

अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर (छ.ग.)



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क्रमांक 116 / अका. / 2021

बिलासपुर, दिनांक 02.10.2021

अधिसूचना

छत्तीसगढ़ शासन, उच्च शिक्षा विभाग, मंत्रालय, महानदी भवन, नवा रायपुर, अटल नगर, जिला-रायपुर से प्राप्त पत्र क्रमांक-एफ 3-18/2020/38-2 नवा रायपुर, अटल नगर, दिनांक 13-01-2021 द्वारा विश्वविद्यालय शिक्षण विभाग, अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर (छ.ग.) के नवीन अध्यादेश क्रमांक-156 (एम.बी.ए.-दो वर्षीय पाठ्यक्रम) समन्वय समिति की 27 वीं बैठक में अनुमोदन हेतु प्रेषित प्रस्ताव को छत्तीसगढ़ विश्वविद्यालय अधिनियम, 1973 की धारा-38 (2) के प्रावधानानुसार माननीय कुलाधिपति द्वारा अनुमोदित किया गया है:-

ORDINANCE No. 156

For

Master of Business Administration (MBA)
Under Choice Based Credit System (CBCS)

1. TITLE AND COMMENCEMENT:

The Ordinance shall be called as Ordinance for two years (Four Semesters) Post Graduate (PG), Master of Business Administration (MBA) program.

1.1. This ordinance will come into force from the Academic Session commencing after the date of notification issued by the university.

1.2. This PG program shall be full time course of study and there shall be an examination at the end of each semester on such date as may be notified by the university.

2. DEFINITION & KEY WORDS:

2.1 "Vishwavidyalaya" or "University" means Atal Bihari Vajpayee Vishwavidyalaya.

2.2 "Student" means one who has been admitted in the three years UG honors program of this University through Entrance examination or any other mode as decided by university from time to time.

2.3 "Academic Year" means two consecutive (one odd and one even) semesters.

2.4 "Choice Based Credit System (CBCS)" means a program that provides choice for students to select from the prescribed courses (Core, Elective, Ability Enhancement courses, etc.) as per the guidelines issued by UGC/regulatory bodies where ever applicable and as approved by the appropriate bodies of the University.

2.5 "Course" means "paper" through different modes of delivery and is a component of a program as detailed out in the respective program structure.

2.6 "Letter Grade" means an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, and F.

2.7 "Credit" means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture, seminar or tutorial) per week or two hours of practical work/field work/project etc. per week. The number of credits for each course shall be defined in the respective examination scheme.

2.8 "Grade Point" means a numerical weight allotted to each letter grade on a 10 point scale or as prescribed by the UGC/University from time to time.

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- 2.9 “*Credit Point*” means the product of grade point and number of credits for a course.
- 2.10 “*Semester Grade Point Average (SGPA)*” means a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total credits of all courses during the semester. It shall be expressed up to two decimal places and shall be calculated as per Appendix I.
- 2.11 “*Cumulative Grade Point Average (CGPA)*” means a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places and shall be calculated as per Appendix I.
- 2.12 “*Semester*” means an academic session spread over 15-18 weeks of teaching work with minimum 90 teaching days. The odd semester may normally be scheduled from July to December and even semester from January to June.
- 2.13 “*Grade Card*” means a certificate based on the grades earned. Grade certificate shall be issued to all registered students after every semester. The grade certificate will contain the course details (code, title, number of credits, grade secured) along with SGPA of the semester and CGPA earned till that semester. The final semester grade certificate shall also reflect the cumulative total of marks obtained by the student in all semesters out of maximum marks allocated for which the grades of the program were evaluated. However, the final result will be based on the grades/CGPA.
- 2.14 “*Transcript*” means a certificate issued to all enrolled students in a program after successful completion of the program. It contains the SGPA of all semesters and the CGPA;

3. DURATION:

- 3.1 The duration of MBA program shall be of four semesters (Two academic years). The maximum duration for completing the course shall be of four consecutive academic years. If a student is unable to clear all the semesters of the program within the maximum duration (as specified above), he/she will automatically exit from the program.
- 3.2 The maximum total duration shall include the period of absence, withdrawn and different kinds of leave permissible to a student but it shall exclude the period of rustication/suspension/or any other penalty period imposed by the University.
- 3.3 The student after successful completion of the four semesters of the program shall be awarded degree of Master of Business Administration (MBA).

