

REGULATION FOR TWO-YEAR Master of Business Administration (Agri-Business)
PROGRAMME UNDER SEMESTER SYSTEM
(Effective from the academic year 2017-18)

1.0 DURATION OF CURRICULUM AND CALENDAR

- 1.1 Regular Full Time Self-financing MBA (Agri-Business) Programme is of two years duration. Each year shall be divided into two semesters. First semester shall ordinarily begin in July and end in 3rd week of December. Second Semester and Fourth Semester shall begin after completion of First and Third Semester Examinations. The Third Semester shall commence ordinarily after reopening of the department after summer vacation. In addition, there will be a Summer Internship that shall ordinarily begin in 1st week of May and end in 2nd week of June. Each student is required to submit a report of the Summer Training Project undertaken by them within one month after completion of the training.
- 1.2 The students shall undertake a dissertation work under the supervision of the faculty members of the department in the 4th Semester and is required to submit the final report in the last week of April.

2.0 Admission

- 2.1 Any candidate who has passed the Bachelor Degree Examination of Sambalpur University or any other examination recognized as equivalent there to by the Academic Council of Sambalpur University with Honours or a minimum of 45% marks in aggregate (no qualifying mark for SC/ST candidates) shall be eligible to apply for admission to first Semester of MBA (Agri-Business) Programme.

2.2 Selection Procedure:

Selection will be based on the following (out of 100 marks) Weightage

- Written Examination70%
- Career30%

The distribution of weightage may change from time to time as would be decided by the authority.

- 2.3 Candidates admitted to the MBA (Agri-Business) Programme shall be required to bear all incidental expenses on their Summer Placement & Training, Preparation of project & dissertation report, case studies and computer work.

3.0 RE-ADMISSION TO FIRST AND SUBSEQUENT SEMESTER

- 3.1 The following categories of students may seek re-admission to first Semester.
- (a) Those who have discontinued the study in the First Semester of previous academic year on valid grounds and have obtained prior permission from the department.

- (b) Those who have fallen short of required attendance in the First Semester of previous academic year.
- (c) Those who have been rusticated or debarred for some definite period in the First Semester of previous academic year provided the period of punishment is over by the time of admission.

3.2 Admission to Semesters other than First Semester shall be according to the following table:

<i>For Admission into:</i>	<i>Should have appeared Internal Tests</i>	<i>Should have completely cleared/ passed the examination of</i>
(1)	(2)	(3)
2 nd Semester	1 st Semester	- - - -
3 rd Semester	2 nd Semester	- - - -
4 th Semester	3 rd Semester	1 st Semester

A candidate who fails to satisfy column (2) of the table as at 3.2 above shall have to take readmission in that semester, in which he/she has not appeared the internal tests without advancing to next semester.

A candidate who fails or not appeared in university examinations in any semester shall become a non collegiate student for clearing the paper(s) in which the candidate has failed or not appeared for two subsequent chances. After availing two subsequent back chances to pass the semester, the candidate has to appear repeat chances in all papers. However, the maximum period allowed for completion of MBA (Agri-Business) is four consecutive academic years (8 semesters) as laid down in 3.3

- 3.3 The maximum period allowed for the completion of MBA (Agri-Business) is four consecutive academic years (8 Semesters) from the date of admission to the First Semester.
- 3.4 The names of those student, who do not attend classes or do not register for examination for a Semester without taking prior permission from the department, shall be struck from the rolls and the student(s) shall not be allowed any further readmission excepting through fresh admission test.
- 3.5 When a student seeks admission or readmission to a Semester other than the First Semester at a later academic year due to various reasons, the student has to prosecute study according to the new courses of studies from that Semester onwards if there is a change of Courses of Studies or regulation. But the student governed by the Regulations prevalent at the time of the student's first admission to Semester shall have to appear in back papers of previous Semesters according to the old Courses of Studies.
- 4.0 **RESIDENCE:** The rules framed by the P. G. Council shall be applicable to the students of MBA (Agri-Business) Programme.
- 5.0 **CONDUCT AND DISCIPLINE:** The rules framed by the P. G. Council shall be applicable for the students of MBA (Agri-Business) Programme.

