

DEPARTMENT OF APPLIED-  
TECHNOLOGIES & COMMERCE  
MANAGEMENT PROGRAMME  
PATNA UNIVERSITY, PATNA - 800 005



Master of Commerce (M. Com.)  
Master of Business Administration (MBA)  
Master of Finance & Control (MFC)

Tele. Fax. : +91-612-2678017  
Tele Ph. : + 91-612-2660345 (O)  
www.patnauniversity.ac.in  
www.deptaecpu.in

Letter No.: A. E. & C./388/2018

*Encl.  
Annexure-I*

Tuesday  
October 23, 2018

The Deputy Registrar  
Patna University  
Patna

Subject: Ordinance and Regulations of MBA Programme under the CBCS Curriculum.

Sir,

Kindly refer to the subject-matter under reference.

As directed enclosed please find the Ordinance and Regulations of MBA Programme duly approved by the Department Council under the CBCS Curriculum to be placed before the meeting of the Senate which is proposed to be held on Saturday, October 27, 2018.

With regards,

Yours faithfully,

*A.S.*  
*23/10/2018*  
(Ashok Kumar Singh)

Head & Director  
Head & Director  
Dept. of Applied Sci. & Commerce  
PATNA UNIVERSITY

Encl. As stated above.

*S. O. G. (Sd)*

*[Signature]*  
*23/10/18*

*S. Singh*  
*24/10/18*

*P. Chandra*  
*21-12-18*

DEPARTMENT OF APPLIED ECONOMICS AND COMMERCE  
MANAGEMENT PROGRAMME  
PATNA UNIVERSITY, PATNA

**Ordinance and Regulations for Master of Business Administration (MBA)**  
**on**

**Choice Based Credit System (Effective from the session: 2018-2019 & 2019-2020)**

**General:**

- (i) The ORDINANCE and the REGULATIONS shall be called the 'Admission Ordinance' and 'Regulations of Examination' for Post Graduate degree in Master of Business Administration Programme to be applicable in the Patna University.
- (ii) These ordinance and regulations under reference shall be effective from the academic session: 2018-2019.

**CHOICE BASED CREDIT SYSTEM (CBCS) ORDINANCE GOVERNING THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION (MBA)**

**CHOICE BASED CREDIT SYSTEM (CBCS):**

The choice based credit system provides flexibility in designing curriculum and assigning credits based on the course content and hour of teaching. The choice based credit system provides an opportunity for the students to choose courses from the prescribed courses. The CBCS provides a cafeteria type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquired more than the required credits, and adopt an interdisciplinary approach to learning. The courses shall be evaluated on the grading system, which is considered to be better than the conventional marks system. It is necessary to introduce the grading system to make the uniformity among all technical institutions of India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the Universities shall follow the guidelines formulated by the UGC.

**DEFINITIONS OF KEY WORDS:**

(i) **University:** Patna University, Patna

(ii) **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

(iii) **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

*[Handwritten signatures and notes at the bottom of the page, including "JKA", "1", and "24-12-18"]*

- 157
- (iv) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses.
- (v) **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be earned by the students.
- (vi) **Programme:** An educational programme leading to award of a Degree.
- (vii) **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/presentations /self-study etc. or a combination of some of these.
- (viii) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters A, B, C, D, E and F.
- (ix) **Grade Point:** It is a numerical weightage allotted to each letter grade on a 10-point scale.
- (x) **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions. One credit is equivalent to 10 – 12 hours of teaching.
- (xi) **Credit Point:** It is the product of grade point and number of credits for a course.
- (xii) **Semester Grade Point Average (SGPA):** It is a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- (xiii) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters

*h. 27/11/12*  
*21/11/12*  
*JK A*  
*2*

*Ch...*

*A 37*

*21/11/12*

and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

The CBCS provides choice for student to select from prescribed courses. Sequencing Plan for the MBA Degree Curriculum.

Semester	Course Coverage
I & II	Core Courses
III & IV	Core Courses & Core Elective

**Core Course (CC):**

A course which should compulsorily be studied by a candidate as a core requirement on the basis of subject of MBA studies and is termed as a Core Course.

