

## **REGULATIONS FOR MBA (PART TIME)**

1. The part-time MBA program shall be of 3 years duration and there shall be 9 (nine) trimesters in all. There shall be no internship for the part-time MBA program. The course duration shall be at par with the regular MBA program.
2. At the beginning of each trimester (except first), a student has to register for all the subjects. Only such registered students will be allowed to attend classes and appear at examination.
3. All Registered Students of the University have to register for each of the subject they are required to study and appear at examination before commencement of a trimester. Except in the first trimester, where a student is automatically registered for all subjects of the trimester, a student has to apply to the University in a specified format for subject-wise registration for the term with prescribed fees through his/her college principal. The same will be scrutinized and registration confirmation will be given by the university to each student.
4. A letter grading system shall be followed in the University. The uniform Grading System to be followed for all Academic Programs (except Ph.D. and D.Sc.) shall be as described below:  
A seven point grading system of base 10 shall be followed in the University.  
Categorization of the Grades and their correlation shall be as under.

<b>Qualification</b>	<b>Grade</b>	<b>Score on 100 Percentage Points</b>	<b>Point</b>
Outstanding	‘O’	90 & above upto 100	10
Excellent	‘E’	80 & above but less than 90	9
Very Good	‘A’	70 & above but less than 80	8
Good	‘B’	60 & above but less than 70	7
Fair	‘C’	50 & above but less than 60	6
Pass	‘D’	37 & above but less than 50	5
Failed	‘F’	Below 37	2
Malpractice	‘M’		0
Absent	‘S’		0

**N.B.:** Grade D shall be Pass Grade for theory and Grade C shall be pass for other items such as lab/Seminar etc.

### **5. Rules for Examinations:**

The MBA program shall consist of the following items.

- Theory (End term and Mid Term test)
- Practical/Laboratory
- Seminar

The schedule for these items along with their credit points for each Trimester shall be as per rules approved by Academic Council from time to time.

### **6. End Term Examination:**

At the end of each Trimester, there shall be an examination (herein after called End-Term Examination) conducted by the University as per the academic Calendar already notified by the University earlier.

**7. Appearing Examination in Failed subjects:**

A candidate securing F grade in any paper of the Trimester Examinations in the First year has to re-register for the same and appear at the respective end-trimester examinations conducted in the 2<sup>nd</sup> year along with the 1<sup>st</sup> year students to clear the failed subjects.

**8. Evaluation of Theory papers:**

The performance of a candidate in a theory subject shall be evaluated on 100 points basis with the following components:

- a) End-Term examination of three hours duration each 70 points
- b) One Mid-Term test of two hours duration each 30 points

**Evaluation of Mid-Term Test:** The subject teacher shall evaluate the mid-term test papers and show the evaluated answer papers to the students and discuss the test problems in the class.

**Forwarding Mid-Term tests marks to the University:** The College shall send the individual scores of the students on each paper to the University within 7 days of the close of the Mid-Term tests.

**9. Evaluation of Laboratory Works:**

A Laboratory paper shall have 4 Assignments / Tests. Each Test/Assignment shall have equal percentage points. The teacher concerned shall evaluate each such test/assignment. He/She shall maintain all records for scrutiny by University for one Trimester. The college shall send the score of the student to the University well ahead of the respective End-Term Test. Minimum score for a pass in laboratory work shall be 50 percentage points.

**10. Pass in a subject item:**

A candidate shall be declared to have passed a subject if

- a) In a Theory Paper, he/she has secured a minimum of 25 marks out of 70 in the End-Term Examination **AND** obtained a total of 37 marks taking the Mid-Term and End-Term tests together. Scoring 'zero' in the Mid-Term test or not appearing at it at all will not disqualify him to be declared as **PASS** in that paper if he/she scores 37 marks in the End-Term examination alone.
- b) In a Practical / Laboratory Paper, he she has secured minimum of 50 percent marks

**11. Promotional Rules:**

- a) Passed and Promoted (denoted as P):  
A candidate shall be promoted to the 2nd year provided he/she has passed all the papers of the 1st Year Examination.
- b) Promoted with Backlog Papers (denoted as XP):  
A candidate shall be declared promoted with backlog papers provided he/she satisfies the regulation of the University (to be defined later)

NB: Regulations for XP category and failed students are to be notified later

**12. Award of Degree:**

- In order to pass the MBA program a candidate must secure at least Pass Grade in each of the Theory, Practical, Project and Viva Voce items and has secured a minimum of CGPA of 5.50. Further, he/she must have fulfilled the academic requirements to be eligible for award of the degree.
- The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the MBA programme.
- A candidate's level of competence shall be categorized in accordance with the Cumulative Grade Point Average.
- A candidate shall be eligible to be admitted to the Master of Business Administration (MBA) degree of the University provided he/she:
  - (i) has cleared the minimum prescribed credit requirements with minimum of Pass grade in each Theory subject and "C" Grade for other subject items,
  - (ii) has secured minimum CGPA of 5.50 or above,
  - (iii) has no disciplinary or court cases relating to College/University matters pending against him/her, and
  - (iv) has not been convicted for any cognizable offence.

**13. Time of completion of Course:**

A candidate who has registered for Part-Time MBA program can clear the degree program within a maximum period of 6 years.

**14. Time Table of Instructions:**

The total number of classes in a week will be 12 hours. The classes will be conducted in evening hours (6PM to 9PM) ; weekly four days including Sunday.

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