

201521 39

SCHOOL OF MANAGEMENT STUDIES, PUNJABI UNIVERSITY, PATIALA

ORDINANCES

MASTER OF BUSINESS ADMINISTRATION

SESSION: 2018-2020

(CORRESPONDENCE COURSE, TWO YEARS PROGRAMME)

1. The duration of the MBA programme designed with various streams of specialization in functional area of Management shall be two academic years. The admissions to the programme shall be made in the month of June-July. Each year shall consist of two semesters i.e. Semester I and II in the first year and Semester III and IV in the second year.
2. The last date for receipt of admission forms and fees shall be fixed by the Vice-Chancellor from time to time.

3. CATEGORY –I: BUSINESS EMPLOYEES/OTHERS- 50 SEATS

Admission to the first semester of MBA Programme will be open to candidates who have passed Bachelor's Degree or Master's Degree in any discipline from any recognized University or an examination recognized there to 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 with preferably working experience of one year. The candidate should have at least 50% marks in Graduation/Post Graduation.

CATEGORY –II: DEFENCE OFFICERS- 50 SEATS

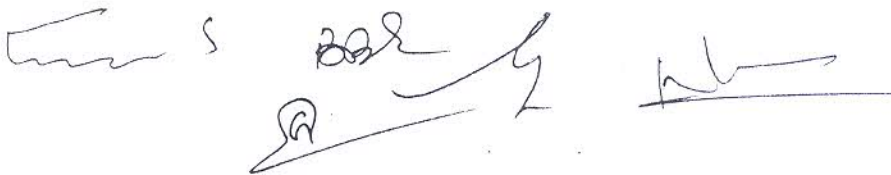
- 1) All commissioned officers with a minimum of 5 years of commissioned service will be eligible to join the course.
- 2) To be eligible for admission to MBA Programme a Defence Officer must have passed either a Graduate or Post Graduate degree in any discipline with at least 50% marks or must have undergone successfully one of the following courses:
 - (i) N.D.A. / I.M.A./Any other equivalent courses viz. O.T.S./O.T.A./Indian Air Force Academy/Naval Academy; and

[Handwritten signatures and initials]

- (ii) At least one of the following courses:
- a) Defence Service Staff College course
 - b) Technical Staff Officers course
 - c) Long Defence Management Course
 - d) Senior Defence Management Course
 - e) Higher Command Course
 - i) Advanced Air Armament Staff Officer Course
 - g) Specialized Advanced Course of various Arms and Services

(iii) They should have a meritorious record of service.

4. Each candidate shall be examined in the subject(s) as laid down in the Syllabus prescribed by the Academic Council from time to time.
5. (i) 30% marks in each written paper(s) excluding papers relating to Computer/IT, Project Report, and viva-voce, shall be assigned for internal assessment. There will be no Internal Assessment marks for papers relating to Computers and IT specialization. For these papers, there will be 70 marks for theory and 30 marks for practical examination.
- (ii) The Internal assessment marks shall be based on the three assignments (10 Marks each) to be submitted by the students as per the given schedule by the department.
 - (iii) Initial time for submission of all the assignments will be indicated by HEAD OF THE DEPARTMENT- SMS.
 - (iv) One month extension period for submission of assignment is allowed with late fee of Rs. 100/- per assignment per subject (All assignments must be deposited before 10 days from final exams).
 - (v) In case of a student is unable to submit the assignment(s) even after the lapse of late fee period, then accordingly his internal assessment will be forwarded to the Controller of Examination.
 - (vi) The amount of the late fee so collected from the students shall be deposited in the departmental account viz. Registrar Account No. 55081433179.

The bottom of the page contains several handwritten signatures and initials. On the left, there is a signature that appears to be 'S'. In the center, there is a signature that looks like 'S.S.' followed by a large, stylized signature. On the right, there is a signature that looks like 'K.B.' followed by a horizontal line.

- (vii) The students can submit the assignments in printed form or can be handwritten.
- (viii) The HEAD OF THE DEPARTMENT-SMS shall forward (to the Controller of examination) the internal assessment marks obtained by the students in different papers on the basis the three assignments (10 Marks each) to be submitted by the students as per the given schedule by the department.

6. The medium of instruction and the examination shall be English.

7. (i) The minimum number of marks required to pass a paper shall be 40% in the external examination and 40% in the aggregate of internal and external examination in each paper. There is no pass percentage for internal part of the assessment.

(ii) A candidate shall have to pass all the four semester examinations within maximum period of four years of his/her admission to the first semester of 2-Year MBA (CC) failing which he/she will be deemed to be unfit for the programme. however, if any candidate has secured less than 40% marks in the internal assessment in any one or more papers and is placed under reappear in that papers, he may at his option, attend regular classes of that papers, after his fourth semester examination against a payment of Rs.2000/- per paper to improve. the candidate would be required to attend such classes in a semester in which that paper is offered by the department subsequently and thus improve his internal assessment score in the concerned papers. In the case, such a candidate improves upon the earlier internal assessment. The external marks secured by the candidate will remain the same i.e. will carry the external pass marks secured by him/her. in case he fails to improve upon his earlier internal assessment in that papers his original assessment marks would stand.

