

ACADEMIC REGULATIONS FOR MBA PROGRAMME

(SEMESTER SYSTEM)

1.0 Duration of Curriculum and Calendar

- 1.1 Each year shall be divided into two Semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. **But the End term examination for 1st Semester of MBA shall be held in the last week of December irrespective of the teaching days available in the semester. For this,** the Institutes may take additional classes per week to cover up the courses lagging due to late commencement of 1st Semester classes.

The number of teaching weeks in subsequent semesters shall be fifteen to eighteen with a minimum of **90** teaching days per semester excluding the period of examination.

- 1.2 Each year the University shall draw out a calendar of academic and associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.
- 1.3 **Duration** : The duration of the programme shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations, MBA programme is of two years (Four Semesters) duration. A weaker student can complete a two year programme in not more than four years.

2.0 Eligibility for Admission :

- 2.1 Admissions to different courses of the University shall be based on criteria decided by the Academic Council of the University in accordance with the stipulations of AICTE / UGC, modified as necessary. There shall be provision for direct admission for a limited number of NRI / FN students. Details of criteria for admission shall be as per provisions of the rules formulated for the purpose.

- 2.2 Physically handicapped candidates shall be required to satisfy the prescribed medical fitness norms.
- 2.3 Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification / academic calendar.
- 2.4 Candidates shall have to register as bonafide students with the University as per University regulations before commencement of instruction in First Semester.
- 2.5 Inter-college transfer: Under extraordinary circumstances (closure of a college / withdrawal of recognition/ affiliation by AICTE/University) the University may transfer students from one affiliated institution / college to another in the same programme at any time during the continuation of the programme. **In addition, five students per year of MBA may be allowed from one private college to another and one Govt. college to another on medical grounds subject to the consent of both the colleges. However, change of college is not allowed in the first year of admission.**

3.0 Subject-wise Registration and Eligibility to Appear at Examinations.

- 3.1 All registered students of the University have to register for each of the subjects they are required to study before commencement of a semester, except in the first semester, where a student is automatically registered for all subjects of the semester. 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 to the college.
- 3.2 A student who has been promoted with backlog (XP) during the course of study may register in any number of (2nd semester onwards) backlog (failed) subjects of the corresponding lower semester. After completing the final semester, a student may register in any number of backlog (failed) subjects or subjects (having requisite attendance) and attempt to clear them during appropriate semester examinations. The student once registered for a set of backlog subjects cannot change them during the semester.

Important Note : If minimum 10 students opt for a particular elective paper (in any semester) at the college level, then this paper should be offered at that college and those students would be allowed for registration of the same.

- 3.3 A student shall not be allowed to appear in the Semester examination in those particular theory subjects where he / she has shortage in attendance.

The attendance shall be considered from the date of commencement of classes as per academic calendar of the university. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of each class test and the students with poor attendance must be informed through notification. The guardian must also be informed through a letter. Letters must be issued to the student and the guardian before he/ she is debarred for appearing University examination due to shortage of attendance. University has to be informed about the percentage of attendance before starting of examination.

- 3.4 **Concessions:** A student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic / official assignments in the interest of the institution / college / University / government with prior written permission of the head of the institution / college shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at University examination with shortage of attendance below 65% in any of the registered subjects.

- 3.5 A student shall be admitted to any examination in a subject only if he / she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.

- 3.6 A candidate shall be allowed in an End - Semester examination only after he / she is issued an Admit Card for the relevant examination by the College. The college shall obtain written clearance on eligibility from the University.

- 3.7 A student who is promoted to the next higher year with backlogs in the previous year shall be permitted to appear at an examination for the backlog subjects, provided he/she fulfills the conditions 3.3 to 3.6 above.

3.8 A student who has been absent on medical ground may be allowed to appear at an examination provided he/she has attended at least 65% of classes and (i) a medical board and (ii) the Principal, recommended for such relaxation.

4.0 Rules for examinations

4.1. The MBA programme consists of the following components :

- Theory
- Laboratory
- Summer Project and
- Comprehensive viva.

