



GOVERNOR'S SECRETARIAT, BIHAR
RAJ BHAVAN, PATNA-800022

Letter No.PU-(Regulations)-16/2013- GS(I), Dated
From:-

U.K. Choubey
Joint Secretary

To,
The Vice Chancellor
Patna University
Patna.

Sub:- Regarding approval of the Admission Ordinance (Semester System) and the Examination Regulations (Semester System) of Master of Business Administration (M.B.A.), a self-financing course.

Sir,

I am directed to invite a reference to the University's letter no Acad/1363, dated 02.09.2013, letter no. Acad/1548, dated 29.10.2013, Acad/1572, dated 30.10.2013 and letter no. Acad/1596, dated 02.11.2013 on the subject noted above and to inform that the Hon'ble Chancellor, after due consideration of the proposal of the University, advice of the Advisory Committee and in exercise of powers vested in him under Section 38(4) and 39(2)(ii-proviso) of the Patna University Act, 1976, as amended up to date, has been pleased to approve the Admission Ordinance (Semester System) and the Examination Regulations (Semester System) of Master of Business Administration (M.B.A.), a self-financing course (**copy enclosed**) with the condition to seek approval of the number of seats from the State Government from the next academic session (2014 onwards) and send compliance to this Secretariat before commencement of the next academic session and also communicate to this Secretariat about the approval of the Ordinance and Regulations by the Senate in the very next meeting.

Further necessary action may kindly be taken accordingly.

Yours faithfully

Encl:-As above

Sd/-
(U.K. Choubey)
Joint Secretary

Memo No. PU-(Regulations)-16/2013-

GS/(I) Dated

Copy alongwith copy of approved Admission Ordinance (Semester System) and the Examination Regulations (Semester System) of Master of Business Administration (M.B.A.), a self-financing course forwarded to Principal Secretary, Education Department, Govt. of Bihar for information and necessary action.

Encl:-As above

Sd/-
(U.K. Choubey)
Joint Secretary

Memo No. PU-(Regulations)-16/2013- 3133 GS/(I)

Dated 25-11-2013

Copy alongwith copy of approved Admission Ordinance (Semester System) and the Examination Regulations (Semester System) of Master of Business Administration (M.B.A.), a self-financing course forwarded to Scientist-D, In-charge Computer Cell, Raj Bhavan, Patna for uploading on the website of Raj Bhavan/Guard File of Regulations and Ordinance of Patna University, Patna.

Encl:-As above

(U.K. Choubey)
Joint Secretary

PATNA UNIVERSITY

PATNA – 800 005

ORDINANCE FOR ADMISSION TO MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAMME UNDER SEMESTER SYSTEM IN THE FACULTY OF COMMERCE

1. The Post Graduate Degree 'Master of Business Administration' in the Faculty of Commerce shall be offered by the Patna University.
2. Courses shall be of two-year (Four Semester) duration- The 'Master of Business Administration' shall be abbreviated as MBA.
3. The maximum number of seats for the Master of Business Administration Programme shall be limited to 60 only. There shall also be 5 (five) additional seats each in the category of sponsored and paid seats.
4. The selection of candidates for admission to MBA Programme shall be made by the Management Programme of the Department of Applied Economics and Commerce, Patna University. The Head of the Department of Applied Economics & Commerce shall be the Ex-officio Director of the Programme.
5. The Selection of the Candidates for admission to the MBA programme shall be made on merit. The 'Merit List' shall be prepared on the basis of aggregate (i) Composite marks obtained by the candidate at the National Entrance Examination/Test Conducted by any one of the five (o5)

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Institutions , namely, CAT (Conducted by IIMs), JMET (Conducted by IITs), MAT (Conducted by AIMA) and ATMA (Conducted by AIMS) or the Test prescribed for the purpose, from time to time, and (ii) Group Discussion Carrying 200 marks, and (iii) Personal Interview Carrying 200 Marks. Group Discussion and personal Interview shall be conducted at such place and at such time by a Board Constituted by the Vice-chancellor. The Mat Score of September, December month of the immediate previous year and February and May month of the current year of Admission to be MBA Programme shall be considered valid.

