



**MAHATMA GANDHI UNIVERSITY**  
**CHOICE BASED CREDIT SYSTEM (CBCS)**  
**RULES AND REGULATIONS OF M.B.A. PROGRAMME – 2016**

These Regulations shall be called Mahatma Gandhi University regulations governing Post Graduate Programmes under the Choice Based Credit System (CBCS). The Choice Based Credit System is offered only to the students admitted in Campus and affiliated Colleges of Mahatma Gandhi University from the Academic Year 2016-2017.

These Regulations shall come into force from the Academic Year 2016-2017

1. Definitions:

In these Regulations, unless the context otherwise requires:

- a. **“University”** means Mahatma Gandhi University
- b. **“Student”** means student admitted to MBA programme under these Regulations
- c. **“Degree”** means MBA Degree
- d. **“Board of Studies”** means Board of Studies of Management Studies of the University
- e. **“Academic Senate”** means Academic Senate of Mahatma Gandhi University
- f. **“Fee”** means the fee prescribed by the University for the Post Graduate programmes from time to time
- g. **“Credit”** means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week for 15 weeks in a Semester.
- h. **Grade letter** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. Grade letters are O, A+ ,A, B+, B, C and F.
- i. **Grade Point** is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.
- j. **Credit Points** refer to the product of No. of credits multiplied by the

Grade Point for a given course/paper

k. **Semester Grade Point Average (SGPA)** refers to the performance of the student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

l. **Cumulative Grade Point Average (CGPA)** refers to the Cumulative Grade Point Average weighted across all the semesters (4 semesters).

2. The Master of Business Administration (M.B.A.) is a Post-Graduate course offered as:

a. Two-year i.e., four semester Full time Day programme

3. **ELIGIBILITY CONDITIONS for MBA Programme**

Candidate seeking admission into Full Time M.B.A. programme must be:

1. Bachelor degree holder of Mahatma Gandhi University or a degree recognized by the university as equivalent thereto and /(or) as per the rules laid down by the University;

2. The candidate seeking admission must qualify in the Entrance Examination, conducted by the appropriate authority in the year of admission as per the norms prescribed by the University.

4. **Instruction Schedule:**

Instruction will be provided as per the workload indicated in the structure, Rules and regulations of

M.B.A. Program for all Theory, Practical and Project Work course requirements. The almanac will be as follows for all semesters.

Duration of instruction : 14 – 16 Weeks

Preparation Holidays : 7-10 Days

5. **Rules of Attendance:**

Students must attend 75% of the total classes conducted for all the courses put together in a semester. Relaxation of 10% of attendance might be given to a student on medical grounds on the basis of a valid medical certificate and payment of condonation fee prescribed by the university.

6. **Promotion Rules**

A student will be promoted subject to the following rules:

**6.1 I Semester to II Semester:**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the case of medical exemption) for MBA programs and should be registered for the University exam for the I semester.

#### **6.2II Semester to III Semester**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the case of medical exemption) for MBA programs and should have passed at least 50% of Theory courses of I & II Semesters put together. (Viva Voce and Lab courses not considered for this purpose)

#### **6.3III Semester to IV Semester:**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the case of medical exemption) for MBA programs and having registered for the University Examination.

#### **Cancellation of Admission**

The admission of a candidate admitted to the MBA Course stands cancelled if: He / She does not put in at least 40% of attendance in Semester-I.

Or

He / She puts in at least 40% of attendance in Semester – I, but failed to register for 1<sup>st</sup> Semester Examinations

Or

He /She fails to fulfill all the requirements for the award of the degree as specified, within 4 academic years from the time of admission in case of full time 2 year MBA program.

#### **7. Project Work:**

The students should undertake the Project internship during the summer vacation (For 6 weeks of duration) intervening between II & III Semesters of MBA Programme. Project Report Work should be carried out in the Final Semester of MBA Programme.

The students are required to do project work in any area of Management under the active guidance of Internal Faculty Member assigned to the

student.

The Project work usually consists of selecting a Topic / Problem / Theme in any area of management, gather relevant data, analyze and interpret the same in a systematic and scientific manner.

The Project Work should be undertaken under the supervision of the Faculty Member assigned for the purpose. The Project Report should be submitted to the University 15 days before commencement of Final Semester Examinations.

8. **Award of Grades for Project Report and Viva Voce:**

Project Report and Viva Voce will be evaluated and awarded grades as per the following percentages of Marks obtained.

Grade O	- 85% and above
Grade A +	- 70% and above but below 84%
Grade A	- 60% and above but below 69%
Grade B+	- 55% and above but below 59%
Grade C	- 50% and above but below 54%
Grade F (Fail)	- below 50% Marks.