4. NUMBER OF SEATS

Number of seats in each program will be as approved and notified by the Academic Council of the University or as obtained from All India council for Technical Education (AICTE) and as advertised for admission to the program.

5. ADMISSION PROCEDURE AND ELIGIBILITY

- 5.1 Admission in first semester shall be as per the academic calendar as approved by the competent authority from time to time and shall be made through the state level entrance examination as conducted by state agency or any other procedure as notified by the university from time to time.
- 5.2 For other semester students has to take admission to the next semester of the academic program at the beginning of each semester in the Department/School by completing the necessary formalities and by filing application form and by paying prescribed amount of fee as specified by the Department/University
- 5.3 Student seeking admission to this program must fulfill minimum eligibility as prescribed by AICTE and as approved and notified by the university.
- 5.4 Reservation and relaxation in minimum eligibility for admission for OBC/SC/ST/DA shall be as per C.G. govt. rule.

5.5 Foreign national may be admitted to the program as per the policy of state govt./University/ Government of India from time to time. These seats will be supernumerary seats.

6. ENROLMENT IN THE UNIVERSITY

Every student admitted to the program shall be enrolled before appearing in the first semester examination through the procedure prescribed by the university from time to time.

7. COURSE STRUCTURE

7.1 The Board of Studies (BoS) shall decide the course structure and detailed syllabus for this program.

7.2 Student of MBA can choose course (20% in each semester) as per the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016 or as amended from time to time. The department concern shall compile and shall prepare the list of courses to be offered before the commencement of each semester.

7.3 The students will produce the evidence of credit earned for the courses opted through SWAYAM and the same is to be sent to Controller of examination (COE) for preparation of transcript. Such credit shall be converted into the grade point or in appropriate scale by the department concerned and is to be sent to the Controller of examination (COE).

8. ATTENDANCE AND ELIGIBILITY TO APPEAR IN EXAMINATION:

A student must have a minimum attendance of 75% of the total number of classes held during the semester including lectures, practical / tutorials etc., for appearing in the end semester examination. However, Students having attendance more than or equal to 60% and less than 75% shall apply for condonation to the respective Head. The condonation shall be provided by the Vice chancellor after due consideration of reasons prescribed by the university/C.G. state.

9. CONTINUOUS INTERNAL ASSESSMENT:

9.1 Continuous Internal assessment shall be of 25% marks of total marks of a course.

9.2 Out of the total marks of a course, 75% shall be allotted for the end semester examinations and 25% shall be allotted to continuous internal assessments during the semester.

9.3 The components for continuous internal assessments for each paper/course are as follows (In case of 100 marks. The same ratio may be adopted if total marks is 50):

Particular	Marks
Internal test	15
Seminar/quiz/group discussion/ Assignment/Field study or any similar activity	10
Total	25

9.4 There shall be three internal assessment tests which should be conducted as per the academic calendar. The average of best two tests shall be considered for the marks of Internal test. The answer script of the tests shall be shown to the students and any clarification/doubt shall be cleared by the teacher concerned.

9.5 Internal assessment marks shall be displayed on the notice board before the end semester examination for reference of the students after moderating it and approved it.

9.6 The schedule for the continuous internal assessment shall be as per the academic calendar of the university and shall be made known to the students at the beginning of the semester. The tests shall be evenly spaced out throughout the semester.

9.7 Department shall constitute an Examination Committee consisting of at least three members of its faculty to oversee all work connected with evaluation of international assessment marks. The Head of the Department shall be the ex-officio Chairman of this Committee.

- 9.8 Internal assessment shall not be there for Major project/project and shall be carry forwarded in case of ATKT students. There shall not be any provision of conducting internal assessment tests for ATKT students at any circumstances.

10. MEDIUM OF INSTRUCTION

The medium of instructions in general shall be English except for language courses. However, university may notify the medium of instruction for a specific program, and in such cases the medium of instruction shall be as notified by the university. The medium of instructions for examinations shall be English except for the language course.

11. EXAMINATION AND EVALUATION

- 11.1. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the evaluation. The evaluation of students admitted in any of these program shall be based on

(e) End Semester Examinations- 75% marks of total and (b) Continuous Internal Assessment- 25% of total marks

- 11.2. The end semester examinations will be held as per the academic calendar of the university.