The schedule of these components along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

4.2. At the end of each semester, there shall be an examination (hereinafter called end-semester examination) conducted by the University as per programme announced at the beginning of each academic year.

4.3. Back paper examinations, if any, shall be held with the normal end semester examination.

4.4. Students with backlogs shall clear their backlog subjects along with regular students of lower batch in subsequent year with corresponding semester.

4.5. There shall be a Special examination only on 3rd and 4th semester subjects after the declaration of the final semester result. Students who have appeared and failed (secured F grade) in the 3rd and 4th semester papers are eligible to appear at the Special examination in those papers. The Special Examination will start after 30th June every year.

[There shall be no Re-Totalling / Re-Checking for any subject of the Special Examination]

4.6. Students who have secured 'M' or 'S' Grade in any subject(s) are not eligible to appear Special Examinations. However, such students can appear at the Regular

Semester Examinations to clear such subjects and if they fail they can appear at the next Special Examinations.

4.7. The colleges may arrange for special classes, tutorials etc. for such failed students to make up their deficiencies at least for 2 to 4 weeks during May and June.

4.8 The Special examination shall be held only at selected centres.

5.0 Declaration of Result and Promotions

5.1 In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory, Laboratory, Summer Project, and Comprehensive Viva Voce etc. and maintain a minimum level of overall performance as specified in the **Clause 7.1**.

5.2 The promotional status between two consecutive semesters and from 1st to 2nd Year shall be indicated on the Semester Results as detailed below :

A. Passed and Promoted (denoted by P) indicating that

- The candidate has cleared every registered course component of the academic year.
- He / She has no backlog from lower levels.
- He / She has secured CGPA of 4.5 or more.

B. Eligible for Promotion with backlogs (denoted by XP) indicating that

The candidate is eligible for promotion with backlog (XP) in the following situation :

For promotion from 1st year to 2nd year :

A student at the end of the first year (inclusive of first and second semesters) having a minimum of CGPA of 4.50 is eligible for promotion to the Second year, regardless of the number of failed subjects except candidates under Clause - D.

A student (at the end of first year) with a CGPA of less than 4.50 may choose to quit; or pursue studies after registering as a fresh student in the First year. If such a student in the new 1st year once again fails to secure a CGPA of at least 4.50 at the end of the new First Year, he/she has to quit the BPUT system.

C. The candidate is eligible for promotion to next higher level (year / semester) if he / she has registered for all the subjects for any semester **AND** he /she has appeared in at least 3 (three) theory subjects of the regular semester in the semester examination.

N.B.: All the above three conditions have to be satisfied for promotion to the next higher semester / year.

D. Not Eligible for Promotion (denoted by X) indicating that

The student is NOT eligible for promotion to the next higher level as he / she has not fulfilled the stipulated requirements defined under the provisions, stated above under Clause 'A', 'B' and 'C' for promotion.

Important Note : The 'X' category students as well as those who do not want to be promoted and who are otherwise eligible to continue in the BPUT system, are required to re-register for that year. They are required to register in all the backlogs (failed / not appeared) subjects of both the semesters of that year.

- 5.3 A candidate shall be eligible for promotion to the next higher level / year if he / she satisfies the conditions laid down under the rules formulated by the Academic Council.
- 5.4 Candidates declared eligible for promotion to the next level without clearing all course components of earlier semesters individually shall have to apply for permission for admission to the higher level and obtain the same from the director / principal of concerned institution before registration.
- 5.5 The University shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.
- 5.6 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.
- 5.7 A student's level of competence shall be categorized in accordance with the Cumulative Grade Point Average.

6.0 Grading System

6.1 A letter grading system shall be followed in the University. The uniform Grading System to be followed for all Academic Programmes (except Ph.D.and D.Sc) shall be as described below :

A Nine Point grading system on base of 10 shall be followed in the University. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100Percentage Points	Point
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
Below Average	‘D’	37 & above but less than 50	5
Failed	‘F’	Below 37	2
Malpractice	‘M’	-	0
Absent	‘S’	-	0

Grade sheet would be issued year-wise to students who have cleared all the subjects as per syllabus of the lower semesters.

N.B. Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be pass Grade for Lab / Summer Project / Comprehensive Viva-Voce.

