

Ordinance

No. V (1A)

OF

MASTER OF BUSINESS ADMINISTRATION

Date of Academic Council Meeting: 11/03/2026




SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Approved by UGC
Where Education is a Passion...



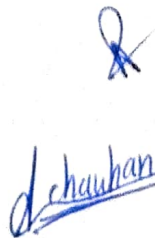



Acharya Vishnu Gupt Subharti College of Management & Commerce
Faculty of Management & Commerce

**Swami Vivekanand Subharti University,
Meerut, U.P.**

(Established by Govt. of U.P. vide U.P Act No. 32 of 2016)


Dean, Faculty of Management & Commerce

Date of Academic Council Meeting: 11/03/2026

Ordinance No. V (1A)

(Two Year Degree Programme - Effect from 2025-26)

GENERAL:-

- This ordinance may be called “**Ordinance Relating to Master of Business Administration**” Programme.
- It shall come into force from academic session 2020-21.
- This supersedes the previous Ordinance relating to Master of Business Administration Programme [V-1A]

1. INTRODUCTION

Department of Management Studies, SITE has been established in 2008 under Swami Vivekanand Subharti University, Meerut with the vision to **produce highly qualified skilled, trained, competent management professionals and entrepreneurs for the benefit of industry, government and society.**

Mission to establish the Department of Management Studies was specifically centralized to focus on:

Strive to create centre of excellence in specialized areas of technology and management to enable its academic beneficiaries to become competent professionals capable of providing sustainable solutions to challenging problems of the society and industry.

MASTER OF BUSINESS ADMINISTRATION- (MBA)

i. PROGRAMME OBJECTIVES:

1. To prepare students for successful careers in industry that meet the needs of Indian and multinational companies.
2. To develop the ability among students for analyzing business related problems.
3. To extend opportunity for students to work on multidisciplinary projects.
4. To explain students with a sound foundation in the management fundamentals leading to application.
5. To transform student awareness of the life-long learning and to introduce them to professional ethics and codes of professional practice.

Specifically the objectives of the MBA Program are:

1. To impart students discipline based knowledge.
2. To transform the students with requisite knowledge, skills & right attitude necessary to provide effective leadership in a global environment.
3. To develop competent management professionals with strong ethical values.
4. To develop proactive thinking so as to perform effectively in the dynamic socio-economic and business ecosystem.
5. To integrate entrepreneurial approach and skill sets for venturing into entrepreneurship.

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ii. PROGRAMME OUTCOME:

After successful completion of the programme, an individual will be able to:

1. Apply knowledge of management theories and practices to solve business problems.
2. Demonstrate Analytical and critical thinking abilities for data-based decision making.
3. Demonstrate discipline specific expertise.
4. Develop value based leadership ability.
5. Define, analyze and interpret global, economic, legal, and ethical aspects of business.
6. Integrate others in the achievement of organizational goals, contributing effectively to a team environment.
7. Demonstrate confidence and professionalism in work.
8. Identify business opportunities and threats.
9. Practice Work ethics for the good of others and translate into a good citizen.

2. RULES AND REGULATIONS FOR ADMISSION IN MBA

- 2.1 For admission in Master of Business Administration programme, the applicant should have passed with a minimum aggregate of 45% (40% for SC/ST) in Graduation or equivalent from a recognized University.
- 2.2.1 The applicants may be required to appear at an entrance test followed by group discussion, interview and counseling before admission.
- 2.2.2 The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable.
- 2.3. The entire programme has to be completed within a maximum of five years from the date of original admission in the programme.

3. CURRICULUM/ STRUCTURE OF PROGRAMME OF MBA

3.1 The programme shall be spread over two academic years, spread over four semesters comprising actual teaching for a minimum of 90 days in each semester. There is a compulsory summer training of 6 weeks after the completion of 1st year of the program. The student may choose in the 4th semester to either complete the course with field work/dissertation under a core faculty of the department or pursue corresponding theory courses.

