ORDINANCES (ACADEMIC)
Chapter – LXXXV
Faculty of Management Studies and Research (FMSR)

Reviewed and modified according to the Ordinances (Academic)
Chapter XXIII (M) of the University

For the Programmes
Master of Business Administration [MBA]
and
Master of Business Administration (International Business) [MBA (IB)]

Effective from the Session 2015-2016

1. Introduction

The Department of Business Administration, FMSR, Aligarh Muslim University offers two full-time graduate Programmes leading to Master of Business Administration [MBA] and Master of Business Administration (International Business [MBA (IB)]. In these Ordinances, the word “graduation” means obtaining Master’s degree as per the provision of these Ordinances.

The medium of instruction and examination in these Programmes is English.

2. Eligibility

A candidate will be eligible for admission to MBA or MBA(IB) Programme if he/she has passed the relevant B.A./B.Sc./B.Com./B.Sc. Engg. /B.Tech Bachelor degree Examination of this University or an examination recognized by this University as its equivalent with a minimum of 50% marks in aggregate and has undergone the bachelor Programme for not less than three-year duration.

3. Admission

The admissions to the Programmes will be made normally in the Autumn semester as per the admission policy approved by the Academic Council of the University from time to time.

4. Academic Session

An academic session is divided into two regular semesters – Autumn and Spring, each of which shall be of approximately 20 weeks duration. The Autumn semester will normally commence in the month of July/August every year, and the Spring in the month of December/January. In the beginning of every session the Dean, in
consultation with the Chairperson(s) of the Department(s) concerned, shall notify a
detailed academic calendar indicating the schedule of teaching, examination and other
activities.

5. Duration of the Programmes

5.1 Minimum Duration

The minimum duration of each Programme shall be four consecutive semesters after
admission.

5.2 Maximum Duration

The maximum duration of each Programme shall be eight consecutive semesters (four
academic sessions) after the admission.

A candidate who fails to qualify for the Degree within four academic sessions after
his/her admission shall not be allowed to pursue the course further. However, a grace
of one more academic session may be allowed by the permission of the Academic
Council on the recommendation of the Chairperson(s) of the Department(s) and the
Dean of the Faculty.

6. Credit System and Curriculum

6.1 Credit System

The Programmes shall consist of Part-I and Part-II. Each part is divided into two
semesters- Autumn and Spring.

The total number of credits to be earned for each Programme is 120.

Each Programme will have a curriculum in which every course will be assigned
certain credits reflecting its weight and contact periods per week, as given below:

1 Lecture period (L) per week = 1 Credit
1 Tutorial period (T) per week = 1 Credit
1 Practical period (P) per week = 0.5 Credit

Normally, every theory course will be of 4 credits and every laboratory course will be
of 2 credits.

In addition to theory and laboratory courses, there may be other courses, such as
industry internship, dissertation, seminar, project, professional skill assessment (PSA),
and viva-voce etc., which will be assigned credits as per their contribution in the
Programme with or without regard to contact periods, as the case may be.

6.2 Curriculum

The curriculum for each Programme will contain the courses spread over the two years
as per the following details.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Nature</th>
<th>Credits</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-I (Autumn)</td>
<td>Theory: 7 Lab (SSM): 1</td>
<td>Compulsory</td>
<td>30</td>
<td>---</td>
</tr>
<tr>
<td>Part-I (Spring)</td>
<td>Theory: 9 PSA-I: 1</td>
<td>Compulsory</td>
<td>34</td>
<td>Remark 1</td>
</tr>
<tr>
<td>Part-II (Autumn)</td>
<td>Theory: 11 Internship: 1 PSA-II: 1</td>
<td>Compulsory, Functional and Open Electives</td>
<td>56</td>
<td>Remark 2</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>120</td>
<td>---</td>
</tr>
</tbody>
</table>

**Remark 1:**
Every student shall have to undergo an eight-week industry internship after the spring semester examinations of part I at a reputed business organization in India or abroad.

**Remark 2:**
(a) A certain number of theory courses are compulsory.
(b) Every student shall have to opt for two specializations with at least 12 credits and at most 16 credits in each specialization.

### 6.3 Coordinators and Curriculum Development Committee

There shall be a Chief Coordinator – Master’s Programmes to be nominated by the Dean, and a Coordinator – Master’s Programme to be nominated by the Chairperson of the Department concerned. There shall also be a Standing Curriculum Development Committee (CDC) in the Faculty, to be constituted by the Faculty.