Subject specialization shall be mentioned in the consolidated grade sheet.

6.2 A student’s level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA – Semester grade point average.

CGPA – Cumulative grade point average.

6.3 Definition of terms :

a) POINT - Integer equivalent each letter grade.

- b) CREDIT - Integer signifying the relative emphasis of individual course component (s) in a semester as indicated by the Course structure and syllabus.
- c) CREDIT POINT - (b) x (a) for each course component.
- d) CREDIT INDEX - Σ CREDIT POINT of course components in a semester
- e) GRADE POINT - $\frac{CREDIT\ POINT}{\Sigma CREDIT}$

SEMESTER GRADE POINT AVERAGE (SGPA)

$$SGPA = \frac{CREDIT\ INDEX}{\Sigma CREDITS\ for\ a\ semester}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$CGPA = \frac{\Sigma CREDIT\ INDEX\ of\ all\ previous\ Semester\ upto\ a\ Semester}{\Sigma CREDITS\ of\ all\ previous\ Semester}$$

- b) CREDIT - Integer signifying the relative emphasis of individual course component (s) in a semester as indicated by the course structure and syllabus.
- c) CREDIT POINT - (b) x (a) for each course component.
- d) CREDIT INDEX -
- e) GRADE POINT -

SEMESTER GRADE POINT AVERAGE (SGPA)

$$SGPA =$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$CGPA =$$

7.0 Requirements for Award of Degree :

There shall be no class / division awarded to a student either at Semester or degree level.

7.1. Eligibility for Award of Degree

A candidate will be eligible for award of MBA degree if he/she satisfies all the following conditions:

- (a) Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points prescribed for his/her branch of study and
- (b) Has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (see Clause 6.3 for calculation of CGPA).

7.2. Disqualification for Award of degree : Students who have been convicted by any cognizable offence(s) shall be debarred from receiving degrees.

7.3 Criteria for Award of Gold Medals

- (a) The best student / university gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the student passing out in the academic year of BPUT.
- (b) For award of gold medal / scholarships etc, more than one candidates may be declared Joint Winner if they have same CGPA.
- (c) Candidate securing less than 8.50 CGPA will not be considered for award of Gold Medal.
- (d) Student clearing all the subjects in 1st attempt of his/her examinations due shall be considered for award of Gold Medal.

8.0 Examinations :

The University shall have continuous evaluation system consisting of theory, Lab and project papers.

8.1 Theory Papers

(a) A theory paper will have 100 percentage points. The weightage for three class tests and the end semester examinations will be as follows:

- Class Test – I = 10 percentage points.
- Class Test - II = 10 percentage points.
- Class Test - III (Based on Case Analysis) = 10 percentage points.
- End Semester Examination of three hours duration = 70 percentage points.

Total =100 percentage points.

NB: The College authority may assign minor project to each student for the elective papers in the second year in lieu of Class Test III. The evaluation of such minor projects shall be done by a team of Teachers of the college concerned to be decided by the Principal.

(b) The syllabus for each theory paper ordinarily will have 3(4) modules. The end semester examination is comprehensive and will cover all modules. The Question Paper in the end semester shall comprise three sections:

Section-A Question No.1 containing 10 bits of 2 marks each covering all modules.

Section-B Question No.2 shall be a case analysis of 10 marks.

Section-C will contain 6 questions out of which any 4 are to be answered.

NB: Section A and B are compulsory.

- (c) The academic calendar will specify the examination period for all Class Tests and the End Semester Examination.
- (d) The class Tests will be conducted at the college level in the scheduled week and the corrected papers have to be shown to the students within seven calendar days. The score out of 10 percentage points shall be sent to the University and informed to the students.
- (e) **There is no compensatory Class Test.** If a candidate misses a Class Test due to medical reasons, the candidate will make an application to the Principal of the college. The Principal will then constitute a board with 3 senior faculty members and the doctor of the college to examine if the illness was serious enough to compel him / her to abstain from appearing at the test. If the recommendation of the committee is accepted by the

Principal, then the average of the other two class tests may be considered as the marks awarded in the missed class test and informed to the university. The whole process must be completed within two weeks of the missed class test.