**Elective Course (EC):**

Generally a course which can be chosen from a pool of course (Basket) and which may be very specific or specialized or advanced or supportive to the subject/discipline of study or which provides an extended scope or which enables an exposure to some other subject/discipline/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

**1. Admission**

- 1.1 Admission to MBA first year in 1st semester will be made as per the guidelines prescribed by the AICTE / Academic Council of the Patna University according to latest notification of Governor's Secretariat, Government of Bihar.

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 in addition to Sponsored Seats 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.

Handwritten signatures and dates at the bottom of the page. Includes a date stamp: 21.12.18.

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 MAT (Conducted by AIMA) in the month of February, May, September and December or the Test prescribed for the purpose, from time to time, and valid CMAT Score conducted by AICTE, and (ii) Group Discussion Carrying 100 marks, and (iii) Personal Interview Carrying 100 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 to MBA programme shall be prepared of Candidates who have obtained 45 percent marks at the selection Test as mentioned in clause – 5 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 Bachelor's 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-7 above. Provided that applications of graduates having degree from the Faculties other than those specified having satisfactory business 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-8 of this ordinance.

The bottom of the page contains several handwritten signatures and initials. On the left, there is a signature that appears to be 'Anil Kumar'. In the center, there are initials 'FKR' and 'Alay'. To the right, there is a signature that looks like 'Rajendra'. On the far right, there is a signature 'Richard' with the date '21.12.10' written below it.

- 157
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 to the candidate/candidates who fulfil the condition as laid down in the clause 5,6,7 and 8 respectively of the 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.

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

### FEE STRUCTURE

A. 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

*Handwritten signatures and notes:*

Al... M/In FKA... 5... Al... P. Chandra... 21.12.17

Developmental Charges	9,750=00	19,500=00	19,500=00
Miscellaneous Charges	1,000=00	2,000=00	2,000=00
<b>Total Rs.</b>	<b>54,000=00</b>	<b>1,07,500=00</b>	<b>1,07,500=00</b>

13. Students admitted to MBA Programme shall have to pay the entire amount of Fees mentioned in clause 12 sub-clause A 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 if 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 Programme.
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 deems 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.

*permanently  
21-12-18*

*h* *Al* *Umm.* *q/h* *EKA* *6* *Al* *AO*

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 Choice Based Credit System (CBCS) for Semesters – I and II shall come into effect from the academic session 2018-2019 and for semesters III & IV from the academic session 2019-2020.

**Regulations for Master of Business Administration (MBA) Examination under CBCS in the Faculty of Commerce**

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 University shall award the Masters Degree in the Faculty of Commerce: Master of Business Administration (MBA).
4. The Duration of MBA Programme shall be of two academic sessions.
5. The Examination for the Masters Degree in Business Administration shall consist of Four Semesters of Six months each.
6. 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.
7. Each course session shall consist of 12 Papers spread over two semesters
8. There shall be total 24 papers for the entire course spread over four semesters with six papers in each semester and total credits of all 24 papers shall be 100.
9. The distribution of papers: theoretical with number of credit/credits specified in each paper in the course structure of Master of Business Administration (MBA).
10. 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

A collection of handwritten signatures and initials in black ink, including names like 'M. K. Singh', 'A. K. Singh', and 'A. Singh', along with some illegible scribbles.

A handwritten signature in black ink, followed by the date '21.12.18'.

Administration (MBA) programme carries number of credits specified in the course structure of the subject.

11. The total credits required for the completion of Master of Business Administration (MBA) Degree shall be 100.
12. The term 'Credit' means weightage given to a course in relation with the instructional hours assigned to it. One Credit shall consist of ten hours of Instruction. The MBA Programme shall be of 100 Credits divided as 24 credits in Semester I, 24 credits in Semester II, 32 credits in Semester III and 20 credits in Semester IV carrying total 920 hours.
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. Description of Papers for MBA Degree in the Faculty of Commerce under CBCS :