9. **Instructional Work Load for Theory, Practical Courses and 'Mentoring & Project Work':**

Each of the Theory Courses of the MBA Programme shall have instructional workload of 5 periods of 60 Minutes duration per week in addition to mentoring and project work. The Instructional workload for each of the Practical and Lab Courses shall be 2 Periods of 60 Minutes duration per week.

10. **Conduct of Examinations & Evaluation:**

a. **Theory Examinations**

- i. All courses of MBA Program will carry a Maximum of 100 Marks each.
- ii. Duration of the university examination for all the courses is three hours each.
- iii. All the courses will have 80% marks for university examination and 20% marks for internal examination.

- iv. In case of courses where practical/lab component is involved, of the total 100 marks, 60% marks are for university examination, 20% marks are for internal evaluation and 20% marks are for practical/lab examination.
  - v. The pass marks in each paper shall be 40%. There is no separate pass mark for internal assessment. A candidate has to secure a minimum of 40% of marks in the semester-end examination plus internal examination put together to pass a paper.
- b. Practical Examination:
- i. In case of courses where practical/lab component is involved, of the total 100 marks, 60% marks are for university examination, 20% marks are for internal evaluation and 20% marks are for practical/lab examination.
  - ii. For the pure lab courses / papers, the maximum marks as mentioned in the structure is final.
- c. Internal Assessment Tests:

For each paper/course in a semester there shall be two internal assessment tests and one assignment

- i. 1<sup>st</sup> Internal assessment Test be conducted at the end of the 9<sup>th</sup> Week of Instruction (Covering 2/3 Units of the Syllabus)
- ii. 2<sup>nd</sup> Internal assessment Test be conducted in the fifteenth week of instruction (Covering the rest of the syllabus/Units)
- iii. The two tests each shall consist of ten concepts / short answer questions for two marks each ie.,  $10 \times 2 = 20$  Marks
- iv. Two tests should be conducted per paper per semester without any retest. Average of the two tests should be considered.
- v. The evaluated answer scripts should be shown to the student concerned and the counter signature of the student is to be obtained.
- vi. The evaluated Internal Assessment answer sheets along with the marks awarded should be submitted to the Examination Branch Mahatma Gandhi University within a week without fail.
- vii. There shall be no separate Grade points for internal tests.

- viii. Thus the, total marks for internal assessment and assignment shall be 20 marks for each paper in all the semesters including the interdisciplinary/choice based papers.
- ix. The duration of the internal assessment test shall be 60 minutes. There shall be no internal assessment test for practicals.
- x. The paper for internal assessment tests is set by the teacher(s) who is (are) teaching the subject/paper in that semester.
- xi. The Internal Assessment test shall be conducted as per the schedule prescribed by the University. In case a candidate fails to appear for the test for whatever reasons, he/she will be deemed to be detained. However, relaxation is given to conduct retest before last date of the semester in case of absentee due to acute medical reasons and natural calamities.

The proposed scheme of the internal assessment is applicable to all the subjects where the maximum marks are 100 for each paper. However, in the subjects where the maximum marks are different from 100 marks, the scheme is to worked out proportionately.

**11. Rule for Offering Electives:**

The Minimum number of Students required for offering an Elective / Specialization shall be 20% of students on rolls of the college for Final Year subject to a Minimum of 10 students.

**12. Award of Degree and Division:**

Candidates will be awarded MBA Degree on successful completion of all Theory Courses, Practical Courses, Viva Voce and Project Report. The Division / Class will be awarded based on the following percentage of marks obtained by the candidate.

1st Division with Distinction - 70% and above of aggregate marks.

1st Division- 60% and above but below 70% of aggregate marks.

2nd Division- 50% and above but below 60% of aggregate marks.

Pass Division- 40% and above but below 50% of aggregate marks.

**In awarding the distinction, the additional marks obtained through improvement will not be considered.**

13. **Readmission For Pursuing Additional Elective Courses:**

A student can be given readmission for pursuing additional electives after completion of MBA programme subject to payment of requisite fee prescribed by the college / Department. Such candidates have to satisfy all the rules including attendance rule in vogue on par with regular students.

a. The additional elective must be pursued in the same college in which the student studied and completed the MBA Programme.

b. The admission must be done within four weeks of the commencement of the III Semester.

14. **Total number of credits to be completed to be eligible for the award of MBA degree:**

(a) Total number of credits at the end of fourth semester (MBA)  
= 26 + 26 + 25 + 26 = 103

(b) Total number of credits at the end of fourth semester of MBA  
– TTM = 28+28+27+26 = 109

15. **Electives (Major):**

MBA Programme offers Electives (Specialization) as Major only. Students opted for a Major in III Semester need to choose the same Major in IV Semester (if applicable).