- (f) Any student securing less than 12 (internal) marks in the class tests has obtained overall 'F' grade in the subject may be allowed to repeat the internal tests at the college level during the corresponding semester of the subsequent year. The revised marks from the colleges would replace the old class test marks. However, his total internal marks will be restricted to 12 out of 30 in the repeat tests or actual mark if his / her total mark is less than 12. For this repeat test only one chance would be given. The revised marks shall be communicated to the University prior to start of respective University level regular examination.
- (g) A candidate is deemed to clear (Pass) a theory paper if he / she secure:
 - (1) A minimum of 25 percentage points in the End Semester examination, (is out of 70), and
 - (2) A minimum of 37 percentage points in the End Semester examination and three class tests, taken together (i.e out of 100).

8.2 Laboratory Papers

- (a) The syllabus of a Lab paper shall specify the number of practical / experiments (works) to be done in a semester.
- (b) A Lab paper shall have 100 percentage points.
- (c) Each practical / experiment (work) shall have equal percentage point as its weightage.
- (d) A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours.
- (e) A candidate has to be informed about the score at the end of a Practical class. The Score shall be sent to the University on the same day.
- (f) The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).
- (g) A candidate shall clear a Laboratory Paper if his / her score in the paper is minimum of 50 percentage points.
- (h) College can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.
- (i) Any student securing less than 50 percentages of marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance. The score for the compensatory test shall be sent to the University giving reference to the original practical date that the student has missed.

8.3 Summer Training

- (a) Summer Project shall carry 100 percentage points.
- (b) Each student has to undertake a Summer Project in a Business Concern either in Industry or Trade for duration of at least 5 weeks on completion of the 1st year studies and prepare a project report which he / she will submit to the respective college during the 3rd semester. Each student shall be required to make a presentation on project to the Evaluation Committee.
- (c) The project should be done under the supervision of a Teacher. There could be a Co - Supervisor if the project is interdisciplinary in nature. For an Industry or Trade based project, the Co - Supervisor could be from concerned Industry or Trade.
- (d) Project could be Theoretical based on a company analysis **or** Practical based on field/market study of any product or services.
- (e) Evaluation of the Project
- (i) Evaluation of project will be done on following points.
- | | |
|---|-------------------|
| • Understanding the relevance,
scope and dimension of the project. | 10 points |
| • Relation to literature / application | 10 points |
| • Methodology | 10 points |
| • Quality of Analysis and Results | 10 points |
| • Interpretations and Conclusions | 20 points |
| • Report | 20 points |
| • Defence | 20 points |
| | 100 points |
- (ii) The Evaluation shall be done by a Committee of Teachers to be formed by the college Principal. The Principal must invite an external examiner to act as the Chairman of the Committee with due approval of the University.
- (iii) The Principal shall constitute the above mentioned Committee at the beginning of 3rd semester to evaluate the Summer project report and he must keep the University informed in writing about the constitution of the evaluation committee well ahead of the start of the evaluation process.
- (iii) Minimum score for a Pass in Project component is 50 percentage points.
- (iv) The Chairman of the Committee shall submit the score to the Principal who shall forward it within the prescribed date to the University. He / She shall also maintain all records for inspection by the University for at least a semester.

8.4 Comprehensive Viva - Voce

- (a) At the beginning of the 4th Semester, the Principal of the College shall form a Committee of Teachers to conduct the comprehensive Viva- voce. The Principal must invite an External Expert with due approval of the University to act as the Chairman of such committee. He shall also inform the University in writing about the constitution of the committee.
- (b) The Principal shall issue a notification prescribing the schedule of viva voce at the start of the 4th semester and accordingly, the committee shall conduct viva of such students on such dates as per schedule.
- (c) Minimum score for a Pass in Viva - Voce is 50 percentage points.
- (d) The Chairman of the Committee shall forward the score within the prescribed date to the Principal & University. He / She shall also maintain all records for inspection by the University for at least a semester.
- (e) The subject matter of the viva shall cover the entire studies relating to the 1st to 3rd semesters.

