

DIBRUGARH UNIVERSITY
DIBRUGARH

REGULATIONS FOR THE
MASTER OF BUSINESS ADMINISTRATION (MBA) COURSE

*(As Amended by Meeting of the Board of Studies in Business Administration held on
March 12, 2007 and approved by the PG Board and the Academic Council)*

1) Short title, definitions and commencement:

- (i) These Regulations shall be called the Dibrugarh University Regulations for the Master of Business Administration (MBA) Course in the Semester System, 2002.
- (ii) Definitions:
 - (a) Department: The term “Department” is used to mean a Department of Dibrugarh University or that of a Centre of the University established under section 2(7) of the Dibrugarh University Act or that of a College affiliated to the Dibrugarh University with reference to a subject of Post-Graduate study and designated as such by the University.
 - (b) Semester: The word “semester” is used to mean a half-yearly course or term of studies.
 - (c) In-semester: The word “in-semester” is used to refer to the continuous studies and evaluations within the half-yearly course.
 - (d) End-semester: The word “end-semester” is used to refer to the terminal process of examinations and evaluation at the end of but within the half-yearly course.
- (iii) These Regulations shall be effective from the P.G. Academic Session. 2002-2003.

2) Extent of Application: The Regulation shall be applicable to the students enrolled for the MBA Course of Dibrugarh University.

3) The MBA Course shall be of four semester covering two Calendar years. The Schedule for the semester system shall be as shown below:

- (a) First and Third Semester: January – June 15 (including end-semester examinations)
- (b) Second and Fourth Semester: August – December 15th (including end-semester examinations)
- (c) Semester Break: June16 – July 31.

The Academic Calendar and the Schedules for the Semester System are given in Annexure I. Any change in the Academic Calendar Schedule may be made by the Academic Planning Committee whenever necessary. The course structure under the Semester System is given in Annexure II.

4) Newspaper Notice inviting applications for admission into the M.B.A. course shall be issued by the Registrar or by any other person authorised for the purpose at least five weeks in advance of the date of admission. Each applicant shall have to submit within the prescribed date his/her application with requisite documents as indicated.

5) Eligibility to apply for admission: A candidate who possesses a Bachelor’s Degree of this University or any other recognized University with at least 50 percent marks (45 per cent for SC/ST) in aggregate or major subjects will be eligible to apply for admission into the First Semester of the MBA Course.

6) Selection and Admission Procedure: The Departmental Management Committee (DMC) of the University MBA department, the Board of Management of the Centre for Management Studies, Dibrugarh University or any other body authorised for the purpose shall select the candidates for admission.

Note: in case of the permitted institutions, the list of admitted students shall have to be submitted to Dibrugarh University for approval within fifteen days from the completion of the admission process.

There shall be an admission test for selection of the candidates for admission into the M.B.A programme. The scheme of admission test will be as follows:

a) Written test (written test will consist of General Awareness, Test of reasoning, numerable ability, English language and short essays)	250 Marks
b) Group discussion	50 Marks
c) Interview	50 Marks
Total	350 Marks

The candidates who have passed the All India MBA Eligible Tests like MAT/AIMAT/CAT shall be exempted from the Written Test provided they have secured a minimum cut – off marks/score as decided by the Centre for Management Studies from time to time. They shall be required to appear in the Group Discussion and Interview. Final selection of candidates will be made on the basis of the overall performance of the candidates in Written Test, Group Discussion and Interview.

7) The performance of the students shall be monitored through the semester by continuous assessment in both theory and practical courses. The evaluation pattern of the students' performance in each of the theory and the practical papers will be as follows:

(a) In-semester Evaluation: 30% marks (i.e. Sessional examinations, home assignments, seminars etc.)

(b) End-semester Evaluation: 70% marks (i.e. examinations at the end of the semester)

8) In-semester evaluation shall be based on two Sessional examinations, home assignments, seminars, and library work and viva-voce test in each semester. The procedure for in-semester evaluation is given in Annexure III.

9) Attendance: A student shall have to attend 75% of the total classes held to be eligible to appear in MBA End-Semester Examination.

10) End-semester evaluation shall be through a final examination at the end of each semester and the procedure to be followed is given in Annexure IV.