Semester	Course/ Paper Code	Nature of Course/ Paper	Core/Elective	Marks	Credit	Marks of CIA	Marks of ESE	Passing Criterion	Qualifying Criterion
<b>SEMETER I</b>									
<b>SEMESTER I</b>	MB- 101	Principles and Practices of Management	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 102	Managerial Economics	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 103	Statistical Methods for Decision-Making	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 104	Accounting and Financial Analysis	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 105	Marketing Management	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 106	Human Resource Management	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
<b>SEMETER II</b>									
<b>SEMESTER II</b>	MB- 201	Organisational Behaviour	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 202	Business Research Methods	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 203	Operations Research	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 204	Management Accounting and Control	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 205	Financial Management	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 206	Project Management	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
<b>SEMETER III</b>									
<b>SEMESTER III</b>	MB- 301	Strategic Management	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 302	Legal Aspects of Business	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	MB- 303	Project Study	Core	100	8			45%	Marks decide class/ CGPA
	MB- 304	Summer Internship	Core	100	8			45%	Marks decide class/ CGPA
<b>FINANCE</b>									
	MB-FC-01	Security Analysis and	Core Elective	100	4	30	70	45% in CIA	Marks decide

*See hand written note  
21-12-18*

*Handwritten signatures and notes at the bottom of the page, including '8 FKA' and other illegible scribbles.*

	MB-FC-02	Portfolio Management Corporate Tax Planning and Management	Core Elective	100	4	30	70	45% in ESE 45% in CIA 45% in ESE	class/ CGPA Marks decide class/ CGPA	
<b>HUMAN RESOURCE MANAGEMENT</b>										
	MB-HC-01	Labour and Employment Laws in India	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	MB-HC-02	Industrial Relations	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
<b>MARKETING</b>										
	MB-MC-01	Consumer Behaviour	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	MB-MC-02	Services Marketing	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
<b>SEMESTER IV</b>										
SEMESTER IV	MB-401	Corporate Governance and Business Ethics	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	MB-402	Computer Application and Management Information System	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	MB-403	Comprehensive Viva-Voce	Core	100			100	45%	Marks decide class/ CGPA	
	MB-404	Business Communication	Core	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	<b>FINANCE</b>									
	MB-FC-41	Banking and Financial Services	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	MB-FC-44	Financial Derivatives	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	<b>HUMAN RESOURCE MANAGEMENT</b>									
	MB-HC-41	Management of Change	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	MB-HC-44	Group Dynamics	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	<b>MARKETING</b>									
	MB-MC-41	Sales and Distribution Management	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	
	MB-MC-45	Strategic Marketing	Core Elective	100	4	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA	

**Total Credits = 100**  
**1 Credit = 10 hours**  
**Semester – I = 24 Credits = 240 hours**  
**Semester – II = 24 Credits = 240 hours**  
**Semester – III = 24 Credits = 240 hours**  
**Semester – IV = 24 Credits = 240 hours**

15. Regulation for Examination of MBA Programme (Semester System) in the Faculty of Commerce, Patna University:

1. General

1.1 These regulations shall be called the "Regulations of Examination" for Master of Business Administration (MBA).

2. Programme of Study

2.1 The University shall offer MBA degrees.

2.2 The durations of MBA (Semester System) Programme shall be of four semesters spread over two academic years. Each semester shall be of ninety teaching days.

2.3 Each academic session shall consist of two semesters – I and III: from July to December and II and IV: from January to June.

*Recd by  
21.12.19*

*Handwritten signatures and initials at the bottom of the page.*

2.4 The MBA Programme shall consist of 24 Papers spread over four semesters. There shall be Six Papers in first semester, Six Papers in second semester, Six Papers in third semester and Six Papers in fourth semester carrying 100 marks taken together. The class shall be awarded on the performance of the candidate on 24 papers.

## 16. Evaluation of Performance Under Semester System

16.1 The performance of a student in each paper will be assessed on the basis of a continuous Internal Assessment (CIA) of 30 marks and the End of Semester Examination (ESE) consisting of 70 marks.

16.2 The components of CIA are follows:

(i)	Two mid-semester written tests of one hour duration each	= 15 marks
(ii)	Seminar/Quiz	= 05 marks
(iii)	Assignment	= 05 marks
(iv)	Punctuality and conduct	= 05 marks
	Total	= 30 marks

16.3 The performance of student in each semester addressing the issues of I. Skill Development, ii. Human Values and Professional Ethics and Gender Sensitization, iii. Environment and Sustainability and Swachchha Bharat Abhiyan Activities shall be assessed on the basis of a Continuous Internal Assessment (CIA) of 50 marks and the End Semester Examination (ESE) consisting of 50 marks.

