



CHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY

BHILAI

Established under Act. No. 25 of 2004

Ordinance No. 19

(Under Section 38)

ORDINANCE FOR M.B.A. DEGREE COURSE

1. This Ordinance/general rules apply to the following academic programmes of Faculty of Management conducted by CSVTU:

The degree shall be known as Master of Business Administration (MBA).

A. The duration of the programme for full time MBA course of study will be of two years and shall be divided into **four semesters**.

B. The duration of the programme for part-time MBA course of study shall be of three Years and shall be divided into **six semesters**.

2. Admissions to MBA (Full time) and MBA (Part time)

- A). The minimum qualifications for admission to MBA (Full time) course shall be as follows:

A candidate holding a graduate degree (at least of three years duration) or post-graduate degree of the University or of any other University recognized to be equivalent thereto by the University with at least 50% of Marks (45 % in case of SC, ST and OBC candidates) in aggregate in the Faculty of either Engineering, Medical Science, Agriculture, Social Science, Commerce, Arts, Life science, Hotel Management, shall be eligible for application for admission to MBA course. ***However, the difference of 0.5% or less between marks secured by a candidate and minimum percentage required shall be rounded off to 50% for General candidates and 45% for SC, ST and OBC candidates.**

Provided that the following examinations shall not be taken as basic degree for application for admission to MBA course:

LLB, BJMC, B.P.Ed., B.Ed., B.Lib.I.Sc. As also any graduate degree for which the minimum admission qualification is a basic degree course of three years duration.

- B). *The minimum qualification and experience for application for admission to MBA (Part-time) course shall be as follows:
- (a) Qualification as per clause (2 A) above and
 - (b) Minimum **two** years working experience in any Business Organization / Institution.
- C) The Admission to MBA Course shall be governed by the Rules of Directorate of Technical Education of Chhattisgarh or any other competent authority of the State Government of Chhattisgarh.
3. The students admitted to MBA course shall not be permitted to appear in any other examination.
- 4. Examinations:**
- (a) The MBA course shall consist of:
 - i) Such courses / papers as may be prescribed by the University.
 - ii) Such in-house / and Summer training as may be prescribed by the University.
 - iii) Such research and project reports as may be prescribed by the University.
 - iv) Such labs/development workshops as may be prescribed by the University
 - (b) There shall be a University examination at the end of each semester on the basis of course contents and the scheme of examination as may be prescribed by the University from time to time.
 - (c) No candidate shall be considered to have pursued a regular course of study either full time or part time course of study unless he/she has attended the 75% of the total number of classroom sessions conducted in each semester concerned. Any student not complying with this requirement will not be allowed to appear in the end semester examination.
 - (d) Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA), and End Semester Exam (ESE) for theory and practicals both.
 - (e) The internal assessment marks shall be based on factors such as class test, submission of written assignments, case discussions, terms & viva voce, classroom participation and attendance, participation in seminars, etc.
- 5. In order to pass a semester examination:**
- A. A student must obtain in every paper at least 40% in end semester theory paper examination and 40% marks in teacher's assessment separately and 50% pass marks in aggregate in all the papers and courses in the semester together.
 - B. A student must also obtain at least 50% pass marks in presentation /workshop/viva- voce and at least 50% pass marks in summer training/ research /project study and report.
 - C. If a student obtains 40% marks in the theory paper examination and 40 % marks in teacher's assessment of the prescribed papers separately but fails to obtain 50 % marks in aggregate of all the paper and courses passed, he/she can appear in the

semester examination of any two of the theory papers which he/she has passed in order to make up the aggregate of 50% marks in the end semester exam papers passed by him/her.

- D. *If a student does not obtain at least minimum qualifying marks in the semester examination up to **three** of the semester subjects – theory or practical, he/she can carry these as ATKT (Allowed To Keep Term) in the higher semester. However, a student shall be allowed to carry not more than three ATKTs in a particular semester and not more than **five** ATKTs at a time. A student can appear in the ATKT subject(s) in the same semester examination next year.
- E. If a student fails to obtain at least 40% marks in internal assessment of a paper/course, he/she will be required to repeat the semester.
- F. If a student is detained from appearing in the semester examination of courses due to shortage of attendance in that course as per University rules, he/she will be required to repeat that semester.

6. A student shall be promoted to the next semester ONLY IF:

- A. He/she fulfills all the requirements as stated above.
 - B. **Total number of ATKT's carried does not exceed **three** papers per semester and **five** at a time.
 - C. Total number of ATKTs carried at any time include the courses which he/she has to repeat, as provided in clause (5D) above.
 - D. Whenever a student appears in a ATKT examination repeat a course or does any course after a gap, he/she will do so according the syllabus & scheme in vogue at that time and fulfill the requirements of the course in force at that time.
 - E. A student shall be eligible for admission to nth semester (n being any integer) provided he/she has passed all semesters up to and including (n - 3)th semester.
7. The specializations in the corresponding year will be offered by the Institution/Department as per the course curriculum of the University and as per the minimum students availability (minimum criteria will be fixed by the concerned Institution) and the resources available.

