

# **YMCA University of Science and Technology, Faridabad, Haryana-121006**

## **REGULATIONS/ORDINANCE –MASTERS DEGREE PROGRAMMES IN MANAGEMENT (MBA)**

YMCA university of Science & technology is running Master in Business Administration (MBA) programmes leading to the award of Master's Degree in Management under the aegis of Faculty of Management Studies:

### **1. Admission and Eligibility**

The duration of the course leading to the degree Master of Business Administration (M.B.A.) shall be two academic years. Each year shall be divided into two semesters. A candidate shall have to pass all the four semester examinations within a maximum period of four years of his/her admission to the first semester of 2-Year MBA Programme failing which he/she will be deemed to be unfit for the programme. However, a candidate, who having passed the second semester examination discontinues his studies, for legitimate and justified reasons may be permitted to join third semester within one year of his passing the second semester examination.

**1.1** The minimum qualification for admission to the first semester of each of the Programme shall be as under :

Bachelor or Master's Degree in any discipline with not less than 50% marks in the aggregate (45% in case of SC/ST candidate) of this university or an examination recognized as equivalent thereto by this university. Candidates are admitted on the basis of requisite qualification & Entrance test score.

The University may also follow common eligibility conditions for entrance test /Counseling at University/State level.

## 2. Registration

Every student is required to be present and register at the commencement of semester on the date fixed and notified by Registrar. The registration processes for MBA students would be centrally organized by the Academic Branch of the University. Only those students will be permitted to register who have:

- i) Cleared all fees and dues of the Institute, Library and Hostel (if resident).
- ii) Not been debarred from registering for a specified period on any ground by the competent authority, and **Registrar, YMCAUST** may allow late registration with a prescribed late fee within next three working days.

## 3. Examinations

### 3.1 General

- i) At the end of the each semester, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as First Semester Examination, Second Semester Examination, and Third Semester Examination and so on.
- ii) The Examination for all **odd semester** will normally be held in **December/January** and for all **even semesters** in **April/ May** on such dates as may be fixed by the Controller of Examination (COE) as per the Schedule provided by the University. The date(s) of commencement of examination as well as the last date(s) for the receipt of examination forms and fees shall also be notified by the controller of Examinations.
- iii) The courses of the study and the subjects of examinations shall be as approved by the **Academic Council from time to time**. The medium of instructions and Examination shall be **English** except otherwise decided by the Academic Council. The question papers will be set in English, except otherwise decided by the board of Studies & Research and approved by the Academic Council. Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Academic Council from time to time.
- iv) The credits for each subject and the contact hours per week will be mentioned in the scheme of studies approved by the Academic Council.

### 3.2 Evaluation Process

#### i) Theory Examination

The theory papers shall be set by external/internal paper setters appointed by the COE out of a panel of paper setters and examiners supplied to him by the chairperson of the department and duly approved by its Board of Studies. The evaluation of theory papers will be done by examiner(s) as per the university norm and notified by COE.

## ii) Practical Examination

Examination in practical and viva-voce shall be conducted jointly by one external and one Internal Examiner. If an External Examiner is unable to come, alternate examiner may be appointed by the Chairperson of the concerned department from outside/YMCAUST, FARIDABAD with the intimation to COE.

## iii) Sessionals

Sessional works shall be evaluated by the teachers of the various subjects based on the work done by the students during semester on the basis of the following weightage:

S. No.	Components of Minors	Weightage*
<b>A)</b>	<b>THEORY COURSES:</b>	
1.	Minor Test – I	37.5%
2.	Minor Test – II	37.5%
3.	Assignment / Written Quiz	25 %
<b>B)</b>	<b>LAB COURSES(Wherever applicable)</b>	
1.	Lab. Work (Lab Record, Practical Performance)	60 %
2.	<i>End Semester VIVA VOCE</i>	40 %
<b>C)</b>	<b>SEMINAR(Wherever applicable)</b>	
1.	Presentation	60 %
2.	Report	40 %
<b>D)</b>	<b>PROJECT/Dissertation (Wherever applicable)</b>	
1.	Project/Dissertation Work	60%
2.	End Semester Presentation	40%

\* of total sessional marks of the course/lab.

iv) Wherever the evaluation is through presentation, it will be done by a Committee constituted by the Chairperson of the concerned Department under his/her Chairmanship.

v) **Every student has to appear in both the minor tests. If a student does not take a minor test, he/she shall be awarded zero marks in that test.** The marks obtained in sessional/practical/theory/seminar are to be submitted to the Examination Branch duly signed by the concerned teacher and countersigned by the Chairperson of the department before the close of semester examination or a date fixed by the COE. The examination branch/course coordinator shall convert the marks in to equivalent grades as per the grading procedure. Third test will be conducted for the students who are failing in sessional work and in such

cases marks of 02 best minor tests will be counted. The failing students shall be allowed to re-appear in sessional test within the duration of their respective courses.