- 11.3. The minimum percentage of marks to pass the program in each semester shall be 40% in each course (Including both internal and external marks).

- 11.4. All Program shall have a specified number of credits in each semester. The number of credits along with grade points that the student has satisfactorily cleared shall measure the performance of the student.

- 11.5. Semester examination results will have in the followings categories:

(i) Passed, i.e., those who have passed in all courses of the semester examination.

(ii) Promoted, i.e., those who have not passed in all the courses of the Semester examination but have passed $n/2$ courses if n is even and $(n+1)/2$ courses if n is odd, where n stands for the total number of courses in the concerned semester.

(iii) Detained, i.e., those who are not promoted as per the above provisions will be detained. Such students have to rejoin the course of study in regular mode by paying fee in the same semester in next academic session subject to not crossing maximum duration of the program as defined in the ordinance.

- 11.6. However student of first semester who have detained/ not appeared in examination due to less attendance/ not applied for examination/ applied but not appeared shall be out from the program. Such student has to take admission in next session through the new admission process.

12. PROMOTION RULE

- 12.1 A student may take provisional admission in 2nd semester, immediately after the 1st semester examinations and his/her admission in 2nd semester shall be confirmed and promoted to 2nd semester provided he/she is carrying not more than 50% back papers in 1st semester.

- 12.2 A student may take provisional admission in 3rd semester, immediately after the 2nd semester examination and his/her admission to 3rd semester shall be confirmed and promoted in 3rd semester provided he/she is carrying not more than 50% back papers in 2nd semester and not more than 50% back papers in 1st semester.

- 12.3 A student may take provisional admission in 4th semester immediately after 3rd semester examination and his/her admission to 4th semester shall be confirmed and promoted in 4th semester provided he/she is carrying not more than 50% back papers in 3rd semester and not more than 50% back papers in 2nd semester. Provided further that he has cleared all the papers of first semester.

- 12.4 ATKT examination of even semester shall be conducted along with even semester similarly ATKT examination of odd semester shall be conducted along with odd semester.

- 12.5 Further a special ATKT examination of 3rd semester shall be conducted along with 4th semester examination for the students of 4th semester having not more than 50% back papers in 3rd semester and not more than 50% back papers in 2nd semester.
- 12.6 A special ATKT examination of 4th semester shall be conducted, after declaration of 4th semester examination result. Only those students who are having not more than 50% back papers in 4th semester shall be eligible to appear in this special ATKT examination. Provided further that student has cleared all papers up to 3rd semester.
- 12.7 Ex-students can also appear in special ATKT examination subject to full fill condition mentioned in clause 3.1, 12.5 and 12.6.
- 12.8 In case, a student fails to clear the backlog, he/she will held up till the back log papers are cleared for which he/she can take attempt in the next appropriate examination as an Ex-student subject to the completion of degree upto maximum duration allowed for the course. Internal marks of such Ex-students will be carried forwarded for the corresponding course in which he/she is appearing as Ex-student.
- 12.9 For counting 50% of back papers 0.5 shall be treated as 1 including both theory and practical papers.

13. RESULTS PREPARATION

A student who has passed in all the courses of each I, II, III and IV Semesters and obtained at least CGPA of 4.00 shall be declared as 'Passed'. The division shall be awarded after successful completion of fourth semester according to the following criteria:

- (i) First Division with distinction : CGPA \geq 7.50
- (ii) First Division : CGPA \geq 6.00, but $<$ 7.50
- (iii) Second Division : CGPA \geq 4.00, but $<$ 6.00

14. TRANSCRIPT/MARKS SHEET:

Based on the Letter grades shown in Appendix I, the transcript shall be issued as per template shown in Appendix II including Marks obtained, grade points, SGPA and CGPA along with other particulars of the student. University shall issue the transcript or mark sheet for each semester and a consolidated transcript indicating the performance in all semesters. The detail of letter grade and formulae of SGPA and CGPA shall be printed on the back side of transcript/Mark sheet.