6. The 'Merit List' for admission for MBA programme shall be prepared of Candidates who have obtained 45 percent marks at the selection Test as mentioned in clause – 6 of the Ordinance above. However, in exceptional circumstances, the above marks may be suitably lowered by the Vice-chancellor. Provided that in case of scheduled caste/Scheduled Tribe Candidates 5 percent marks shall be relaxed in selection test for the preparation of Merit List for admission to MBA programme.
7. The minimum marks required for admission to the 'selection test' conducted for selection of Candidates shall be 45 percent of the aggregate marks at the Degree Level Examination.
8. Any registered student of this University who has passed the Bachelors Examination in the Faculties of Arts, Humanities, science, Commerce, Business Administration, Labour, Engineering examination or of any other Universities recognized by the Academic Council as equivalent thereto may appear at the 'selection test' as specified in the clause-6 of this ordinances provided he/she fulfills the conditions as laid down in clause-8 above. Provided that applications of graduates having degree from the Faculties other than those specified having satisfactory business

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experience may also be considered in exceptional cases by the vice-chancellor.

9. Reservation of seats for different categories of candidates shall be made as per rules of the Patna University applicable at the time of admission provided they qualify for admission to MBA programme as required in clause-7 of this ordinance.
10. Seats left unfilled in any of the categories for reserved seats under clause-9 above by reason of the fact that no eligible candidates are available shall be filled-up by following reservation procedure/Rule strictly as per selection/sections of the P.U. Act, 1976 (Amended up to date). Admission for sponsored and paid seats categories shall be made provided the candidate/candidates fulfill the conditions as laid down in the clause 6, 7, & 8 respectively of this ordinance.
11. (a) No applicant shall be admitted who, in the opinion of the Vice-chancellor, should not be admitted in the best interest of the University.

(b) No applicant shall be admitted who has not applied for admission within the notified time, or who, on being selected for admission, does not get himself/herself enrolled within the specified time except when the delay is condoned by the vice-chancellor.
12. Every candidate seeking admission to the programme shall pay fees as may be prescribed from time to time by the University. The fee of the programme shall be charged in full at the time of admission to the programme.

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The Fee structure of the Master of Business Administration (MBA) programme shall be stated in sub-clause A below:

FEE STRUCTURE

The Fee structure of the Programme shall be the following:

Particulars	General and Reserved Seats	Sponsored Seats	Paid Seats
Admission Test and Interview Fees	500=00	500=00	500=00
Entrance Fees	9,750=00	19,500=00	19,500=00
Tuition Fees	33,000=00	66,000=00	66,000=00
Developmental Charges	9,750=00	19,500=00	19,500=00
Miscellaneous Charges	1,000=00	2,000=00	2,000=00
Total Rs.	54,000=00	1,07,500=00	1,07,500=00

13. Students admitted to MBA Programme shall have to pay the entire amount of Fees mentioned in clause 12 at the time of admission.
14. The fee structure may be revised from time to time by the Vice-Chancellor.
15. The admission of any candidate admitted to MBA programme may be cancelled in it is found at any later point of time that any document submitted or statement made by him/her in his/her support of his/her admission to the programme is forged (not genuine).
16. No candidate shall be allowed to register as a student in any other course leading to Diploma or a Degree during the academic years of his/her study for the MBA course.

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17. The general superintendence and direction of the Management Programme shall be the responsibility of the Director.
18. The course coordinator of the Management programme shall assist the Director in the smooth functioning of the programme.
19. The Director shall appoint such person or persons and invite such person or persons as Faculty for running the Management Programme as he seems fit, from time to time.
20. The Master of Business Administration Programme shall be organized and managed by the Department of Applied Economics & Commerce at such Place or Places and at such time as the vice-chancellor may fix.
21. The Master of Business Administration Programme shall be placed in the Faculty of Commerce.
22. A student admitted to the programme, if found guilty of gross misconduct, shall be expelled from programme at any stage.
23. **Savings:**
Any aspect not covered in the present ordinance shall be covered by the general ordinance of Patna University.
24. Under the new regulation regarding Masters Degree Programme based on the Semester System, Semester – I and II shall come into effect from the academic session 2012-2013 and semesters III & IV from the academic session 2013-14.