8. The amount of examination fee shall be payable by a candidate for each semester as prescribed by the University from time to time.

The bottom of the page contains several handwritten signatures and initials. On the left, there are three distinct signatures. In the center, there is a large, stylized signature. On the right, there is a smaller signature. To the right of these signatures, the number '2' is handwritten.

9. The internal assessment awards of candidate, who fails in any paper(s), shall be carried forward to the next examination.

10. (i) The practical examination(s) of the courses (relating to IT/Computers or wherever specified) shall be conducted jointly by the two external examiners and one internal examiner. Internal Examiner shall be appointed by the **HEAD OF THE DEPARTMENT-SMS** and external examiners to be appointed by the Vice Chancellor on the recommendations of the Chairman, PG Board in Business Studies.

The quorum would be of one internal and one external examiner.

(ii) Viva-Voce shall be conducted by a Committee consisting of the following:-

(a) Two External Experts to be appointed by the Vice Chancellor on the recommendations of the Chairman, PG Board in Business Studies.

(b) One internal examiner shall be appointed by the **HEAD OF THE DEPARTMENT-SMS**.

(c) Head of the department or his nominee.

The quorum of committee meeting would comprise one external and one internal examiner.

11. The list of successful candidates after the fourth semester examination shall be arranged, as under, in two division on the basis of the aggregate marks obtained in all the semester examinations taken together, and the division obtained by the candidate will be stated in his/her degree;

- | | | |
|-----|---|-----------------|
| (a) | Those who obtain 50% or more marks
But less than 60% marks | SECOND DIVISION |
| (b) | Those who obtain 60% or more marks | FIRST DIVISION |



- (c) Candidate who pass all the four semester exams. at the first attempt obtaining 75% or more marks of the total aggregate shall be declared to have passed with **DISTINCTION.**
12. (i) The grace marks shall be allowed according to the general ordinances relating to 'Award of Grace Marks' these ordinances will apply to all the examinations.
- (ii) To pass in one or more written papers or subjects, and/ or to make up the aggregate to pass the examination but not in practical, internal assessment, viva-voce and skill in teaching.
- (iii) Up to 1% of the total marks of Part-I and Part II examination shall be added to the aggregate of both Part-I and Part II examinations to award a higher division / 55% marks, to a candidate.
13. MBA Part II shall be open to any person who has passed MBA I (CC/Regular) examination or has cleared at least 50% of total number of papers prescribed for the first and second semesters of MBA(CC/Regular) course from Punjabi University, Patiala only within the previous two academic years. These candidates have to qualify in all the papers of MBA course within a period of two years from the date of joining the course.
14. The candidate shall have to qualify in all the papers prescribed for MBA course within a period of four years from the date he joins the course. In case, he fails to do so within the prescribed period of four years as aforesaid, he shall be declared fail.
15. If the candidate drops out of a term due to service exigencies or any other reason acceptable to the head of the department, he would be allowed direct admission to the concerned semester in any following batch after payment of all dues, except library security, if pending with the department. It is understood that such admission will be in addition to the normal admission.

The bottom of the page contains several handwritten signatures and initials. From left to right, there is a signature that appears to be 'S', followed by a signature that looks like 'R', then a signature that looks like 'A', and finally a signature that looks like 'S'. There is also a small number '3' written to the right of the last signature.

16. A candidate who has passed MBA examination from this University shall have one chance within a period of two years after passing the examination to improve his/her division or to make minimum of 55% marks in MBA in a Maximum of 1/3 of total theory papers offered. Out of the papers taken up the candidate will be given the benefit of increase in marks, where the marks have increased in paper(s). Punjabi University rules of scheme for additional specialization will be applicable.
17. Successful candidates would be awarded the degree of Master of Business Administration. The students who tops the list of successful candidates will be awarded medal as per University rules.
18. Students can opt. for one additional specialization consisting of 5 papers, if they so desire, against a payment of Rs. 2000/- per paper. The students can appear in 2 papers in 3rd and 3 papers in 4th semester, along with respective semester exams or after completing the MBA course. *
19. Personal Contact Programme (PCP) of one week duration in each semester shall be held for the students admitted to the course. The students attending the PCP shall have the opportunity to interact with the teacher(s) concerned for resolving their doubts/querie. relating to the subject. Attending the PCP shall be optional for the students.
20. In no case and under no circumstances, the dispute arising out of the adherence or implementation or otherwise on the part of any one, in any clause(s), binds the University to change or amend the clause(s) under the Ordinance at any point of time.

21. REFUND OF TUITION FEE AND OTHER CHARGES

Tuition fee and other charges remitted by the candidate shall not be refunded, if:

- (i) the admission of a candidate is not finalized for non-payment of fee and other charges or a part thereof by the prescribed date;

The bottom of the page contains several handwritten signatures and initials. From left to right, there is a wavy line, a small 'S', a signature that appears to be 'BBD', a signature that appears to be 'L', a signature that appears to be 'R', and a signature that appears to be 'Klay'.