8.5 Evaluation Responsibility

- (a) The teacher imparting instruction is solely responsible for evaluation of Class Tests, Laboratory works. He / She is also responsible for maintaining all records to justify his / her evaluation scheme and score thereof.
- (b) Neither the Principal nor the Management shall have right to change the score assigned by a teacher. However, if the Principal is convinced that the scores assigned by a teacher are biased, he / she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding. The decision with the revised score shall be sent to the University for necessary action.
- (c) A copy of the score assigned for each Class Test, Laboratory work shall be submitted to the Principal for records, and the same will be sent directly by the teacher concerned to the University.

8.6 Disciplinary Actions (Examinations)

- (1) A student found resorting to malpractice (copying etc.) in the examination hall during University Examination as reported by the Invigilator / Supervisor / Squad Member
 - will be awarded “M” grade having 0 (zero) Grade Point in that paper and he / she will be warned by the university with a copy to the parents / guardians or a notice in the official website of the University.
- (2) A student adopting malpractice and showing an indisciplined behaviour in the examination hall
 - Will be awarded “M” grade having 0 (zero) Grade Point in that paper and he/she will be warned by the university with a copy to the parents / guardians or a notice in the official website of the University.

- Shall have to bear a fine of Rs. 2000.00.
- (3) A student found adopting malpractice in more than one papers in a Semester / Trimester / Special examination
- Will be awarded “M” Grade with 0 (zero) Grade Point in all the papers of that Semester / Trimester / Special Examination; he / she will be warned by the university with a copy to the parents / guardians or a notice in the official website of the University.
- (4) A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations in spite of the warning issued previously
- Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
- (5) A student found violating the Examination Code of Conduct [which includes :
- ▶ Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.
 - ▶ Leaving the Examination Hall within the first hour from the commencement of the examination.
 - ▶ Talking to other examinees in the Examination Hall.
 - ▶ Trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall.]
- Will be expelled from the Examination in that paper and will be awarded “M” grade having 0 (zero) Grade Point in that paper; he/she will be warned by the university with a copy to the parents / guardians or a notice in the official website of the University.
 - A student found repeating the “Violation of Code of Conduct” will be awarded “M” grade with 0 (zero) Grade Point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.
- (6) A student indulging in the misconduct in the Examination hall [which includes :
- ▶ Using question papers and / or answer scripts for communicating with fellow examinee.
 - ▶ Exchange of question papers and answer scripts (with other examinees / outsiders).
 - ▶ Writing answers in question papers.
 - ▶ Writing obscene or filthy languages in answer scripts
 - ▶ Writing derogatory remarks
 - ▶ Any remarks, requests or irrelevant issues in answer scripts.]
- Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.

- (7) Any student found man-handling / threatening the officers / staff connected with the examinations (Invigilator, Center Superintendent, Supervisors, Principal, Members of flying squad, etc.)
- Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
 - Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the University / college.
- (8) Any student found damaging the property of the staff / officers / institution connected with the examinations
- Will be awarded “M” grade having 0 (zero) Grade Point in all the paper of that Examination and will be expelled from the College for one year.
 - Will be obliged to provide compensation for the damage as assessed by the college / university or individual as the case may be.

9.0 Time Table for Instructions.

Each constituent / affiliated college has to prepare Time table for the subjects (Theory, Laboratory) being offered in a semester at least 15 calendar days before the coursewise registration of students to that semester. The time table must also mention the teacher who is handling a subject. If the subject is handled in more than one sections, the names of the teachers handling all the sections should be given. Each constituent / affiliated college shall have to submit Time Table at least 10 calendar days before registration.

10.0 Registration of Teachers

- (a) Each regular faculty engaged in teaching of a theory paper, supervision of Practical, Sessional and Project work shall be registered teacher of the University.
- (b) A teacher of a constituent / affiliated college of the University has to get himself / herself registered in the University before he / she handles the formal instruction. The college shall forward the registration form in prescribed format with necessary fees to the University.
- (c) Only a registered teacher of the University shall be permitted to get involved in teaching, invigilation, examination and evaluation processes.
- (d) The University reserves the rights to cancel the registration of a teacher, if the performance of a teacher is found to be unsatisfactory and his / her conduct is unbecoming of a teacher without assigning any reason for the action.