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PATNA UNIVERSITY, PATNA

REGULATIONS FOR MASTER OF BUSINESS ADMINISTRATION (MBA) EXAMINATION

1. This regulation shall be called the regulations for Master of Business Administration (MBA) Programme of Patna University, Patna
2. The Master of Business Administration (MBA) Programme, a two-year full time programme, shall be organised and run by the Department of Applied Economics and Commerce, Patna University, Patna.
3. The Master of Business Administration Examination shall be held in two parts, viz., MBA Part-I and MBA Part-II. The Master of Business Administration Degree shall be awarded on the basis of Combined marks obtained both at the MBA Part-I and MBA Part-II Examinations.
4. The University shall award the Masters Degree in the Faculty of Commerce: Master of Business Administration (MBA).
5. The Duration of MBA Programme shall be of two academic sessions.
6. The Examination for the Masters Degree in Business Administration shall consist of Four Semesters of Six months each.
7. Each course session shall consist of two semester, viz., Odd Semester and Even semester. The Odd semester shall consist of semesters I and III from July to December and Even semester shall consist of II and IV semesters from January to June.

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8. Each course session shall consist of 12 Papers spread over two semesters
9. There shall be total 24 papers for the entire course spread over four semesters with six papers in each semester with 05 (Five) credits in each paper except summer Training Report and Viva- Voce.
10. The distribution of papers: theoretical with number of credit/credits specified in each paper in the course structure of Master of Business Administration (MBA).
11. The term 'Credit' means weightage given to a course in relation to the instructional hours assigned to it. One credit will consist of ten hours of instructions which comes to the duration of four/five hours per week. Each paper of the Master of Business Administration (MBA) programme carries number of credits specified in the course structure of the subject.
12. The total credits required for the completion of Master of Business Administration (MBA) Degree shall be 120.
13. The performance of a student in each paper will be assessed on the basis of a continuous Internal Assessment (C.I.A.) of 30 marks and written examinations of 70 marks conducted towards the end of each semester, called the End Semester Evaluation (ESE).
14. **Continuous Internal Assessment (CIA) and Evaluation (For 30 Marks):**

The Continuous Internal Assessment shall consist of following components:

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- (a) Two mid-season examinations each with 7.50 marks (total 15 marks) to be conducted by the teachers of the concerned courses. If there are more than one teacher teaching the course, the questions paper shall be jointly prepared and evaluated by a teacher of the group, appointed by the Head of the Department.
- (b) Each student admitted to the semester course shall have to prepare an assignment (of 5 marks) of each course, being taught in the semester and to be approved by the teachers-concerned or the Head of the Department as the case may be and who shall appoint any of the teachers of the group to evaluate the assignment;
- (c) Each student admitted to the semester course shall have to make a seminar presentation (of 5 marks), before teachers teaching the course, and the topic of presentation shall be decided by the teachers teaching the course and approved by the Head of the Department. The evaluation shall be done jointly.
- (d) Each student admitted to the semester course shall be awarded 5 marks for 100 percent attendance, punctuality, regularity and good conduct.
- (e) Participation in the Continuous Internal Assessment Programme is mandatory for each student, admitted to the semester course, and it shall be the duty of the Director, Management Programme of the Department to ensure the participation of student in the CIA Programme.

15. **End Semester Examination and Evaluation (For 70 Marks)**

- (a) Each semester shall consist of six theory courses of papers with 70 marks each.
- (b) The question Papers shall be set by external examiners, not below the rank of Associate Professor to be appointed by the Vice-Chancellor on the recommendation of the Examination Board or the Board of Moderators. The answer scripts shall be examined by the external examiners within stipulated period of time;

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- (c) For the Project study/ dissertation evaluation, Summer Training Programme and Viva-voce, external examiners shall be appointed accordingly by the Vice- Chancellor.
- (d) There shall be no provision for re-evaluation, only scrutiny of marks awarded.

16. The duration of the theory examination will be of 03 (Three) hours and the examinees will be required to answer a total of 05 (Five) questions out of which question number one and two will be compulsory. The question number one will be of objective type and the question number two would be short answer type.