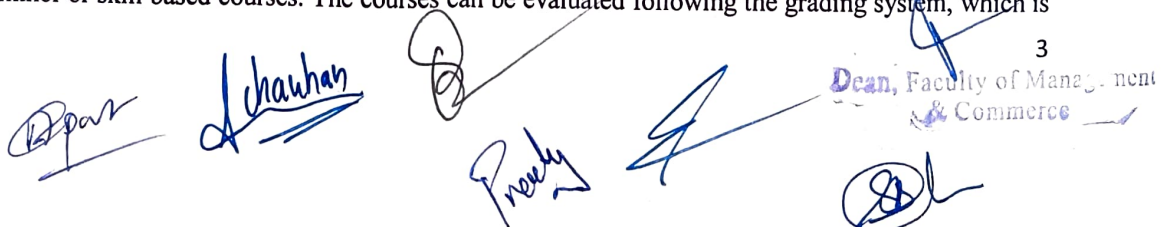
3.2 The programme focuses on the following aspects:

- a) Competency
- b) Entrepreneurship
- c) Skill Enhancement
- d) Value Added Courses
- e) Extracurricular activities

3.3 Choice Based Credit System (CBCS):

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is

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considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in 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 UGC has formulated the guidelines to be followed.

The curriculum offers a total of 180 courses out of which the student has to complete 25 Theory courses and one compulsory summer training of 6 weeks, one Dissertation and viva voce and one comprehensive viva voce. Students of all disciplines will complete one non-credit based compulsory course in first year. In case of Aviation Specialization offered under **MOU with Prabhu Drone Research & Development LLP "Aharada Education"** No Specialization will be given unless it has minimum 10 students enrolled/opting for it.

The total number of credits required for the award of MBA degree is 110 credits. The courses are divided into 5 categories, i.e. Core courses, Generic Electives, Discipline Specific Electives, Skills enhancement courses, Field Work/Dissertation.

1. Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

- a. 1st semester will be common for all disciplines Refer 3.5.1
- b. The program has 17 Core Courses of 4 credits each.

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

2.1 Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective (to be offered by main discipline/subject of study). The Program has 133 electives is of 3 credits. There are 2 category (I&II) of discipline electives.

- a) **Category-I Discipline Specific Electives:** follows 3.5.2a Structure of program in Second year.
- b) **Category-II Discipline Specific Electives:** In case of Plant & Machinery Valuation and Real Estate Valuation 3.5.2b structure of program is followed in second year. In case of Hotel & Tourism Management 3.5.2c structure of program is followed in second year.

2.2 Dissertation/Project Work: An elective course of 6 credits designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project work. A Project/Dissertation work *may be* given in lieu of a discipline specific elective paper. The program offers one Summer Training after 1st year of program of 6 credit, which will have to be done in a organization/industry. In 3rd semester one comprehensive Viva Voce of 4 credits and the 4th semester one dissertation and comprehensive viva voce of 8 credits is offered.

2.3 Generic Elective Course (GEC): An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure to other subjects/disciplines is called a Generic Elective Course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

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There are no Generic Elective being offered in this program.

3. Ability Enhancement Courses: The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and Skill Enhancement Courses (SEC). AECC courses (two) are the courses based upon the content that leads to knowledge enhancement. They [(i) Environmental Science, (ii) English/MIL Communication] are *mandatory* for all disciplines. SEC courses (minimum two) are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. The program offers 3 skill enhancement courses as electives. The student has to choose one and it will be of 4 credits.

All core courses, discipline electives have a practical component along with theory. Skills Enhancement courses have theory with the practical component if required.

3.4 The academic calendar shall be as follows:-

I , III Semester	Session - 1st Aug. to 30th Nov Exam - 1st Dec. to 15th Dec
II , IV Semester	Session - 1st Jan. to 10th May Exam - 1st May to 15th May
Summer Training	15th June to 31st July in case of all after 2 nd semester

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3.5: MBA programme Structure under CBCS from the academic year 2020-21

3.5.1: Table of MBA I Semester programme Structure under CBCS from the academic year 2020-21 for all disciplines.