16.4 The components of CIA in these paper shall be as follows:

(i)	One mid-semester written tests of one hour duration each	= 10 marks
(ii)	Seminar/Quiz	= 10 marks
(iii)	Assignment	= 15 marks
(iv)	Discharge of Institutional Social Responsibility Community Services (report to be submitted)	= 15 marks
	Total	= 50 marks

16.5 The concerned teacher of the course/paper shall be responsible for conducting the mid-semester tests and other components of the CIA.

16.6 The ESE will be written examination of 3-hours duration conducted by the University.

16.7 All such examination shall be as per the provisions of examination board and moderation board of the Patna University.

16.8 Only those students who secured minimum qualifying marks in of 45% in the CIA shall be allowed to fill up the End Semester Examination Form.

16.9 The marks of CIA in each paper be submitted by the Department along with the End Semester Examination Form failing which the student may not be issued admit card for the examination.

## 17. EXAMINATIONS:

17.1 The End Semester Examination will be conducted by the University. The Mid Semester Examinations and other components of CIA shall be conducted and evaluated by the concerned Department. The Director of MBA Programme will appoint External Examiner (s) for conducting Viva-voce of Summer Internship and Project Study subject to the approval of the Vice-Chancellor. The answer scripts of the mid-semester tests shall be shown to students by the concerned teacher.

*Revised by  
21-12-18*

*Handwritten signatures and initials at the bottom of the page.*

17.2 The End of Semester Examination (ESE) shall be named as follows:

- (a) MBA Part (I)- Semester I Examination and Semester II Examination respectively.
- (b) MBA Part (II)- Semester III Examination and Semester IV Examination respectively.
- (c) Syllabus for each paper shall be divided into at least 5 units. Based on this, the question paper pattern for the End Semester Examination shall have divided into three parts A, B, C comprising of objective type questions with multiple choice, short answer type questions and long answer type questions respectively as mentioned below:

Part	Nature of questions	Number of questions to be asked	Number of questions to be answered	Marks of each question	Total Marks
Part-A	Objective type question with multiple choice	10	10	02	20
Part- B	Short answer type questions	05	04	05	20
Part- C	Long answer type questions	04	03	10	30
Total Marks:					70

**Part - A**

Ten objective type questions- All questions to be answered (Questions shall be picked up from the whole syllabus preferably two questions from each unit) 10x2= 20 marks

**Part - B**

Five short answer type questions- Four questions to be answered (Questions shall be picked up from the whole syllabus preferably one question from each unit) 4x5= 20 marks

**Part - C**

Five long answer questions- Three questions to be answered. (Questions shall be picked up from the whole syllabus preferably one question from each unit) 3x10= 30 marks

17.3 The Examination of I and III semesters, shall be generally held in the month of November-December and that of II and IV semester shall be held in the month of May-June.

**18. Passing of Examinations and Promotion Rules**

Promotion Rules

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

18.2 The candidates who have been admitted to the First Semester of a two year Postgraduate Programme in a session can be placed in the following categories on the basis of their attendance in the Semester.

- (i) Those who have cleared the CIA and attended the required minimum percentage (75%) of attendance of lectures/practical classes separately.
- (ii) Those who have not attended the required minimum percentage of attendance (75%) both in Theory and Practical shall in no case be permitted to appear in the End Semester Examinations.

18.3 After appearing at the Semester Examination, the candidates can be placed in the following categories in the context of declaration of the results of the Semester Examination (ESE):

*Handwritten signature and date: 21.12.18*

*Handwritten signatures and text at the bottom of the page, including "11" and "of KA".*