11.0 Academic Rules

(1) Rules for Change of Name/ Surname

i. The application in the prescribed format for change of name/ surname shall be considered provided that proposed change in name or surname is

- (a) Notified in the Government Gazette.

(b) Published in the news papers after swearing before 1st class Magistrate and original High School certificate and Council Certificate are corrected accordingly.

ii. The application in prescribed format shall have to be forwarded through the Principal of the concerned college along with following documents.

(a) Original Certificate / Original Mark sheet along with certified copies of the said original certificate as mentioned in the application form duly corrected.

(b) Original clipping of the Gazette publication.

(c) Original clipping of the News Papers of Orissa State in which name / change of surname so published.

(d) Original affidavit swearing before the 1st class Magistrate, wherein change in surname has been made.

(e) Prescribed fee in shape of Bank Draft in favour of the University.

(f) After due verification of all documents and necessary approval of the Vice Chancellor the change of name/surname shall be notified by the University through the Registrar.

(2) Rules for Correction of Name in Degree Certificate

(a) Application shall be forwarded by the Principal/ Director of the respective college specifying the Corrected name and name appears in the final Certificate/ grade sheet.

(b) The application shall be enclosed with the attested copies of the HSC and CHSC certificate/ mark sheet.

(c) Prescribed fee in shape of Bank Draft in favour of the University shall be deposited with the application form.

(c) After due verification of all documents and necessary approval of the Director Examination a corrigendum shall be issued.

(d) The necessary correction be made in the academic record and a fresh certificate shall be issued within 15 calendar days.

(3) Rules for Lost/ Damaged of Degree certificate/ Transcripts

(a) Application shall be forwarded by the Principal/ Director of the respective college specifying the reason for loss / damage of degree Certificate/ transcripts.

(b) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost/ damaged.

(c) Original affidavit swearing before the 1st class Magistrate.

(d) Original clipping of the News Papers (at least in 2) of Orissa State in which Loss/ damage so published.

(e) Prescribed fee in shape of Bank Draft in favour of the University shall be deposited with the application.

- (f) After due verification of all documents and necessary approval of the Director Examination, Duplicate Certificate will be issued within 15 calendar days.

(4) Rules for Migration Certificate

- (a) Application shall be forwarded by the Principal/ Director of the respective college specifying the reason for issuance of Migration Certificate.
- (b) The application shall be accompanied by the Original Registration Card issued by the respective University.
- (c) Prescribed fee in shape of Bank Draft in favour of the University is to be deposited with the application form.
- (f) After due verification of all documents and necessary approval of the Registrar Migration Certificate will be issued within 15 calendar days.

12.0 (a) Re-Totalling / Re-Checking :

A student may apply through his/ her college for Re-totalling / Rechecking of a paper within 30 calendar days from the date of publication of the results in each Semester. However, evaluation be done for un-evaluated questions, if any. This facility is, however, not available for special examinations.

(b) Photocopy of Answer Scripts :

A student may apply for photocopy of Answer Scripts through his / her college within 30 calendar days from the date of publication of the results in each Semester. The Re-Checking is a pre-condition for supply of photocopy.

The college shall forward the application alongwith requisite fee (Rs.200/- for Re-Checking and Rs.60/- for photocopy) within 30 calendar days from the date of publication of the results in each Semester. The Photocopy of re-checked answer scripts will be sent to the respective college within a minimum period of 3 (Three) months from the last date of receipt of application for distribution among the respective students. No student shall be entertained for any enquiry pertaining to the above process at the University level.

(c) Grade Sheet

At the end of each year, a Grade sheet shall be made available to each student as per Clause 6.1. However, if a student requires additional copies, he / she should apply through the college with prescribed fees.

(d) Duplicate University Registration Card

A Student is issued University Registration Card at the time of counseling and admission. University Registration number continues to be his / her Registration number for all examinations during his / her tenure of study. This card is also essential for admission of the student to a college and his / her eligibility to attend classes in a college. This is an IMPORTANT document and the student must possess it throughout his / her course at the University.