SEMESTER I

Course Code	Course	Course Type	Teaching Load per week				Credit	Marks			Total Marks	
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)				
								Tes ts	GD /P/ CT	AT T		
MBA-101	Principles and Practices of Management	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-102	Managerial Economics	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-103	Accounting for Managers	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-104	Organizational Behavior	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-105	Business Statistics	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-106	Information Systems for Management	Core Course	3	-	2	4	4	15	5	10	70	100
MBA-107	Communication for Management	Core Course	3	1	-	4	4	15	5	10	70	100
Total						28	28	210			490	700

SEMESTER II

SEMESTER II											
Course Code	Course	Course Type	Teaching Load per week				Credit	Marks			Total Marks
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)			
								Tes ts	GD /P/ CT	AT T	

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MBA-201	Business Laws	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-202	Research Methodology	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-203	Financial Management	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-204	Human Resources Management	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-205	Marketing Management	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-206	Operations Research	Core Course	3	1	-	4	4	15	5	10	70	100
MBA-207	Production & Operations Management	Core Course	3	1	-	4	4	15	5	10	70	100
Total						28	28	210			490	700

3.5.2a: Table of MBA II year programme Structure under CBCS from the academic year 2020-21 for all disciplines.

SEMESTER III												
Course Code	Course	Course Type	Teaching Load per week				Credit	Marks			End-Semester Examination (ESE)	Total Marks
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)				
								Tes ts	GD /P/ CT	AT T		
MBA-301	Strategic Management	Core 15	3	1	-	4	4	15	5	10	70	100
MBA-302	Retail Management	Core 16	3	1	-	4	4	15	5	10	70	100
MBA-303	Summer Training Project Report	Field Project	-	-	-	-	6	-	-	-	100	100
DSE-1	First Specialization Elective 1	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-2	First Specialization Elective 2	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-3	Second Specialization	Discipline	3	-	-	3	3	15	5	10	70	100

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	Elective 1	Elective										
DSE-4	Second Specialization Elective 2	Discipline Elective	3	-	-	3	3	15	5	10	70	100
MBA 304	Comprehensive Viva Voce	Skill Enhancement Elective	-	-	-	-	4	-	-	-	100	100
Total						23	30	210			590	800

SEMESTER IV

Course Code	Course	Course Type	Teaching Load per week				Credit	Marks			Total Marks	
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)				
								Tes ts	GD /P/ CT	AT T		
MBA 401	Entrepreneurship and Small Business Management	Core 17	3	1	-	4	4	15	5	10	70	100
MBA 402	Dissertation and Comprehensive Viva Voce	Project work	-	-	-	-	8	-	-	-	200	200
DSE-5	First Specialization Elective 3	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-6	First Specialization Elective 4	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-7	Second Specialization Elective 3	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-8	Second Specialization Elective 4	Discipline Elective	3	-	-	3	3	15	5	10	70	100
Total						16	24	210			490	700


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3.5.2b: Table of MBA II year programme Structure under CBCS from the academic year 2020-21 for disciplines-a)Plant& Machinery Valuation b)Real Estate Valuation

SEMESTER III												
Course Code	Course	Course Type	Teaching Load per week				Credit	Marks				Total Marks
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)			End-Semester Examination (ESE)	
								Tes ts	GD /P/ CT	AT T		
MBA-301	Strategic Management	Core 15	3	1	-	4	4	15	5	10	70	100
MBA-302	Retail Management	Core 16	3	1	-	4	4	15	5	10	70	100
MBA-303	Summer Training Project Report	Field Project	-	-	-	-	6	-	-	-	100	100
DSE-1	Group: Plant & Machinery Valuation/ Real Estate Valuation	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-2	Group: Plant & Machinery Valuation/ Real Estate Valuation	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-3	Group: Plant & Machinery Valuation/ Real Estate Valuation	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-4	Group: Plant & Machinery Valuation/ Real Estate Valuation	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-5	Group: Plant & Machinery Valuation/ Real Estate Valuation	Discipline Elective	3	-	-	3	3	15	5	10	70	100
Total						23	29	210			590	800

SEMESTER IV												
Course Code	Course	Course Type	Teaching Load per week				Credit	Marks			Total Marks	
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)	End-Semester Examination (ESE)			