8. Passing of Examination

In order to pass a semester examination, a student must obtain

| S.No. | NAME OF EXAMINATION | MINIMUM PASSING MARKS |
|-------|-----------------------------------|-----------------------|
| 1 | CLASS TEST (CT) | NONE |
| 2 | END SEMESTER EXAM (ESE) THEORY | 40% |
| 3 | END SEMESTER EXAM (ESE) PRACTICAL | 50% |
| 4 | TEACHER ASSESSMENT (TA)THEORY | 40% |
| 5 | TEACHER ASSESSMENT (TA) PRACTICAL | 40% |

| | | |
|---|---------------------------|-----|
| 6 | (CT + ESE + TA) THEORY | 40% |
| 7 | (CT + ESE + TA) PRACTICAL | 40% |
| 8 | AGGREGATE | 50% |

9. Grading System

Absolute grading system will be followed. In every subject – theory or practical, a candidate will be awarded a letter grade based on one’s combined performance of all the components such as TA, CTs and ESE. These grades will be described by the letters indicating a qualitative assessment of the candidate’s performance through a number equivalent called “Grade point” (GP) as given below.:

| | | | | | | | |
|---------------------|----|---|----|---|----|---|---|
| Letter Grade (LG) : | A+ | A | B+ | B | C+ | C | F |
| Grade Point (GP) : | 10 | 9 | 8 | 7 | 6 | 5 | 0 |

Grades will be awarded for every subjects- theory and practical ,viva separately. This will be done as described below:

A. Absolute Grading system

The absolute grading system for the subject – theory and practical are as follows:

| THEORY | PRACTICAL |
|-----------------------------|-----------------------------|
| A ⁺ 90 ≤ M ≤ 100 | A ⁺ 90 ≤ M ≤ 100 |
| A 80 ≤ M < 90 | A 82 ≤ M < 90 |
| B ⁺ 70 ≤ M < 80 | B ⁺ 74 ≤ M < 82 |
| B 60 ≤ M < 70 | B 66 ≤ M < 74 |
| C ⁺ 50 ≤ M < 60 | C ⁺ 58 ≤ M < 66 |
| C 40 ≤ M < 50 | C 40 ≤ M < 58 |
| F 0 ≤ M < 40 | F 0 ≤ M < 40 |

B. SEMESTER PERFORMANCE INDEX (SPI)

Performance of a student in ith semester is expressed by SPI which is weighted average of subject grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1G_1 + C_2G_2 + \dots]_i}{[C_1 + C_2 + \dots]_i} = \frac{[\sum CG]_i}{[\sum C]_i} = \frac{N_i}{D_i}$$

where C and G stand for credit and grade respectively. SPI_i will be calculated up to two places of decimal without round off. SPI will be calculated only when a student clears a semester with out F in any subject – theory or practical.

C. CUMULATIVE PERFORMANCE INDEX (CPI)

This is a weighted average of course grade points obtained by a students for all courses taken since his admission in the MBA program.

$$CP_i = \frac{\sum_{i=1}^n N_i}{\sum_{i=1}^n D_i}$$

If a student repeats a course or is declared fail in a subject then only the grade points obtained in the last attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his CPI is changing.

Division shall be awarded on the basis of aggregate marks obtained in the semester.

First division with Distinction or Honours - 75 % and above

First Division - 60% and Above.

Second Division - Below 60% provided the candidate has secured the minimum pass marks of 50% in aggregate as specified under clause 8. above.

10. **A student will be eligible for the award of the M.B.A. degree ONLY IF he/she fulfils the following conditions:**
 - A. Complete the course within a period of four years from the date of admission to M.B.A. (regular) and 6 years for MBA(part time), he/she passes in all the internal assessments as well as semester examinations of all the prescribed courses, as given in clause (8) above.
 - B. Fulfils all the other requirements prescribed by the University from time to time for the satisfactory completion of each course of study in each of the prescribed semesters, and of all the semesters individual as well as jointly.
11. A candidate after passing at the internal assessment of all the papers and Project Report and is eligible to be admitted to the end semester examination fails to appear at the semester examination in to due to illness or any other unavoidable reasons, he/she will be permitted to appear at one of the next two subsequent examinations of the semester concerned as an Ex-student of the semester only and in case he/she fails to pass the examination, he/she shall cease to be a student of the MBA, Full time or part time course of study of the University.
12. There shall be no second full or supplementary examination for any semester examination.
14. There shall not be any revaluation in case of internal assessment, Project Reports/ Summer training/ personality development workshop/Research report/Viva-voce.

- 15 No person shall be admitted to MBA course if he/she has already passed the MBA examination of the University or any equivalent examination of any other University or statutory body.
16. Each student shall be required to pay the fees of the course as may be prescribed by the University from time to time.

17. REVALUATION

***A regular candidate may apply to the Registrar for revaluation of his/her answer books in the prescribed form within 10 days from the declaration of the result of the regular examination. The revaluation of the answer book will not be applicable for back log papers.**

Provided that no candidate shall be allowed to avail the facility of revaluation in more than two papers.

Provided also that no revaluation shall be allowed in case of scripts of practicals, field work, sessional work tests and thesis submitted in lieu of paper at the examination.

*** Approval accorded on 20.04.11 by Chancellor's office**

**** Approval accorded on 16.11.2012 by Chancellor's office**