In the event of a student losing his / her University Registration Card, he / she should immediately lodge a FIR in the nearest Police Station. He / She should apply through the College for issue of duplicate Registration Card with a prescribed fee. The application in plain paper must accompany a copy of FIR and prescribed fee and the same should be sent to The Registrar, Biju Patnaik University of Technology by Speed Post / Registered Post.

PERSCRIBED FEES

Sl.No.	Description of Items	Fee (Rupees)
1.	Duplicate Registration Card	100/-
2.	Migration Certificate	100/-
3.	Duplicate / Additional Grade Sheet per year	100/-
4.	Correction / Change of Name in Degree Certificate	200/-
5.	Duplicate Degree Certificate	500/-

Sd/-

Vice-Chancellor

Chairman,Academic Council

COURSE STRUCTURE – MBA (SEMESTER SYSTEM)

Code No.	Subject	Credit	Hours	Full Mark
Semester:1				
MBA-101	Organization Structure & Management	4	45	100
MBA-102	Organizational Behaviour	4	45	100
MBA-103	Managerial Economics	4	45	100
MBA-104	Quantitative Techniques	4	45	100
MBA-105	Basic Financial Accounting	4	45	100
MBA-106	IT for Managers	3	35	100
MBA-107	IT Lab	2	30	50
MBA-108	Communicative English	3	35	100
MBA-109	Communicative English (Lab)	2	30	50
		30	355	800
Semester:2				
MBA-201	Marketing Management	4	45	100
MBA-202	Financial Management	4	45	100
MBA-203	Human Resource Management	4	45	100
MBA-204	Production and Operation Management	4	45	100
MBA-205	Research Methodology & SPSS	3	35	100
MBA-206	Business Environment & Sustainable Devt.	3	35	100
MBA-207	MIS & ERP	3	35	100
MBA-208	Business Communication	3	35	100
MBA-209	Business Communication (Lab)	2	30	50
MBA-210	MIS & ERP (Lab)	2	30	50
MBA-211	Research Methods & SPSS (Lab)	1	15	50
		33	395	950

Semester:3				
MBA-301	Cost and Management Accounting	4	45	100
MBA-302	Banking & Insurance Management	4	45	100
MBA-303	Business & Corporate Law	3	35	100
MBA-304	Entrepreneurship & Management of SME	3	35	100
MBA-305	Elective-I	4	45	100
MBA-306	Elective-II	4	45	100
MBA-307	Elective-III	4	45	100
MBA-308	Elective-IV	4	45	100
MBA-309	Summer Project Presentation & Viva	4		100
		34	340	900
Semester:4				
MBA-401	Business Ethics & Corporate Governance	3	35	100
MBA-402	Strategic Management	3	35	100
MBA-403	Elective-V	4	45	100
MBA-404	Elective-VI	4	45	100
MBA-405	Elective-VII	4	45	100
MBA-406	Elective-VIII	4	45	100
MBA-407	Comprehensive Viva	4		100
		26	250	700
	TOTAL	123	1340	3350

ELECTIVES

3rd Semester	Elective-I (Choose one paper from the following)	
	MBA-305A	Consumer Behaviour

	MBA-305B	Project Appraisal
	MBA-305C	Human Resource Planning
	MBA-305D	Software Management
	MBA-305E	Technology Management
3rd Semester	Elective-II (Choose one paper from the following)	
	MBA-306A	Sales & Distribution Management
	MBA-306B	Financial Services
	MBA-306C	Compensation Management
	MBA-306D	E-Business
	MBA-306E	Total Quality Management
3rd Semester	Elective-III (Choose one paper from the following)	
	MBA-307A	Services Marketing
	MBA-307B	Security Analysis & Portfolio Management
	MBA-307C	Performance Management
	MBA-307D	Networking Management
	MBA-307E	Project Operations and Management
3rd Semester	Elective-IV (Choose one paper from the following)	
	MBA-308A	Product & Brand Management
	MBA-308B	Taxation Management
	MBA-308C	Human Resource Development
	MBA-308D	Computer Aided Management
	MBA-308E	Innovation and R & D Management
4th Semester	Elective-V (Choose one paper from the following)	
	MBA-403A	Integrated Marketing Communication
	MBA-403B	Derivatives and Risk Management
	MBA-403C	Employment Legislations