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Course Code	Course	Course Type	Teaching Load per week				Credit	Marks			Total Marks	
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)		End-Semester Examination (ESE)		
							Tes ts	GD /P/ CT	AT T			
MBA 401	Entrepreneurship and Small Business Management	Core 17	3	1	-	4	4	15	5	10	70	100
MBA 402	Dissertation and Comprehensive Viva Voce	Project work	-	-	-	-	8	-	-	-	200	200
DSE-6	Group: Plant & Machinery Valuation/ Real Estate Valuation	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-7		Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-8	Any One Specialization from Marketing / Human Resource /Finance	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-9		Discipline Elective	3	-	-	3	3	15	5	10	70	100
Total						16	24	210			490	700

3.5.2c: Table of MBA II year programme Structure under CBCS from the academic year 2018-19 for disciplines-Hotel & Tourism Management

SEMESTER III												
Course Code	Course	Course Type	Teaching Load per week				Credit	Marks			Total Marks	
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)		End-Semester Examination (ESE)		
								Tes ts	GD /P/ CT			AT T
MBA-301	Strategic Management	Core 15	3	1	-	4	4	15	5	10	70	100
MBA-302	Business Environment	Core 16	3	1	-	4	4	15	5	10	70	100
MBA-303	Summer Training Project Report	Field Project	-	-	-	-	6	-	-	-	100	100
DSE-1	Group: Hotel & Tourism Management	Discipline Elective	3	-	-	3	3	15	5	10	70	100

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DSE-2	Group: Hotel & Tourism Management	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-3	Group: Hotel & Tourism Management	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-4	Group: Hotel & Tourism Management	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-5	Group: Hotel & Tourism Management	Discipline Elective	3	-	-	3	3	15	5	10	70	100
Total						23	29	210			590	800

SEMESTER IV

Course Code	Course	Course Type	Teaching Load per week				Credit	Marks			Total Marks	
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)				
								Tes ts	GD /P/ CT	AT T		
MBA 401	Entrepreneurship and Small Business Management	Core 17	3	1	-	4	4	15	5	10	70	100
MBA 402	Dissertation and Comprehensive Viva Voce	Project work	-	-	-	-	8	-	-	-	-	200
DSE-6	Group: Hotel & Tourism Management	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-7		Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-8	Any One Specialization from Marketing / Human Resource /Finance	Discipline Elective	3	-	-	3	3	15	5	10	70	100
DSE-9		Discipline Elective	3	-	-	3	3	15	5	10	70	100
Total						16	24	210			490	700

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3.6 List of all Courses under different categories for MBA Programme

Course Type			Course Code	Course Name
Core Course			MBA-101	Principles and Practices of Management
			MBA-102	Managerial Economics
			MBA-103	Accounting for Managers
			MBA-104	Organizational Behavior
			MBA-105	Business Statistics
			MBA-106	Information Systems for Management
			MBA-107	Communication for Management
			MBA-201	Business Laws
			MBA-202	Research Methodology
			MBA-203	Financial Management
			MBA-204	Human Resources Management
			MBA-205	Marketing Management
			MBA-206	Operations Research
			MBA-207	Production & Operations Management
			MBA-301	Strategic Management
			MBA-302	Retail Management
		MBA-401	Entrepreneurship and Small Business Management	
DUAL SPECIALIZATION	Human Resource Management	III Semester	MBA HR1	Industrial Relations & Labour Enactments
			MBA HR2	Organization Development
		IV Semester	MBA HR3	Global HRM
			MBA HR4	Negotiation & Counseling
	Financial Management	III Semester	MBA FM1	Management of Working Capital
			MBA FM2	Security Analysis & Portfolio Management
		IV Semester	MBA FM3	Management of Financial Institutions & Services
			MBA FM4	Corporate Financial Restructuring
	Marketing Management	III Semester	MBA MK1	Consumer Behavior & Marketing Comm.
			MBA MK2	Sales and Distribution Management
		IV Semester	MBA MK3	Marketing of Services
			MBA MK4	E-Marketing
	Information Technology Management	III Semester	MBA IT1	Database Management System
			MBA IT2	System Analysis & Design & Software Engineering
		IV Semester	MBA IT3	Data communication & Network
			MBA IT4	Electronic Commerce
	International Business Management	III Semester	MBA IB1	International Financial Management
			MBA IB2	International Marketing
		IV Semester	MBA IB3	International Business Management
			MBA IB4	International Logistics and Documentation
	Fashion Design	III Semester	MBA FD1	Fashion General Theory
			MBA FD2	Fabric Study
		IV Semester	MBA FD3	Fashion Illustration
			MBA FD4	Apparel Manufacturing Technology
Banking	III Semester	MBA BK1	Banking Law & Audit	