- (i) To be declared passed in End Semester Examination in any subject, a candidate must secure atleast 45% marks in each paper separately in CIA, theory and practical, wherever applicable.
- (ii) If a candidate secures 45% marks in atleast three papers in his/her First/Secon/Third End Semester Examination he/she shall be promoted to next higher semester.
- (iii) Candidates shall have to clear their backlog paper(s) in the next end semester examination of that semester whenever it is available.
- (iv) Even if a student is promoted to Fourth Semester, his/her final result will only be declared when he/she has cleared all backlog papers.
- (v) Final result of MBA Programme shall be published on the basis of candidate's performance in the 24 papers spread over four semesters provided he/she has passed with minimum qualifying marks of 45% in the elective papers of each semester.
- (vi) The Final result will be published only after he/she has cleared 24 papers securing minimum qualifying marks.
- (vii) Since it is a continuous evaluation programme, student shall be awarded Grade Point (GP) at the End of each Semester Examination and Cumulative Grade Point (CGP) at the End of Final End Semester Examination in 10 point securing system.
- (viii) There shall be no supplementary examination. A student has to score minimum 45% marks in his/her CIA. Failing to secure minimum marks he/she shall have to repeat the CIA along with the students of the same semester of the next academic session.
- (ix) If students fail to secure minimum 45% marks in CIA of any paper his/her result will be declared as failed in that paper. Students shall have to reappear in that paper in the same semester of next academic session.
- (x) The name of the promoted candidate/candidates will not be included in the merit list of that subject.
- (xi) A promoted candidate, if he has passed in CIA but fails in theory paper/papers, he/she shall retain his/her CIA score and will reappear in the theory paper only of the semester whenever available. However, if a candidate is declared fail in any End Semester Examination, shall retain nothing and will have to redo the course work of failed semester again and he has to appear again in CIA as-well-as theory paper.

19. Improvement of Result:

If candidate passes in End Semester Examination (ESE), he/she may apply for the improvement of his/her result in minimum of two papers of the fourth semester. He/she can avail this facility only in theory papers. Better of the two results will be treated as final result of candidates in those papers. However, the name of such candidates with improved result will not be included in the merit list:

20. Deceleration of Result:

The following grading system shall be used by Teacher/Examination Department:

Letter Grade	Percentage Range	Numerical of Letter Grade	Description of Grade
O	100-91	10	Outstanding
A++	90-81	9	Excellent
A+	80-71	8	Very Good
A	70-61	7	Good
B+	60-51	6	Average
B	50-45	5	Pass
F	Less than 45	Less than 5	Fail

See handwritten  
21.12.10

Handwritten signatures and initials at the bottom of the page, including a large signature on the left and several smaller ones on the right, some with dates like '12' and '10/12/10'.

21. Examination:

21.1 The End Semester Examinations (ESE) shall be conducted by the University. The Continuous Internal Examination (CIA) shall be conducted by the concerned Department.

22. Passing of Examination:

22.1 A student shall be declared to have 'passed' and promoted to the next semester when he/she earns 'B' grade or above grade as mentioned in the table in section 21 in the semester examination covering continuous evaluation, mid-term and end-term examinations in all courses for which he/she was registered in the said semester.

- (i) In order to be promoted from Semester I to Semester II, a candidate has to pass in at least three papers in Semester I Examinations.
- (ii) In order to be promoted to Semester III, a candidate needs to pass in at least three papers of Semester I and three papers of Semester II.
- (iii) In order to be promoted to the Semester IV, a candidate must clear all papers of semester I, at least three papers of semester II and three papers of Semester III.
- (iv) In semester IV, a candidate needs to have cleared all the twenty four papers for the award of the Degree.
- (v) A student passed or promoted to the next semester shall be entitled to get admitted in the semester to which he/she has been declared passed/promoted.

22.2 A student will be deemed as 'FAILED' in a semester when he/she gets 'F' grade in more than 50% of the papers offered in the examination to meet the requirements. Such students will be advised by the University to repeat the semester on payment of the half of the academic year fee.

22.3 A student who has secured less than 'B' GRADE in one or more course may also be promoted the next semester if he/she has not otherwise failed as per section above. However, he/she will have to re-appear at the examination of such programmes one time only as and when it is held or at the time of regular End Semester Examination (ESE) in which he/she has been promoted.

22.4 A student shall be declared to have failed in the programme when he/she fails to qualify for promotion to the next semester after two successive attempts.

22.5 Grades that may be shown in the award sheet of a student without any numerical value are N.A. (Not Applied) and S.P. (Satisfactory Performance) for course(s) extending beyond a semester such as Project Work.