11) (a) *A student shall be required to secure at least 50% marks in the aggregate in each semester and 40% marks in each theory and practical paper individually in order to pass a semester.*

(b) A student who fails to appear in a semester examination for valid reasons supported by proofs: or fails in the aggregate even though he passes in all the papers individually; or fails in not more than two papers while he passes in the aggregate or fails in more than two papers as well as in the aggregate shall be allowed to continue in the succeeding semester in the following manner:

- (i) after the First Semester, in the Second Semester provided he /she will pass the First Semester examination or clear the backlogs of the First Semester as provided in Regulation (10):
 - (ii) after the Second Semester, in the Third Semester, provided he/she will pass the Second Semester or clears the backlogs of the Second Semester as provided in Regulation (10):
 - (iii) after the Third in the Fourth Semester, provided he /she will pass the Third Semester or clears the backlogs of the Third Semester examination as provided in Regulation (10).
- (c) A Backlog of a maximum of two papers in each Semester shall be allowed to be cleared by a student in succeeding semester examinations as indicated in Regulation (13).
- Note:** *A student who fails in the aggregate although he/she passes in all the papers individually, shall have the option to appear in all the papers or clear not more than two papers of his her choice as backlogs in the manner as laid down in Regulation (13).*
- (d) A student who fails in more than two papers shall be declared as failed in the Semester.
- 12)** A student must secure pass marks in each paper in the average of the In-Semester and End-Semester examination taken together.
- 13)** A student who could not appear or failed or has backlogs in any semester examination, will be allowed to clear the same in the following manner.
- (a) The First Semester examination with the next Third Semester examination.
 - (b) The Second Semester examination with the Fourth Semester examination.
 - (c) Third and the Fourth Semester examination with the next corresponding semester examinations.
- 14)** The Fourth Semester results of a student who has not cleared any of the previous semester examinations shall be withheld until all the backlogs are cleared.
- 15)** A student must pass all his/her semester examinations within 4 years from the date of admission to the First Semester Course. A student shall not be entitled to more than two chances in general to clear a particular semester once in the whole course. Provided that the total number of chances to clear all the four semesters shall not exceed nine.
- 16)** Since the Semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any subject in this system.
- 17)** For any matter not covered under these Regulations for the semester system, the existing University Rules, Ordinance and the Dibrugarh University Act, 1965 (as amended) shall be applicable.
- 18)** Any difficulty which may arise in the course of these operations relating to holding of the semester examination shall be removed by the Examination Committee of the University.
- 19)** Provisions in the relevant existing Rules and Regulations of the University which are not in conformity with these Regulations shall stand repealed to the extent of their inconformity with these Regulations shall stand repealed to the extent of their inconsistencies with these Regulations.

Annexure – I

ACADEMIC CALENDAR AND SCHEDULE FOR THE SEMESTER SYSTEM

A	Admission	1 st week of December Orientation/Inaugural Lecture (1 or 2 days)
B	Semester – I / III Classes	January 1 – May 15
	Sessional Examination 1	End of February
	Sessional Examination 2	End of April
	End-Semester Examination	May 16 – June 15 (including preparation for examination)
C	Announcement of Results	Last week of July
D	Semester Summer Break	
	For First Semester	June 16 – July 30
	For Third Semester	June 16 – August 15
E	Semester II / IV Classes	August 1 – November 30
	Sessional Examination 1	End of September
	Sessional Examination 2	End of November
	End-Semester Examination	December 1 - December 15(including preparation for examinations)
	Semester Winter Break	December 16 – December 31
F	Announcement of Results	Second week of February

Note: The exact dates of the Sessional examinations shall be fixed by the concerned teachers and those of the end-semester examinations by the concerned Departmental Management Committee (DMC) / Board of Management (BOM) in consultation with the Controller of Examinations. The Controller of Examinations would announce the results of the end-semester examinations.