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			MBA BK2	Rural Banking & Microfinance
		IV Semester	MBA BK3	Banking Products & Services
			MBA BK4	Retail & Universal Banking
	Retail Management	III Semester	MBA RM1	Retail Logistics & Supply Chain Management
			MBA RM2	Retail Technology Management
		IV Semester	MBA RM3	Retail Merchandise Management
			MBA RM4	Store & Mall Management
	Entrepreneurship Development	III Semester	MBA ED1	Managing, Growing and Exiting The New Venture
			MBA ED2	Project Management & Feasibility Analysis
		IV Semester	MBA ED3	Avenues for Entrepreneur
			MBA ED4	Management of Intellectual Property Rights
	Digital Marketing and Social Media	III Semester	MBA DM&SM1	Digital Marketing
			MBA DM&SM2	Strategy for Digital Branding and Social Media
		IV Semester	MBA DM&SM3	Digital Marketing Performance
			MBA DM&SM4	Social Networks and Mobile Media
	Data Analytics and Business Intelligence	III Semester	MBA DA&BI1	Introduction to Business Data Analysis
			MBA DA&BI2	Business Analysis: Developing Requirements
		IV Semester	MBA DA&BI3	Business Analysis: Essential Modeling Skills & Techniques
			MBA DA&BI4	Business Analysts: Software Testing Processes and Techniques
	Logistics and Supply Chain Management	III Semester	MBA L&SCM1	Fundamentals of Logistics Management
			MBA L&SCM2	Fundamentals of Supply Chain Management
		IV Semester	MBA L&SCM3	Strategic Supply Chain Management
			MBA L&SCM4	Knowledge Management in Supply Chains
	Innovation & Entrepreneurship	III Semester	MBA I&E1	Fundamentals Of Entrepreneurship
			MBA I&E2	Innovation And Creativity
		IV Semester	MBA I&E3	Entrepreneurial Promotions
			MBA I&E4	Venture Development & Management
	Family Business Management & Entrepreneurship	III Semester	MBA FB&E1	Family Business Management
			MBA FB&E2	Strategic Entrepreneurship
		IV Semester	MBA FB&E3	Social Entrepreneurship
			MBA FB&E4	International Entrepreneurship
	Pharmaceutical Management	III Semester	MBA PH1	Regulatory Affairs in Pharma
			MBA PH2	Drug and Public Health Policy
		IV Semester	MBA PH3	Ethical Issues in Pharmaceuticals Management
			MBA PH4	Pharmaceuticals Advertising & Services Management
	Operations Management	III Semester	MBA OM1	Advanced Operations Management
			MBA OM2	Total Quality Management (TQM)
		IV Semester	MBA OM3	Lean Manufacturing & Six Sigma
			MBA OM4	Operations Strategy and Process Optimization
	Project Management	III Semester	MBA PM1	Project Planning, Scheduling and Control
			MBA PM2	Project Risk and Quality Management
		IV Semester	MBA PM3	Strategic Project Management
			MBA PM4	Agile and Digital Project Management
SINGLE SPECIALIZA	Plant & Machinery Valuation	III Semester	MBA(P&MV)-01	Business Analysis and Valuation
			MBA(P&MV)-02	Business Environment for Valuation