15. CONVERSION TO PERCENTAGE:

The conversion formula for converting CGPA to the corresponding Percentage (P) of Marks will be as follows:

$$P = 10 \times \text{CGPA}.$$

16. OTHER GUIDELINES

- 16.1. There will be no provision for repeat of improvement of the program, once student has cleared it.
- 16.2. There shall not be the provision of revaluation, however retotalling is permissible as per university rule.
- 16.3. Ranking for merit or medals shall be decided as per statute/ ordinance of the university and shall be notified by the university.
- 16.4. Any amendments made by the AICTE in respect of minimum eligibility for admission in the program or course structure from time to time will be automatically adopted in this Ordinance

17. INTERPRETATION

In any matter of interpretation of the provisions of this ordinance, the matter shall be referred to Vice-Chancellor who is the chairman of Academic Council. His/her decision shall be final. Also If any question arises related to the matters not covered in these provisions, the relevant provisions made in appropriate Act/Statute/Ordinance/Regulations/Rules/Notifications issued by the university shall prevail.

Appendix I

Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):
 $SGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$

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.

Table :Award of Grade based on absolute marks on a 10 point scale

range of marks in %	grade point	letter grade	Grade
>90 to <=100	10	O	Outstanding
>80 to <=90	9	A+	Excellent
>70 to <=80	8	A	Very good
>60 to <=70	7	B+	Good
>50 to <=60	6	B	Above Average
>40 to <=50	5	C	Average
=40	4	P	Pass
0 to < 40	0	F	Fail
Absent	0	Ab	Fail

Description

(i) Letter grades O, A+, A, B+, B, C, and P in a course mean that the student has passed that course.

(ii) The grade F and Ab denote FAIL; a student fails in the course due to poor performance or non-appearance/incomplete appearance in the examination of the course. A student has to appear at subsequent examination(s), if provided under the ordinances in all such courses, until a passing grade is obtained.

Appendix – II

Sample of transcript/ Mark sheet

Course	Marks obtained	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
Semester I						
C-1	75	06	A	8	48	
C-2	66	06	B+	7	42	
C-3	55	02	B	6	12	
C-4	57	06	B	6	36	
Total	253	20			138	6.90 (138/20)
Semester II						
C-5	56	06	B	6	36	
C-6	45	06	C	5	30	
C-7	68	02	B+	7	14	
C-8	89	06	A+	9	54	
Total	258	20			134	6.70 (134/20)

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Semester III						
C-9	90	06	A+	9	54	
C-10	98	06	O	10	60	
C-11	75	06	A	8	48	
C-12	76	02	A	8	16	
C-13	98	06	O	10	60	
Total	437	26			238	9.15 (238/26)
Semester IV						
C-14	57	06	B	6	36	
C-15	85	06	A+	9	54	
C-16	55	06	B	6	36	
C-17	85	02	A+	9	18	
C-18	75	06	A	8	48	
Total	357	26			192	7.38 (192/26)
CGPA						
Grand Total		92			702	7.63 (702/92)
Semester I	Semester II	Semester II	Semester IV			
Credit: 20	Credit: 20	Credit: 26	Credit: 26			
SGPA: 6.90	SGPA: 6.70	SGPA: 9.15	SGPA: 7.38			

Thus,

$$CGPA = (20 \times 6.90 + 20 \times 6.70 + 26 \times 9.15 + 26 \times 7.38) / 92 = 7.63$$

उपरोक्तानुसार अनुमोदित नवीन अध्यादेश शैक्षणिक सत्र 2020-21 से प्रभावशील होगा।

आदेशानुसार,



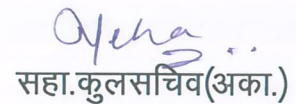
कुलसचिव

बिलासपुर, दिनांक 02/02/2021

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प्रतिलिपि:-

- माननीय कुलपति महोदय के सूचनार्थ प्रेषित।
- अवर सचिव, छ.ग.शासन, उच्च शिक्षा विभाग, सी-30, द्वितीय एवं तृतीय तल, इंद्रावती भवन, नया रायपुर(छ.ग.) को सूचनार्थ प्रेषित।
- परीक्षा नियंत्रक, अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर को सूचनार्थ प्रेषित।
- विभागाध्यक्ष/विभाग प्रमुख, अटल बिहारी वाजपेयी विश्वविद्यालय, जिला-बिलासपुर(छ.ग.)को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
- प्राचार्य, समस्त सम्बद्ध महाविद्यालय, अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।


सहा.कुलसचिव(अका.)

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