### 6.4 The Curriculum Structure

(a) The curriculum for each Programme will contain a listing of all courses, with each course having a course category, course number, course title, number of contact periods per week, number of credits assigned and the marks assigned to various components of evaluation. It will also have a list of alternative courses in the curriculum.

(b) It will also specify all conditions required for the award of degree.

(c) The total credits required for the award of degree will be, as far as possible, equally spaced among four semesters.
6.5 Approval of the Curriculum

The curriculum for each Master’s Programme will be prepared by the department concerned and will be approved by the Board of Studies of the department. It will then be vetted by the CDC and will then be placed in the Faculty along with the recommendations of the CDC for approval. Once approved by the Faculty, the Curriculum will be implemented. The same procedure shall be used for any modification in the Curriculum.

7. Registration

7.1. Registration Procedure and Schedule

(a) Every student is required to register, in each semester, for the courses that he/she has to pursue in that semester. The registration schedule and procedure will be announced by the Dean/Chairperson for every semester.

Provided, a student will normally register for higher semester courses only if he has also registered for un-cleared courses of previous semesters.

(b) A student may be denied registration in a course due to reasons of paucity of staff or space or other facilities, especially, in elective courses.

(c) If a student fails to register in two consecutive semesters without specific permission from the Dean, his/her name may be removed from the rolls of the Faculty. Such a student may apply to the Dean for re-admission stating the reasons for not being able to register for two consecutive semesters and the Dean will take suitable decision on the merit of the case.

7.2 Graduating Course

A student may be allowed to register for one course, of not more than 4 credits, if he/she is able to graduate by passing such a course, provided that the student has fulfilled the attendance requirement earlier. Such a course shall be known as a “graduating course” and its examination shall be conducted after the end semester examinations of the Spring semester. See clause 9.6 for its evaluation.

8. Attendance

Attendance of a student will be governed by Chapter XVII of the Academic Ordinances. Students whose attendance in a course is short of requirement will not be eligible to appear in the End-Semester Examination of that course and will be awarded grade “Y” in that course and all marks obtained in any component of the course-evaluation will stand cancelled. However, in case a student is repeating a course and the student has already fulfilled the attendance requirement in that course, he/she will not be detained due to shortage of attendance in that course during the repeating semester.
9. Examination & Evaluation

9.1 Examination

Each course will be examined out of 100 marks (4 credit) or 50 marks (2 credits). The courses will normally have the following components of examination with the given weightage.

(a) Theory courses
   - Sessional/Assignment/Course work, etc. 10%
   - Mid-Semester Examination of one hour duration 30%
   - End-Semester Examination of two hours duration 60%

➢ In case a student fails to appear in one or more courses at the Mid Semester Examination, he/she shall be allowed to appear in the “Make-Up” Examination before the last teaching day of the semester in not more than three such courses. Evaluation for “Make-Up” Examination will be out of 30 marks, which will then be reduced to $\frac{2}{3}$ of the marks obtained without changing the denominator.

(b) Industry Internship
   - Oral presentation 40%
   - Written report 60%

➢ Oral presentation after the completion of the internship before a joint session of the faculty and students.
➢ The written report shall be evaluated by two teachers of the Department appointed by the BOS. Each teacher shall evaluate the internship report out of 30 marks.
➢ Provided that if the candidate does not satisfactorily defend his/her internship in oral presentation and secures less than 40 per cent marks, he/she shall be required to undergo the internship afresh. After the fresh internship, the candidate shall have to defend his/her internship in the same manner as stated above.

(c) Dissertation
   - Continuous evaluation and dissertation writing 40%
   - Viva-Voce 60%

➢ The supervisor of the candidate shall evaluate the dissertation out of 40 marks.
➢ The evaluation of the remaining 60 marks will be based on the viva-voce on his/her dissertation. The viva voce will be conducted by a committee consisting the Chairperson, one external and one internal examiners recommended by the BOS of the Department.

(d) Other courses
   - Continuous Evaluation 40%
   - End-Semester Examination 60%
However, for special academic reasons, some courses may have different weights for different components of evaluation. Such special reasons will be spelt out clearly in the curriculum.

9.2 Conduct of Examinations

(a) The examiner for the end-semester examination of each theory course will be appointed by the BOS of the Department who will set the question paper and evaluate the answer sheets. These examiners shall normally be the teachers concerned.

(b) The other courses will be examined by the teacher(s) associated with the course and an external examiner not in service of the University at the time of examination. In case, the external examiner is unable to join the board, the Chairperson of the Department concerned, in consultation with the teacher concerned, shall request another person to act as an external examiner, even from within the University, if necessary.

(c) The BOS of the Department may, however, appoint internal and/or external examiners for conducting the examination of other courses which are not covered under 9.2(a) and 9.2(b).

