23. Cancellation of Admission:**

The admission of a student at any stage of study shall be cancelled if:

(i) He/She is not found qualified as per AICTE/State Government norms/ Guidelines or the eligibility criteria prescribed by the University.

or

(ii) He/She is found unable to complete the course within the stipulated time as prescribed in Clause 5.2.

or

(iii) He/She is found involved in creating indiscipline in the Institution/ College or in the University.

or

(iv) The University can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The University may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

(v) The University reserves the authority to withdraw the degree conferred to a candidate on account of any discrepancy in the candidature observed at later stage.

### **24. General Rules:**

#### **24.1 Academic Calendar**

The exact dates of all important events, such as registration/enrolment, induction, late registration/enrolment, commencement of classes, adding and dropping of courses, submission of documents, examinations, date of showing evaluated answer books, submission of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the University.

#### **24.2 Registration/Enrolment**

All students are required to register in each semester for the subjects to be pursued by them, as per their programme, on the dates specified in the Academic Calendar of the University. A student must ensure that he/she has completed the pre-requisites, if any, for each subject to be registered. Also, the student/Institute must ensure that there is no conflict in the timetable of the subjects that he/she has registered.

For students in the MBA programmes, the course structure is flexible. Since the programmes follow a credit-based system, the students are allowed to register as per their choice. A template for each programme has been recommended to help the students to select courses in each semester. The templates have been designed to ensure that if a student follows them, there will be no scheduling conflicts.

*The sole responsibility for registration rests with the student and the institution of study concerned.*

### **24.3 Registration/Enrolment Procedure**

A list of subjects to be offered during the semester will be available on the University website and is also made available to the Institute/Department which shall provide the necessary information on the curriculum, subjects offered, rules and procedures, and any other relevant information during registration in each semester. The registration procedure consists of two parts to be completed as per schedule given by the University academic Calendar:

Part 1: filling of the registration form mentioning the subjects to be credited in the next semester.

Part 2: payment of fees and clearance of outstanding dues (if any).

### **24.4 Late Registration/Enrolment**

If for any compelling reason (like illness) a student is unable to register on the day of registration, he/she can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds with recommendation of Director/Principal of college to the University, the University may allow and exempt him/her from payment of late registration fee.

### **24.5 Academic Load**

Each subject carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to minimum credit limit of 18 of 20 percent more credits than the normal load prescribed in the scheme of examination for respective semester. Thus a student must register for 18-31 credits in a semester.

## **24.6 Summer Semester Registration**

Students register for these failed subjects at the beginning of the Summer Semester which will be of 30-40 contact hours for each subject on the advice of HOD by paying the extra fees as prescribed by the University. No student is allowed to register for more than 20 credits during the Summer Semester. Adding of subjects is not permitted in the Summer Semester. However, a student may drop a subject up to two weeks prior to the last day of classes.

## **24.7 Termination of Programme**

If a student fails to report and register by the last date of registration without any bonafide reason, his/her programme may be terminated by University.

## **24.8 Showing the Answer Scripts:**

The answer scripts of all examinations i.e. Internal Exam will be shown to student in classroom and the End Semester Examination answer scripts may be shown to the students as per policy prescribed by University from time to time.

Examination Fee for Back Paper per subject will be as decided by the University from time to time will be charged from the students.

## **24.9 Course Committees and Class Committee:**

The Course committee and Class committee are to be put in place for proper monitoring of course progress. Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to ascertain good quality of Teaching-Learning-Evaluation processes.

### **24.9.1 Course Committee**

There will be a separate 'Course Committee' for each of MBA programme. The Course Committee will be constituted by the Head of Department concerned. The Chairman of the Course Committee shall be Head of Department concerned.

Members:-

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.

### **24.9.2 Class Committee**

All branches of study will have class committees for every semester constituted by the respective Heads of Departments. The Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

1. All faculty members teaching subjects in that semester.
2. Two student representatives of respective class nominated by the Head of the Department.

The Course Committees and Class Committees shall meet at least thrice in a semester i.e the first at the beginning of the semester, the second and third after the first and second class tests respectively. Both committees should monitor the conduction of courses, declaration and adherence to the course plan, time schedule, completion of the syllabus, standards of class tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

25. The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

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