	MBA-403D	System Analysis & Design
	MBA-403E	Materials Management
4th Semester	Elective-VI (Choose one paper from the following)	
	MBA-404A	Retail Management
	MBA-404B	Strategic Financial Management
	MBA-404C	Organizational Change and Development
	MBA-404D	Data Base Management
	MBA-404E	Supply Chain Management
4th Semester	Elective-VII (Choose one paper from the following)	
	MBA-405A	Rural and Agricultural Marketing
	MBA-405B	International Financial Management
	MBA-405C	Industrial Relations
	MBA-405D	Information Security And Cyber Law
	MBA-405E	Service Operations Management
4th Semester	Elective-VIII	(Choose one paper from the following)
	MBA-406A	International Marketing
	MBA-406B	Financial Institutes & Financial Markets
	MBA-406C	Cross Cultural & Global HRM
	MBA-406D	Object Oriented Program with Java
	MBA-406E	Management of Physical Assets

Area specialization Matrix:

There shall be 5 functional management areas in the 3rd and 4th semester as specializations as under:

	Marketing	Finance	HR	IT	Operations
3rd Sem					
Elective-I	Consumer Behaviour	Project Appraisal	Human Resource Planning	Software Management	Technology Management
Elective-II	Sales & Distribution Management	Financial Services	Compensation Management	E-Business	Total Quality Management
Elective-III	Services Marketing	Security Analysis & Portfolio Management	Performance Management	Networking Management	Project Operations and Management
Elective-IV	Product & Brand Management	Taxation Management	Human Resource Development	Computer Aided Management	Innovation and R & D Management
4th Sem					
Elective-V	Integrated Marketing Communication	Derivatives and Risk Management	Employment Legislations	System Analysis & Design	Materials Management
Elective-VI	Retail Management	Strategic Financial Management	Organizational Change and Development	Data Base Management	Supply Chain Management
Elective-VII	Rural and Agricultural Marketing	International Financial Management	Industrial Relations	Information Security And Cyber Law	Service Operations Management
Elective-VIII	International Marketing	Financial Institutes & Financial Markets	Cross Cultural & Global HRM	Object Oriented Program with Java	Management of Physical Assets

Choice of Electives:

All the students have to choose **eight elective papers** in both the semesters in 2nd year. Detail modality of choices and award of specialization for such options are as stated below:

OPTION-I (Dual Specialization)

i. A student can select any one combination comprising two streams of functional management areas as follows:

- Finance and Marketing;
- Finance and HR;
- Finance and IT;
- Finance and Operation;
- Marketing and HR;
- Marketing and IT;
- Marketing and Operation
- HR and IT and
- HR and Operation.
- Operation and IT

ii. Now, he / she may choose 4(four) papers each from these two streams out of 8 (eight) papers offered in both the semesters in each such functional management area.

For Example,

Suppose a candidate opts for the combination of Finance and Marketing, he may take 4 papers from Finance and 4 papers from Marketing which may spread over both the 3rd and 4th semesters in 2nd year.

Under this situation, he/she shall be said to have opted for dual specializations. After successful completion of the course, he shall be considered pass with dual specializations. The grade sheet shall reflect the same.

OPTION-II (Single Specialization)

A student may opt for only one stream of functional management as specialization. In this case he has to select at least four papers from that particular stream of functional management and rest papers from other areas of functional Managements. Under such situation, he is said to have opted for single specialization. The grade sheet shall reflect only one specialization.

The college authority shall notify the combinations at the start of the 3rd semester that would be made available to students considering their own resources and facilities. Each and every student has to register the stream of functional management area(s) and papers he/ she would like to opt at the start of the academic session.

Important Note: If minimum 10 students opt for a particular elective paper in 3rd and 4th semester at the college level, then it may be offered in the college and students may be allowed for registration of the same.

The teaching methodology in core and elective papers should emphasize on case study approach wherever appropriate with cases being of recent origin. **The students should note that the case analysis would be a compulsory question in the end term examination of each paper.**