17. The distribution of marks in the written ESE shall have the following format wherein the question paper shall consist of seven questions sub-divided in 3 sections as below:

Section A: There shall be one compulsory objective type question comprising the question Covering the entire syllabus and each question would carry two marks (10x2 Marks) = 20 Marks.

Section B: Question number two will comprise five short answer question, Covering the entire syllabus, each question would carry 5 marks and examinees will answer only four out of five questions (4x5 Marks) = 20 Marks.

Section C: Five Question shall be set out covering the entire syllabus , each question would carry 10 Marks and examinees will be required to attempt only there out of five questions (3x10 Marks = 30 Marks).

18. There shall be six papers in all in each semester as mentioned in detail in clause No. 31 of the Resolution.

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19. There shall be six papers towards the End of each Semester Evaluation (ESE). Each paper shall carry 70 Marks. The total marks of all the six papers shall be 420 marks.
20. The examinations will be designed to assess whether the candidate has developed necessary knowledge and skills along with clear conception of fundamentals which are necessary for him or her to carry-out responsibilities and duties efficiently.
21. Evaluation of continuous Internal Assessment (CIA) shall be done by the concerned course teacher. The CIA and ESE will be aggregated at the end of each semester for each paper.
22. To be eligible to appear at the ESE Examination, a candidate must be registered as the student of this University.
23. To be eligible to appear at the examination a student shall be required to have attended at least 75% of the lectures delivered or sessions conducted in theory course and after assessment on the basis of CIA. Weightage of attendance for summer training programme, participating in mid-semester written test, seminar, quiz, term paper, Eklavya, Tarang, cultural activities, sports and other curriculum and Extension activities. A shortage of attendance up to 15% can be condoned by the Vice-Chancellor as per the Patna University Rules in a special case on the recommendation of the concerned Head/Principal.
24. The Vice-Chancellor shall have the power to increase the seats beyond the usual number of seats with the prior permission of the Hon'ble Chancellor in the case of student (a) nominated by the Government of India under various Plans like Colombo Plans etc. (b) Coming under scheme of any State Government approved by the Government of Bihar

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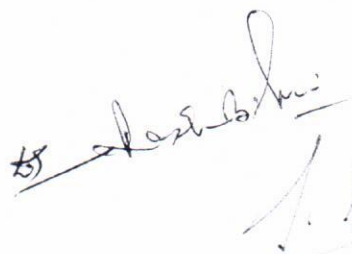
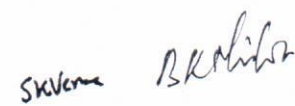
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(c) Wife, Sons and daughter of Military personnel in active service/Ex-service Military Personnel/Military Personnel killed or disabled in action (d) Who happen to be sons / Daughters/Wife/Husbands of (i) teachers (including teachers of Medical and Dental College under the University), and (ii) Officer and other employees of the Patna University up to maximum of 5% of the total seats in the institutions and the Course concerned, Except Medical, Dental and Engineering Course for each of the two categories (i) and (ii).

25. The Course structure of MBA Part-I and MBA Part II under the Semester system shall be as under:

SEMESTER - I

Code	Subject	Credit	End Semester Exam(ESE)	Continuous Internal Assessment(CIA)	Total
MB 101	Management Process, Ethos and Values	05	70	30	100
MB102	Quantitative Techniques	05	70	30	100
MB 103	Managerial Economics	05	70	30	100
MB 104	Management of Environment	05	70	30	100
MB 105	Accounting Principles and Techniques	05	70	30	100
MB 106	Accounting of Managers	05	70	30	100

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SEMESTER – II

Code	Subject	Credit	End Semester Exam(ESE)	Continuous Internal Assessment (CIA)	Total
MB 201	Human Resource Management	05	70	30	100
MB202	Financial Management	05	70	30	100
MB 203	Marketing Management	05	70	30	100
MB 204	Research Methodology	05	70	30	100
MB 205	Production and Operation Management	05	70	30	100
MB 206	Organisational Behaviour	05	70	30	100