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Category II- Discipline Specific Elective (Choose Any one disciplines)	Real Estate Valuation	IV Semester	MBA(P&MV)-03	Plant and Machinery Valuation
			MBA(P&MV)-04	Financial Aspects of Valuation
			MBA(P&MV)-05	Principles of Insurance and Leasing
		MBA(P&MV)-06	Legal aspects of Plant & Machinery Valuation	
		MBA(P&MV)-07	Environmental and Professional Ethics	
		III Semester (Any 5)	MBA(REV)-01	Real Estate Management
			MBA(REV)-02	Elementary Surveying
	MBA(REV)-03		Building Construction	
	MBA(REV)-04		Urban Land Economics and Town Planning	
	MBA(REV)-05		Valuation of Real Estate	
	IV Semester	MBA(REV)-06	Legal Issues in Real Estate Valuation	
		MBA(REV)-07	Environmental and Professional Ethics	
	Hotel & Tourism Management	III Semester (any 5)	MBA(H&T)-01	Tourism Marketing
			MBA(H&T)-02	Application of Computers in Hospitality & Tourism
			MBA(H&T)-03	Tourism Operations
			MBA(H&T)-04	Food Science
			MBA(H&T)-05	Hotel Law
			MBA(H&T)-06	F&B Control
			MBA(H&T)-07	Customer Relationship Management in Hospitality
MBA(H&T)-08			Hotel Maintenance	
IV Semester (Any 2)		MBA(H&T)-09	Event Management	
		MBA(H&T)-10	Laundry Management	
		MBA(H&T)-11	Advanced Baking	
		MBA(H&T)-12	Soft Skills Management	
Skill Enhancement Course	MBA with Dual Specialization	MBA- 304	Comprehensive Viva Voce	
Project/Research/ Dissertation / Summer Training/Internship	MBA with Dual Specialization	MBA-303	Summer Training Project Report	
		MBA-402	Dissertation and Viva Voce	
	HVE-01	Human Values & Professional Ethics		

Non-Credit NPTEL based Add-On Course/Certificates (Optional)

Soft Skills for Business Negotiations and Marketing Strategies

Supply Chain Analytics

E-Business

Innovation, Business Model & Entrepreneurship

Knowledge Management

Leadership

Management of Inventory Systems

Management of New Products and Services

Managing Services

Financial Statement Analysis and Reporting



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4. EXAMINATION AND EVALUATION

4.1 ATTENDANCE:

The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

4.2 EXAMINATION:

All Courses offered by AVGSCMC under MBA programme will have an evaluation system within two components as:

1. Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course, and
2. End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.

A student will have to pass both the components i.e. CCA and ESE separately to become eligible to be declared successful in a course.

4.2.1 CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA) :

Continuous Comprehensive Assessment (CCA) will be of **30 marks** comprised:

4.2.1.1 Midterm written test / practical including in-between snap tests if any shall carry **15 marks** independently in each subject.

4.2.1.2 Class test, Group Assignment, Case Study and Individual Presentation will be awarded a total of **5 marks** independently in each subject.

4.2.1.3 A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85- 100% attendance	-	10 Marks
80- 84.99% attendance	-	9 Marks
75- 79.99% attendance	-	8 Marks
70 – 74.99 % attendance	-	7 Marks
65 – 69.99% attendance	-	5 Marks
60 – 64.99% attendance	-	3 Marks
51 - 59.99% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

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4.2.2 END SEMESTER EXAMINATION (ESE)

The remaining 70% of the final grade of the student in a course will be assessed on the basis of an end semester examination (ESE) that will be for three hours duration and will cover the entire syllabus of the course.

The question papers for the ESE will be got set by the Controller of Examinations (CoE) of the Swami Vivekanand Subharti University (SVSU) by a selected faculty panel.