9.3 Moderation Committee

There shall be a Moderation Committee of the Department consisting of the following members to moderate the result and question paper of the end-semester examination of each course.

(i) Chairperson of the Department (Convener)
(ii) A certain number of the teachers as appointed by the BOS
(iii) At least one teacher, appointed by the BOS, from each broad area of specialization, in case it is not covered under (ii) above.

Note: The paper setter(s) may be invited, if necessary, to clarify the necessary details of the question paper.

9.4 Evaluation

To pass a course, the student has to compulsorily appear in the End-Semester Examination of that course and secure at least 40% marks in the aggregate of all the components of evaluation as required in Clause 9.1.

The combined marks obtained by a student in various components of evaluation of a course shall be converted into regular letter grades with their equivalent grade points as specified below:
Award of Grades Based on Absolute Marks

<table>
<thead>
<tr>
<th>Range of Marks (Out of 100)</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>O</td>
<td>10</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80 - 89</td>
<td>A⁺</td>
<td>9</td>
<td>Excellent</td>
</tr>
<tr>
<td>70 - 79</td>
<td>A</td>
<td>8</td>
<td>Very good</td>
</tr>
<tr>
<td>60 - 69</td>
<td>B⁺</td>
<td>7</td>
<td>Good</td>
</tr>
<tr>
<td>50 - 59</td>
<td>B</td>
<td>6</td>
<td>Average</td>
</tr>
<tr>
<td>40 - 49</td>
<td>C</td>
<td>5</td>
<td>Pass</td>
</tr>
<tr>
<td>00 - 39</td>
<td>F</td>
<td>0</td>
<td>Fail</td>
</tr>
<tr>
<td>-----</td>
<td>I</td>
<td>0</td>
<td>Absent</td>
</tr>
<tr>
<td>-----</td>
<td>X</td>
<td>0</td>
<td>Incomplete</td>
</tr>
<tr>
<td>-----</td>
<td>Y</td>
<td>0</td>
<td>Short of attendance</td>
</tr>
<tr>
<td>-----</td>
<td>Z</td>
<td>0</td>
<td>Due to other reasons</td>
</tr>
</tbody>
</table>

However, maximum of 2 Grace marks will be awarded for passing a course and 1 Grace mark will be awarded to elevate the grade. Any fraction in any component of evaluation should be rounded off to the next whole number.

Explanation:

Grades O, A⁺, A, B⁺, B, and C indicate that the candidate has passed.

Grade F indicates that the candidate has failed.

Grade I indicates that the candidate has not appeared on his own.

Grade X indicates that the candidate has not completed the Project/Dissertation/Internship or any other such courses(s) prescribed in the curriculum. This will be converted to a regular grade on the completion of the requirement(s).

Grade Y indicates that the candidate has been detained in that course due to shortage of attendance.

Grade Z indicates that the result is withheld/cancelled due to other reason(s).

9.5 Performance Indices

The performance of a candidate in a semester and up to a semester shall be measured by SGPA and CGPA respectively, details for which are as below:

SGPA: Semester grade point average.
CGPA: Cumulative grade point average.
circumstances a student will be allowed to complete the Programme after the lapse of 10 consecutive semesters after admission.

14. Result

(a) The division in which the successful students are to be placed shall be determined on the basis of the CGPA obtained by them in the aggregate of Part-I and II examinations.

(b) Students who obtain 7 CGPA or more in the aggregate shall be placed in First Division, and those who obtain less than 7 CGPA but not less than 6 CGPA, shall be placed in Second Division.

(c) The equivalent percentage of marks (Y) will be calculated as:

\[ Y = 10 \text{ CGPA} \]

(d) Ranks/Positions will be determined at the end of even semesters and on the basis of the CGPA. Only those students who fulfill the following conditions will be eligible for ranks/positions:

(i) They do not have any break during the two-year period after the admission;
(ii) They have passed every scheduled course in first attempt.

15. Improvement of Results

If any student obtains less than 6 CGPA in the aggregate of Part-I may appear for improvement in the next autumn/spring (as the case may be) in not more than 3 courses in which he/she has obtained C grade.

If any student obtains less than 6 CGPA in the aggregate of Part-I and Part-II (combined) shall have to appear, as an ex-student, for improvement in the subsequent academic sessions in any number of courses of MBA Part II in which he/she has obtained C grade.

16. Transitory Ordinance

All attempts shall be made to transfer students admitted under previous Ordinances into these Ordinances. All cases, where such transfer is not possible, will be dealt on a case to case basis.