Annexure – II

COURSE STRUCTURE UNDER THE SEMESTER SYSTEM

1. The syllabus for each paper should be divided into modules or units and questions shall be set from each unit and students shall be required to answer questions in each unit. Unit-wise distribution of marks shall be shown in the syllabus. The total marks for the two-year course shall be 3400.
2. (a) The First and the Second Semester shall have common course (core papers) for all consisting of 7 course of 100 marks each and there shall be options for specializations only in the Third and the Fourth semesters.

(b) A student will be allowed to have dual specializations in the groups which are offered by the university. One specialization shall consist of 6 courses of 100 marks each. Students are to study first three courses of each specialization groups in the Third Semester and the next three courses of each specialization groups in the Fourth Semester.

(c) The groups of specialization shall be selected out of the following groups:
 1. Marketing Management.
 2. Human Resource Management
 3. Financial Management
 4. Small Business and Entrepreneurship Development
 5. System Management
(d) Affiliated institutes shall be allowed to offer such combination of groups which are offered in the university on regular basis. Affiliated institutes shall have to obtain necessary permission before offering combination of groups in the beginning of every session where specialization is offered.
3. (a) A student will have to undergo a 8-weeks Summer Training program after completion of Third Semester Examination during June-July every year. For this students shall have to identify an organization within India and engaged in business and commercial activities.

(b) Students shall have to prepare a Project Report on their Summer Training under the supervision of a faculty member and shall be submitted to the Head of the Department or the Director of the Centre before the close of the Fourth Semester classes. The project work shall be evaluated by two internal examiners including the supervisor and the students shall be awarded the average of the two evaluations. The students shall also appear before a viva-voce board with the Head of the Department as Chairman and two other teachers of the Department. The project report shall be evaluated for 80% of the total marks and the remaining 20% shall be assigned to the viva-voce test.

Annexure – III

PROCEDURE FOR IN-SEMESTER EVALUATION

1. The marks allotted for in-semester evaluation (30%) in each paper shall be issued on the following:

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| a) | Sessional Examination – I | -- | 5 marks |
| b) | Sessional Examination – II | -- | 5 marks |
| c) | Home assignments | -- | 5 marks |
| d) | Seminars, Group Discussion & Quiz | -- | 10 marks |
| e) | Attendance (5 marks): Marks for attendance will be given as follows: | | |

Attendance	Marks
75% to 80%	1
80% to 85%	2
85% to 90%	3
90% to 95%	4
95% to 100%	5

Home assignments may be given to the students at any time during the semester. It is a part of the Sessional Examinations and the total internal marks in (a) to (c) would be 30% of the total marks allotted to the paper.

2. Each Sessional examination shall be one hour duration and be conducted by the concerned teacher(s) of each paper. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper shall be done by the concerned teacher(s) as a part of his/her normal duty. The teacher concerned shall fix the date of the Sessional examination in each paper following the guidelines given in Annexure – I. The students shall write the answers in proper University answer books.
3. After evaluation, the answer scripts should be shown to the students and corrections should be made if necessary. The entire process of evaluation of a Sessional examination should not take more than two weeks from the date of examination.
4. There shall be no provision for “repeat”/ “betterment” in the Sessional examination. If a student misses any Sessional examination for unavoidable reasons, then the concerned teacher may allow the student a separate examination at his/her own discretion.
5. If a paper is taught by more than one teacher then the concerned teachers shall co-operate in conducting the internal evaluation. Each Sessional examination for a particular paper shall be of one hour duration even if it is taught by more than one teacher.

6. At the end of the semester (preferably before the end-semester examinations begin) the concerned teacher(s) shall submit the in-semester marks in proper mark sheets along with the answer scripts to the Head of the Department (HOD)/Director, Centre for Management Studies. The HOD/Director will place the materials in the DMC/Board of Management, which will take necessary steps to scrutinize and tabulate the marks in the prescribed format and send them to the Controller of Examinations along with the Answer scripts as early as possible.

Annexure – IV

PROCEDURE FOR END-SEMESTER EVALUATION

1. The Controller of Examinations shall make necessary arrangements for notifying the dates of the end-semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance)
2. Each paper shall have 70% of the total marks for evaluation. The end-semester examination for each paper shall be of three hour duration.
3. Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, etc. and announcement of results, shall be governed by the Dibrugarh University Examination Ordinance 1972 (as amended upto date).