### 3.3 The examination shall be open to a candidate who:

i)has attended regularly the prescribed courses of studies for the relevant semester examination in the department recognized by the University for the degree of Bachelor of Technology .

ii)has attended **not less than 75% of the total classes held in each theory subject/lab/seminar/ dissertation etc.** A deficiency up to **15% may be condoned by the Chairman** of the department. A further condonation of **10% in attendance** may be allowed in severe/ cases or on Compassionate grounds by the Vice-Chancellor. **However it may not be treated as a matter of right by the students.** (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s)/paper(s) in any semester, he/ she shall not be promoted to next semester. Such candidates shall have to repeat the relevant academic semester in the next academic session along with regular students paying dues/fees as to be paid by the fresh candidate.)

iii)whose result declaration is delayed for no fault of her/his or has applied for revaluation may attend classes of the next higher semester provisionally at her/his own risk and responsibility subject to her/his passing the concerned semester examination. In case the candidate fails to pass the concerned Semester Examination, her/his, attendance and studies in the next higher semester in which he/her was allowed to attend classes provisionally, shall stand cancelled. Such candidates shall have to repeat the relevant academic semester (higher) in the next academic session along with regular students by paying dues/fees as to be paid by the fresh candidate.

### 3.4 Reappear

i)The examinations for reappear in any subject(s) in the **odd semester** and that of in the **even semester** shall be held in any semester along with the regular students.

ii)If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more paper(s) for that examination, he/she can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, prosecute her/his studies for the next semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s).

### 3.5 Fees

The amount of Exam/Reappear/ Re-evaluation/ Improvement fee to be paid by the candidates shall be as prescribed by the University from time to time. A candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay his dues again on re-admission after fulfillment of above condition.

### 3.6 Re-Evaluation

Re-evaluation is permitted only for semester exams (Theory course) as per University rules for re-evaluation.

### 3.7 The minimum passing marks/grade for passing any semester Examination shall be:

- i) 40% in End Semester/External Examination theory examination of the each subject and 40% of total marks (Sessional+ External/End Semester) of that subject.
- ii 40% each in End Semester Practical Examination/Viva-Voice/Project/Dissertation Examination and 40% of total marks( Sessional + External/End Semester) of that subject.

A candidate who fails to obtain the requisite marks/grade in any course shall **be required to appear again** in the concerned course in the subsequent examination(s).

**3.8** The result of a student at the end of each semester Examination and after completion of course shall be declared on the basis of the SGPA and **CGPA (cumulative grade point average)** obtained by the student..

**3.9** At the end of each semester examination, the COE shall publish the result, provided that in a case where candidate who was permitted to take examination for higher semester but has not cleared the lower semester examination his result for the higher semester examination will be declared provisionally. Each successful candidate shall be issued a Detailed Marks Certificate (DMC) on passing the semester examination.

**3.10** Notwithstanding the integrated nature of the course wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the semester and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

**3.11** A student is required to maintain a Cumulative Grade Point Average (CGPA). The DMC is the weighted average of all the Letter Grade obtained by the student since his/her entry into the Institute upto and including the latest semester and computed as follows:

$$CGPA = \frac{\sum(C_i G_i)}{\sum C_i}$$

Where  $C_i$  denotes credits assigned to  $i$ th course and  $G_i$  indicates the Grade point equivalent to the Letter Grade obtained by the students to the  $i^{\text{th}}$  course. Provided that when a student re-appears in/repeats a course, the new Grade will replace the earlier one in the calculations of the CGPA.

**Note:**

- i) At the end semester (i.e. after End semester examination), students will be supplied a Grade card indicating the grades secured in each course and up to date CGPA.
- ii) A student is deemed to have completed the requirements for graduation and is eligible for the award of degree if :
  - d. he/she has satisfied all the academic requirements as per the regulations,
  - e. he/she has paid all fees due from him/her,
  - f. there is no case of indiscipline pending against him/her.

#### **4. Scholarship**

Scholarship may be awarded to students as per the terms and conditions stipulated by the funding agencies. However, it should be mentioned in the prospectus.

#### **5. The Credit System**

Each Academic Program has a certain number of **credits** which describe its weightage. A student's performance is measured by the number of credits that he/she has completed satisfactorily. A minimum grade point average is required to be maintained for satisfactory progress. Each subject (component) has a certain number of credits which reflect its weightage and is normally decided on the basis of effective contacts hours. It is mentioned in the scheme of studies and examinations.