16. **Award of Grades, SGPA and Cumulative Grade Point Average (CGPA):**

Credits, Grade Letter Grade Points, Credit Points

**Credit** means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week.

**Grade Letter** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper It is indicated by a Grade letter O, A, B, C, D, E and F. There is a **range of marks** for each Grade Letter.

**Grade Point** is weightage allotted to each grade letter depending on the marks awarded in a course/paper

Award of Grades

Range of % of Marks	Grade Letter	Grade Point
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85 to 100	O	10
70 to 84	A+	9
60 to 69	A	8
55 to 59	B+	7
50 to 54	B	6
40 to 49	C	5
Less than 40	F	0

### Semester Grade Point Average (SGPA)

**Credit Points for the paper** = No. of Credits assigned for the paper x Grade Point secured for that course/Paper

**SGPA** indicates the performance of a student in a given Semester. SGPA is based on the total **credit points** earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

Note: SGPA is computed only if the candidate passes in all the papers (gets a minimum 'E' grade in all the Papers)

The following examples illustrate the calculation of Grade Points, Credit Points and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The percentage of marks shown in column III is the marks secured by the student in the Internal Assessment and Semester End Examination put together.

Example: **MBA (General) - Semester – 1**

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points)
Paper-I (Theory)	5	60	A	8	5 x 8 = 40
Paper-II (Theory)	5	50	B	6	5 x 6 = 30
Paper-III (Theory)	5	70	A+	9	5 x 9 = 45
Paper-IV (Theory)	5	75	A+	9	5 x 9 = 45
Paper-V (Theory)	5	75	A+	9	5 x 9 = 45
Paper-VI (Practicals)*	1	80	A+	9	1 x 9 = 9
Total	26				219

Note: \* The number of practical papers and the credits assigned may vary from one Department to the other Department in Science Faculty

Total Credit Points obtained for all the papers in the Semester- I = 227

Total Credits assigned to all the papers in the Semester-I=26

$$\text{SGPA} = \frac{\text{Total Credit Points in the Semester-I}}{\text{Total Credits in the Semester-I}} = \frac{219}{26} = 8.42$$



SGPA for Semester- I = 8.42

Similarly SGPA for all semesters are calculated.

### Cumulative Grade Point Average (CGPA)

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (4 Semesters). CGPA is obtained by dividing the total number of credit points (CPTs) in all the semesters by the total number of credits in all the Semesters. The final result at the end of all the semesters is declared in the form of CGPA.

Note: CGPA is calculated only when the candidate passes in all the papers of all the semesters.

Ex: MBA (General)

I Semester:	Total CPTs	=	219	Total Credits	=	26
II Semester:	Total CPTs	=	212	Total Credits	=	26
III Semester:	Total CPTs	=	213	Total Credits	=	25
IV Semester:	Total CPTs	=	218	Total Credits	=	26

$$\text{CGPA} = \frac{\text{Total CPTs of Sem I} + \text{Total CPTs of Sem II} + \text{Total CPTs of Sem III} + \text{Total CPTs of Sem IV}}{\text{Total Credits of I Sem} + \text{Total Credits of II Sem} + \text{Total Credits of III Sem} + \text{Total Credits of IV Sem}}$$

OR

$$\text{CGPA} = \frac{(\text{SGPA of I Sem} \times \text{Credits of Sem I}) + (\text{SGPA of Sem II} \times \text{Credits of Sem II}) + (\text{SGPA of Sem III} \times \text{Credits of Sem III}) + (\text{SGPA of Sem IV} \times \text{Credits of Sem IV})}{\text{Total Credits of I Sem} + \text{Total Credits of II Sem} + \text{Total Credits of III Sem} + \text{Total Credits of IV Sem}}$$

$$\text{CGPA} = \frac{219 + 212 + 213 + 218}{26 + 26 + 25 + 26} = 8.36$$

**Note:** The result of the successful candidates shall be classified as follows:

- |      |                                 |                         |
|------|---------------------------------|-------------------------|
| i.   | First Division with Distinction | CGPA from 9.00 to 10.00 |
| ii.  | First Division                  | CGPA from 8.00 to 8.99  |
| iii. | Second Division with 55%        | CGPA 7.00               |
| iv.  | Second Division                 | CGPA from 6.00 to 7.99  |
| v.   | Pass Division                   | CGPA from 5.00 to 5.99  |

A similar calculation need to be made for each and every Programme with the number of credits and accordingly SGPA for each semester is calculated and the CGPA for the entire programme need to be arrived.

#### 17. General Clause:

It may be noted that beside the above specified rules and regulations all the other rules and regulations in force and applicable to semester system in Post-Graduate courses in Mahatma Gandhi University will be applicable as amended from time to time by the University. The students shall abide by all such Rules and Regulations.