Semester – III Compulsory Papers

Code	Subject	Credit	End Semester Exam(ESE)	Continuous Internal Assessment(CIA)	Total
MB 301	Business Policy and Strategic Management	05	70	30	100
MB 302	Computer Application and Management Information System	05	70	30	100
MB 303	Business Legislation	05	70	30	100
MB 304	Summer Training Programme	08			100
MB 305	Project Study	05			100
MB 306	Viva-Voce	02			100

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Optional Group – IV (A) Finance Area

Code	Subject	Credit	End Semester Exam(ESE)	Continuous Internal Assessment(CIA)	Total
MB 4F1	Security Analysis and Portfolio Management	05	70	30	100
MB 4F2	Management of Business Taxes	05	70	30	100
MB 4F3	International Financial Management	05	70	30	100
MB 4F4	Financial Decision Making	05	70	30	100
MB 4F5	Working Capital Management	05	70	30	100
MB 4F6	Management of Financial Institutions and Services	05	70	30	100

Optional Group –V (B) Marketing Area

Code	Subject	Credit	End Semester Exam(ESE)	Continuous Internal Assessment(CIA)	Total
MB 4M1	Consumer Behaviour	05	70	30	100
MB 4M2	Advertising Management	05	70	30	100
MB 4M3	Strategic Marketing	05	70	30	100
MB 4M4	International Marketing	05	70	30	100
MB 4M5	Sales and Distribution Management	05	70	30	100
MB 4M6	Marketing of Services	05	70	30	100

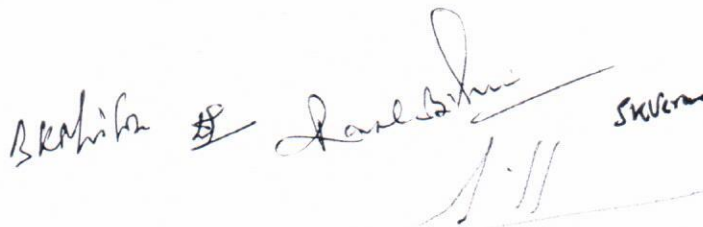
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Optional Group – VI (C) HRM Area

Code	Subject	Credit	End Semester Exam(ESE)	Continuous Internal Assessment(CIA)	Total
MB 4H1	Management of Industrial Relations	05	70	30	100
MB 4H2	Management of Interpersonal and Group Processes	05	70	30	100
MB 4H3	Management Training and Development	05	70	30	100
MB 4H4	Management of Change and Organizational Development	05	70	30	100
MB 4H5	Human Resource Planning and Development	05	70	30	100
MB 4H6	Labour Legislation	05	70	30	100

26. The Departmental Council shall make such changes in the subjects mentioned in clause 24 of this regulation or in the detailed course structure prescribed for the purpose as it may deem fit, from time to time with the approval of the Academic Council.
27. Summer Training programme shall carry 08 credits for each student equivalent to 80 hours with an Industrial, business or service organisation by taking up a study on the various aspects of an organisation. The conditions of successfully completing the course shall not be deemed to have been satisfied unless student undergoes summer training under the supervision of a Permanent teaching faculty member of the department of Applied Economics and Commerce in organizations as approved by the Director of the MBA Programme. Each student will be required to submit a summer training report to the Director for the work undertaken during the period.



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28. A student of the Master of Business Administration Programme shall be required to work on a project approved by the Director. For preparing the report on the project study, the candidate shall have to work under the supervision of a Permanent Teaching Faculty Member of the Department of Applied Economics & Commerce. The name of the Supervisor shall be approved by the Director.

29. A Candidate who obtains 45 per cent marks each in the summer training report and project report but fails in the examination shall not be required to re-submit a fresh summer training report and project report before appearing at any subsequent examinations. The marks secured by him/her in the summer training report and project report in previous examination shall be carried over to the subsequent examinations.

30. **Promotion Rules**

There shall be no supplementary examination in any of the semester courses (I; II, III and IV).

The candidates who have taken admission in the First Semester of a 2 – year Post- Graduate Programme in a session can be put in the following categories on the basis of their attendance in the semester.