4.2.3 SUMMER TRAINING PROJECT REPORT(MBA-303):

- a) After the second semester examination, every student during the summer vacation will undergo an on-the-job practical training in a manufacturing, service or financial organization. The training will be for 6 to 8 weeks.
- b) During the training, the student is expected to learn about the organization and analyze and suggest solutions of a live problem. The objective is to equip the student with the knowledge of actual functioning of the organization and problems faced by it with a view to exploring feasible solutions and suggestions.
- c) During the training, the organization (where the student is undergoing training) will assign a problem/project to the student.
- d) The student, after completion of the training will submit a report that will form part of the third semester examination.
- e) The report (based on the training and the problem/project studied) prepared by the student will be known as Summer Training Project Report. The report should ordinarily be based on primary data. It should reflect in-depth study of a micro problem, ordinarily assigned by the organization where student undergoes training. Relevant tables and bibliography should support it.
- f) The report should have a comprehensive chapter about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance, products/services and problems faced. This chapter will form part I of the report. Part II of the report will contain the study of the micro research problem. The size of the report ordinarily will be 100 to 150 typed pages in standard font size (12) and double spacing. Three neatly typed and soft bound (paper back) copies of the report will be submitted to the Department. The report will be typed in A-4 size paper.
- g) The report will have two certificates. One by the Head of the Institution(HOI)/Director and the other by the Reporting Officer of the organization where the student has undergone training. These two certificates should be attached in the beginning of the report.
- h) The report will be evaluated internally by a board constituted by the HOI/Director. The examiner shall award marks on the Summer Training Report independently out of maximum of 75 marks each and 25 marks shall be for presentation.
- i) The student will make presentation in the presence of teachers and students. The student is expected to answer the queries and questions raised during the presentation.

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- j) The report will only be admissible for examination if it clears the rules for plagiarism set by the university.
- k) The summer training project report is equal to 6 credits

4.2.4 DISSERTATION and VIVA VOCE (MBA402)

- a) In the fourth semester, every student will have to submit a Dissertation on a problem/topic (from the Specialization Groups) to be assigned by the Department under the supervision of a core Faculty member of the Department.
- b) The Dissertation will carry 200 marks. It will consist of (i) Evaluation of Dissertation (100 Marks) and (ii) Viva Voce on Dissertation (100 Marks).
- c) The Head of the Institution will constitute a Dissertation committee each year consisting of a Professor & Senior faculty members. The proposed Supervisor of the student undertaking the dissertation work will also be present during the presentation of the work.
- d) The Student will submit a synopsis of the proposed work. He/she will give a presentation before the Dissertation Committee. A revised synopsis would have to be presented in 7 working days before the committee again.
- e) The dissertation would have to be completed within 90 days from the date of approval of the synopsis. After which the student will present the finished work before the dissertation committee on a predefined date. Changes suggested must be incorporated by the student in the final submission. If the student fails to appear for the presentation, he/she will be given a second chance only on medical grounds.
- f) The External examination will be conducted by a External Examiners appointed by the University. The examiner will award marks out of 200 (100 for report and 100 for Viva Voce / Presentation based on the Project).
- g) The report will contain the objectives and scope of the study, research methodology, use and importance of the study, analysis of the data collected, conclusions and recommendations. It will contain appropriate charts, diagrams and bibliography. A certificate of the Supervisor and the Head of the Department certifying the authenticity of the report shall be attached therewith. The student will submit three copies of the report. The number of pages in the report will be 75 or more. The report should be typed in A-4 size paper.
- h) The report will only be admissible for examination if it clears the rules for plagiarism set by the university.
- i) **The dissertation will be equal to 8 credits.**

4.2.6 COMPREHENSIVE VIVA VOCE (MBA304)

A comprehensive viva voce shall be conducted at the end the fourth Semester in order to judge the extent to which the student has understood various topics and is judged for application of knowledge gained. This is also to see the student's level of articulation of what is learnt by him. The idea is to

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ensure that the students assimilate what is being taught and see their relevance in the practical field and also the inter relationships of various parameters.

The Comprehensive Viva Voce will be of 100 marks and of 4 credits.

4.3 PAPER SETTING

The work of setting the end semester examination papers and evaluation of scripts and conduct of the end semester practical examination shall be assigned to the course teachers as well as to outsiders, ordinarily in the ratio of 50:50 for internal and external valuation respectively.

4.4 RESULTS

The result shall be prepared at the end of each academic year of the course by aggregating the marks obtained in the theory and practical examinations in all the semesters of the course till date.

(a) A candidate shall be declared as passed at the end of an academic year if he/she secures minimum 40% marks in each theory & practical paper separately (including project reports and comprehensive viva) and 40% in aggregate.

(b) If a student obtained 40% marks in at least 50% of the papers (ignoring fractions) including project report, he/she will be provisionally promoted to the next year with carryover papers and will have to appear & obtain pass marks in carryover papers along with the subsequent regular examinations for the relevant semester.