- i) The concerned teacher/ course coordinator should ensure that 100% syllabus is covered in each subject before the End Semester Examination.
- ii) A faculty member shall be appointed as a **Course-coordinator** by the **Chairperson** of the department who shall have the full responsibility for conducting the minor tests, evaluation work and awarding of grades.
- iii) The marks/grade awarded to a student in any particular subject will be based on the performance of the student evaluated throughout the semester. **The syllabus of the sessions will be what is covered in that particular term.** The Semester Examination will be based on the entire syllabus.

iv)The marks/grades will be displayed on the notice board of the department by the Chairperson before forwarding it to the Examination Branch.

v)The Chairperson of the department shall forward the awards/grades to the Examination Branch within a week after the semester ends and examination process starts. The evaluated answer sheets of minor tests are to be kept by the course coordinator for at least one year. The Examination Branch will keep the evaluated answer sheets of the semester examination for **at least one year**.

## 6. Grading System

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades as per the guidelines given below:

### 6.1 Award of Grades

The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (**after applying moderation if any**) as given below:

Marks	Grades	Marks	Grade Points
85<=	A+	<=100	10
75<=	A	<85	9
65<=	B	<75	8
50<=	C	<65	6
40<=	D	<50	4
0<=	E	<40	--

#### Note:

i)The awards/grades shall be submitted by the teacher concerned through course coordinator to the Chairperson of the department. **The awards/grades should be finalized within 7 days** of the semester examination.

ii)In case of any difficulty/issue related to **courses/conduct/moderation of awards/grades**, the matter will be referred to a **departmental monitoring** committee comprising of **Chairperson, senior most teachers by rotation, course coordinator and faculty nominee of the Dean**. The committee will be headed by the Chairperson. The committee, on receipt of

complaint either from the student or from the teacher, shall meet at the earliest or will give its decision within one week.

## 6.2 Grade Points

The grading point of academic performance will be as under:

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B	8
Below Average	C	6
Marginal	D	4
Very Poor	E	0

### Note:

- iv. Pass Grade is Grade D and higher grades
- v. Grade E is Reappear
- vi. Total value of grace marks is 1% of total end semester subjects marks. Total grace marks can be awarded in one subject / distributed in number of subjects. In addition to above grades, another grade D\* is awarded to students who pass any subject with grace marks. For example, if applicable grace marks is between 3.5 and 3.9, the same may be rounded off to 4.0. In case the applicable grace marks is between 3.1 and 3.4, the same shall be rounded off to 3.0.

## 7. Absence/Dropping of semester

i) If a student absent from the Deptt. with due permission of the Chairman of the concerned Deptt. due to illness, he/she will be permitted to rejoin provided the period of absence does not exceed one semester. If the period of absence is more than one semester or the absence is for reasons other than illness, the case will be referred to the Registrar by Dean Academic with his/her recommendations. The student will, however, be charged the prescribed fee even for the period of absence. In no case, the total period of absence shall exceed two semesters during student's stay in the Institute/University. In that eventuality, the student's name shall be struck off from the rolls of the Institute/University.

ii) Notwithstanding the above the Vice-Chancellor of the University may at its discretion, on appeal, relax any of the conditions; his decision shall be final and binding.

## 8. Re-admission/Duration

i) In case a student absents from the Institute/University without prior permission, he/she may be permitted to join back with the permission of the Registrar on payment of penalty of Rs.5000/- in addition to the prescribed fee for the period of absence(Also refer 9(i)). In no case, the period of unauthorized absence will exceed one semester. If the period of



unauthorized absence exceeds one semester, the students name will be struck off from the rolls of the Institute/University. Re-admission of students in next semester will be allowed on the payment of Rs 5000/- as admission fee and a lump sum fine of Rs 2500.

ii)The maximum period in which a student must qualify for the award of MBA degree will be four years from the date of admission, failing which a student will not be allowed to continue his/her studies for MBA Degree.

iii)The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the Programme permissible under the Regulations.

## **9 Cancellation of Registration**

Registration of a candidate can be cancelled in any one of the following eventualities, with due approval of the Vice Chancellor:

i)If he/ she absents himself/ herself for a continuous period of four weeks or more without prior intimation/ sanction of leave and the case of the candidate is forwarded by Registrar YMCAUST/Institute.

ii)If he/she fails to deposit the fess within stipulated period.

iii)If he/she is found involved in an act of misconduct and/ or indiscipline and a competent authority has recommended termination.

iv)If at any stage, information furnished by the student in his/her application is found false or incorrect.

## **10. REFUND OF SECURITY**

Refund of security/securities deposited by a student, is allowed within a period of one year from the date of completion of course. A further extension of one year may be given on the request of student, explaining the reasons of delay. **However it may not be treated as a matter of right by the students.**

## **11. GENERAL**

i)Notwithstanding anything contained in this Ordinance and the Regulations, all students shall be governed by the rules and procedures framed by the University and in force from time to time.

ii) Any doubt or dispute about the interpretation of this Ordinance or the Regulations shall be referred to the Vice Chancellor whose decision shall be final.

iii) The University has the right to cancel, at any stage, the admission of the student who is found admitted to a course to which he/she was not entitled in accordance with the Act, Statues or Ordinances and Regulations in force.