- (a) Those who have attended the required minimum percentage of attendance for appearing in the First Semester Examination;
- (b) Those who have not attended the required minimum percentage of attendance for appearing at the First Semester Examination or have not filled up examination form in the time for appearing at the First Semester Examination.
- (c) Candidates under the Category (a) are eligible for appearing at the First Semester Examination, While the candidates under the Category (b) shall not be allowed to appear at the First Semester Examination, but are

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allowed to seek readmission in First Semester. **After appearing at the Semester Examination the Candidates can be put in the following categories in the context of the result of the Semester Examination:**

- (d) Candidates shall be declared **Passed**, if they have secured 45 Percent marks in **aggregate with ESE, and CIA marks taken together (Not Separately)**, Provided they have secured at least 40 percent marks in each course or paper in the end semester examination.
- (e) Those who have **passed** in examination of all the courses of the Semester.
- (f) Those who **have not passed** in examination of all the courses of the First Semester shall be treated as promoted to Second Semester.
- (g) Such candidates who **have failed** in examination of all the courses of First Semester are allowed **promotion to Second Semester** on the condition that they have to clear their First Semester Examination, together with Third Semester Examination.
- (h) Candidates who have **not passed** in Second Semester Examination shall be **promoted to IIIrd Semester but have to clear the Second Semester Examination together with the Fourth Semester Examination**
- (i) Before entering Semester II, such candidates who are promoted, shall have to pass with 40% in individual papers and 45% mark in the aggregate in at least 50 percent course which they have offered with at least 40 percent marks.
- (j) All Candidates who have the minimum required percentage of attendance in IIIrd Semester and filled up the examination form in time shall be promoted to the IVth Semester.
- (k) In each semester course (I,II,III and IV) the candidates shall be required to have minimum required percentage of attendance for appearing at the successive semester examinations.
- (l) Under no circumstances, candidates without minimum required percentage of attendance at each semester shall be allowed to appear at examinations.

Dr. B. K. Sharma

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31. Such candidates, who have failed in **courses**, **may clear their failed courses** in subsequent examination as ex- students.
32. Candidates who have failed in courses shall get two more chances to clear their courses (s) subject to the minimum duration for passing the course. Further, such candidates shall have to clear all the courses within the maximum period of 4 years from the date of his/ her latest examination.
33. Subject to the others provision and contained above the candidates admitted in one year (two semester) Post Graduate Programme and could not attend the required number of classes during the first or second semester or have attended the required number of classes but could not pass the First or Second semester or have attended the required number of classes but could not pass the First or second semester examination may appear only in the respective examination to be held in the ensuing year.
34. In the 4th (Final) Semester a candidate will be required to have successfully cleared all the twenty four papers for award of the Degree.
35. Successful Candidates shall be awarded the class/ division at the end of Fourth Semester Examination based on the aggregate marks obtained in all the four semester examinations of 120 credits consisting of 2400 marks. The following is the Categorization of successful candidates based on marks obtained by them;
 - (a) 75% and above - First class with Distinction
 - (b) Less than 75% but equal Or more than 60% - First Class
 - (c) Less than 60% but equal Or more than 45% - Second class
 - (d) Less than 45% - Fail

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36. Each successful candidate of all the four semesters taken together shall receive a certificate in the prescribed formater specifying the subject in which he/she was examined and the class in which he/she was palced.
37. The Vice- Chancellor may appoint a Board of Moderators to look into all the examination conducted and results be published by the Examination Board of Patna University.
38. The scheme of evaluation of summer training programme and project study shall be as follows:
- (a) For paper MB 304, a Training Report based on Summer Training Programme will have to be submitted as per the schedule announced by the Director from time to time. The Summer Training Report which will be based on survey work shall be prepared and based mainly on primary data.
 - (b) For paper MB 305, Project report on project study will have to be submitted as per the schedule announced by the Director from time to time. The project report and study shall be based mainly on secondary data.
 - (c) The written Part of the Summer Training Report and Project Study Report each shall account for 70 Marks and viva-voce each of 30 marks to be conducted by the duly constituted Board approved by the vice-chancellor.
39. Wherever this Regulation is silent or not explicit, reference should be made to the earlier Regulation for the post graduate Degree Course of the concerned faculty of Patna University.

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