22.6 There shall be a Grade Point Average (GPA) calculated for each semester on the basis of grades obtained in that semester. The GPA for the Jth Semester is calculated as:

$$GPA = \frac{\sum_{i=1}^n m_i o_i}{\sum_{i=1}^n o_i}$$

Where n is the number of course in the Jth semester, m<sub>i</sub> denotes the numerical value of the grade obtained in the Jth course of the semester denotes the number of credits for the Jth course of the semester.

Exmple:

Let us consider the numerical grade and credit of a student given in the table below GPA for Jth Semester can be calculated.

*Handwritten signature and date: 21.12.18*

*Handwritten signatures and marks at the bottom of the page.*

Course	Paper I	Paper II	Paper III	Paper IV	Paper V	Paper VI
Credit	4	4	4	4	4	4
Numerical Grade	6	7	4	6	5	7

The GPA for the Jth Semester is calculated as:

$$\text{GPA} = \frac{6 \times 4 + 7 \times 4 + 4 \times 4 + 6 \times 4 + 5 \times 4 + 7 \times 4}{4 + 4 + 4 + 4 + 4 + 4} = 140 \quad \text{GPA} = \frac{140}{24} = 5.83$$

The Cumulative Grade Point Average (CGPA) for K semester is given as:

$$\text{CGPA} = \frac{\sum_{j=1}^k (\text{GPA}_j \times C_j)}{\sum_{j=1}^k C_j}$$

Where  $C_j$  is the total number of credits in the Jth Semester.

For example, consider the GPAs obtained by a student in four semesters along with total credit in each semester is given as follows.

Semester	First	Second	Third	Fourth
GPA	5.83	6.00	8.12	7.62
Total Credit	24	24	32	20

$$\text{CGPA} = \frac{(5.83 \times 24) + (6.00 \times 24) + (8.12 \times 32) + (7.26 \times 20)}{24 + 24 + 32 + 20}$$

$$= \frac{139.92 + 144 + 259.84 + 152.4}{100} = \frac{696.16}{100}$$

$$\text{CGPA} = \frac{696.16}{100} = 6.96 = 69.6\%$$

- 22.7 A Candidate who has not been declared sent-up will have to seek re-admission subject to the order of the Director of Management Programme on payment of the half of the academic year fee.
- 22.8 The award sheet of the students will show the grades obtained in all the courses offered in each semester, grades/categories without numerical value (if applicable), the GPA and the promotion status.
- 22.9 To be eligible for the award of Master Degree, student must obtain a minimum final cumulative Grade Point Average (CGPA) of 5.0.
- 22.10 To find percent equivalent to CGPA the following formula may be used; percent = CGPA × 10
- 22.11 Answer books or sheets will be coded before being passed on the examiner and decoded before tabulation work.

*Recd by  
21.12.18*

*[Handwritten signatures and initials]*

- (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.
- (e) 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.
- (f) 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.

*[Handwritten signature]*  
23/10/18  
23/10/2018  
Tanya Kaur  
23/10/18

*[Handwritten signature]*  
23/10/18  
*[Handwritten signature]*  
23/10/18

*[Handwritten signature]*  
23/10/2018

*[Handwritten signature]*  
21.12.18

(121) 12/12

# 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 (05)

*Patna University  
21-12-10*

*Dr. Ramesh Chandra*

*SKV* *B.K. Chandra*

*1*

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.

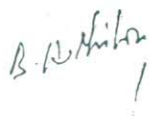
6. The 'Merit List' for admission for MBA programme shall be prepared of Candidates who have obtained 45 percent marks at the selection Test as mentioned in clause - 6 of the Ordinance above. However, in exceptional circumstances, the above marks may be suitably lowered by the Vice-chancellor. Provided 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

*Permanently  
21.12.18.*

*59* 

*SK* 

*1/1*  *N<sup>2</sup>*

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.

*Plc hand by  
21.12.18*

*SP* *Chand Bhanu*

*SKV* *B.K. Mishra*

*1/1*  
3

(215)

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
<b>Total Rs.</b>	<b>54,000=00</b>	<b>1,07,500=00</b>	<b>1,07,500=00</b>

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.

*Per handwrt*  
*21.12.18*  
 (Signature)  
 (Stamp)

*Dr. Suresh Kumar* skvema B.K. Mishra

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.

*Recd. by  
21.12.18*

*SP Jacob*

*SKV* *B. K. Saha*