(c) If a candidate fails in only one head/subject and having passed in all other head/subject of the given examination of the year than his/her deficiency of maximum five (05) marks may be fulfilled by grace marks after fulfilling the conditions given below:

(A) If a candidate fails in only one head/subject and having passed in all other heads/subjects of the given examination of a **semester*/year**, then his/her deficiency of marks may be fulfilled by grace marks under the following conditions:-

(i) Grace marks is not a matter of right of the student but is the discretion of the University.

(ii) Provided that the candidate has appeared in the main examination of the concerned course and falls short of pass marks by not more than five (05) marks in theory paper only. Benefit of above mentioned shall not be given to the candidate who had appeared in supplementary/special examination/carry over examination.

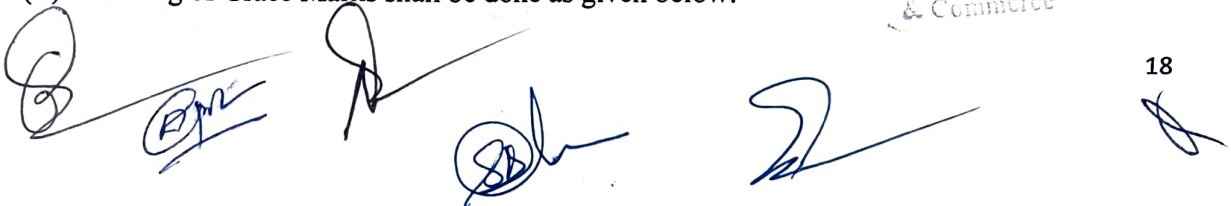
(iii) Further, benefit of grace marks may be given only to the candidate who will pass the entire concerned examination of the **semester*/year** after awarding the grace marks and not for the purpose of promoting the student to next year with back papers or for improvement of division or percentage.

(iv) If in a head/subject of an examination passing in Theory, Practical or sessional exams separately is mandatory, then the benefit of grace marks shall be given only in Theory examination of the University examination.

(v) The award of grace marks permissible shall be on the basis of 1 grace mark for every 05 marks secured by an examinee over and above the minimum passing aggregate marks of all subjects of the year.

(B) Awarding of Grace Marks shall be done as given below:-

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Aggregate Marks Obtained over & above minimum passing marks	Permissible Grace Marks
1-5	1
6-10	2
11-15	3
16-20	4
21-25	5

(i) Total number of Grace marks given to the student will be marked with astrick (*) at the bottom of the marksheet.

* Grace mark in semester examination will be considered hereinafter.

- (d) A student not covered by clause (a) to (c) above shall have the following options to complete his/her course -
- He/ she may take admission on payment of full annual course fee and repeat the entire year of study. He /She shall be treated as a regular student. Or
 - He /She may pay only University exam fee for the End Semester Examination and appear in the End Semester University exams directly. He /She shall not be allowed to attend classes and the Sessional marks obtained earlier shall be retained. Or
 - He /She may pay half of the annual course fee and attend classes. The sessional marks obtained by him/her earlier shall be retained. There will not be any requirement of minimum attendance for appearing in the University examination
- (e) A student will not be promoted to the next academic year if the carryover papers are more than 50% at one point of time.

5. EVALUATION UNDER GRADING ASSESSMENT

The minimum Grade/ Grade Point required to pass each paper in a semester examination under CBCS shall be Grade D/ Grade Point 4 in each theory paper/ Practical/Project (wherever applicable) in External Examination and Internal Assessment separately.

5.1 CALCULATION CRITERIA:-

To implement the following grading system, the colleges/campuses shall use the following UGC recommended 10 point grading system:

Marks (%)	Letter Grades	Grade Points (G)
85-100	A++ (Outstanding)	10
75 to < 85	A+ (Excellent)	9
70 to < 75	A (Very Good)	8
65 to < 70	B+ (Good)	7
60 to < 65	B (Above Average)	6
50 to < 60	C (Average)	5
40 to < 50	D (Pass)	4
0 to < 40	F (Fail)	0

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	AB (Absent)	0
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5.2 COMPUTATION OF SGPA AND CGPA

$(S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$, where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

6. POWER TO MODIFY

In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorized to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

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