6.0 STUDENTS' ATTENDANCE: Attendance shall be recorded in each theory class (and Laboratory class, if any) by the class teachers. Shortage of 25% in attendance may be condoned by the University. In special cases like death of a family member, long period of hospitalization or long period of absence for going out to represent the University, the State or the Nation in sports and games, the University may condone shortage of another 10%, thus:

- i. a student shall not be allowed to appear in an examination, if the attendance falls below 75%.
- ii. in special cases as stated above minimum attendance required shall be 65%.

7.0 Academic Calendar

The department shall prepare Time Table for the subjects (Theory, Sessional and Practical, if any) being offered in a Semester before commencement of the Semester.

7.1 Commencement of Semester and Semester Examination:

The First Semester shall commence immediately after the completion of admission date of the first selection. The Third Semester shall commence ordinarily after reopening of the department after summer vacation. The Fourth Semester shall ordinarily commence as has been stated in Regulation-1.1

A student shall have to register for each Semester within a specified date on payment of registration fees as prescribed by the Department/ University.

7.2 Hours of Teaching.

- | | |
|---|-----------|
| a) Each theory paper carrying 100 marks | 4 credits |
| b) Summer Training Report and Viva carrying 100 marks | 4 credits |
| c) Dissertation and Viva carrying 200 marks | 8 credits |

(Note: Each credit equals to a minimum of 10 hours of teaching)

7.3 At the end of the second Semester all students shall have to undergo Summer Training of 6 weeks with an Industrial/ Business or Service Organizations by taking up a Project Study under the guidance of a senior executive. Generally, the Summer Term shall begin immediately after the closing of the department on account of summer vacation so as to complete the Term of 6 weeks within June. As has been mentioned in Regulation 1.1, each student will be required to submit a project report to the Department/ for the work undertaken during this period within a month after undergoing the training which shall be evaluated in the Third Semester.

7.4 A student shall have to fill up the form for each Semester examination on date(s) and with requisite fees prescribed by the University/Department before the commencement of each Semester examination.

8.0 EXAMINATION

8.1 In each Semester, out of theory papers of 100 marks, there shall be internal assessment of 30 marks and University examination of 70 marks to be held after the completion of the course. The internal assessment will be continuously evaluated during the progress of semester studies. The duration of the theory examination shall be of 3 hours.

8.2 **Internal Assessment:** The internal assessment shall be based on the factors, such as the attendance, quizzes, assignments, class participations, presentations etc. and will continuously be evaluated during the entire course of the semester.

The weightage given to each of these factors shall be decided by the concerned faculty member. The course teacher shall be responsible for conducting the internal assessment. The marks (out of 30) should be submitted in duplicate to the Head of the Department. The internal marks will be given only to regular students and not to any back/repeat/improvement students. The internal marks of back/repeat/improvement students awarded earlier will be retained.

8.3 **Evaluation of Summer Training Project:** The scheme of valuation of the project shall be as follows:

- a) A project report based on the summer training shall have to be submitted within 30 days of the commencement of Third Semester.
- b) The project report having 50 marks and the viva 50 marks shall be evaluated by the External Examiner who shall be a senior Company Executive/ Senior Faculty of a University and the HOD jointly.
- c) The said evaluation as stated above shall be conducted immediately after the completion of the Third Semester Examination.

8.4 DISSERTATION AND VIVA:

- a) A student shall have to do a dissertation of 200 marks under the supervision of a teacher/ faculty of the department. The HOD, in consultation with the Teachers' Council shall distribute the students among the teachers depending upon their specialization in the beginning of the Fourth Semester. The concerned teacher/ supervisor shall, in turn, provide topic to the students (or, on the alternative, the student will take up a topic for dissertation in consultation with the teacher supervisor).
- b) The completed dissertation work shall be submitted within one week after the completion of the Fourth Semester.
- c) The written part of the dissertation having 70% marks and the viva 30% marks shall be evaluated by external examiner and internal examiner (supervisor) jointly.
- d) The said evaluation shall be conducted within two weeks after the completion of the Fourth Semester.

- 8.5 **Paper Setting, Examiner and Moderator:** The Academic Committee of the MBA (Agri-Business) Course shall recommend the names of the paper setter/ evaluator/moderator and/or institutions for setting of papers, evaluation of the answer scripts and moderation for the Semester examinations.
- 8.6 **Semester Examination:** After the end of each Semester there shall be an examination of each theory paper/ summer term/ dissertation- viva/ practical, which will be called Semester examination. There may be at least one day gap between each theory paper of examination. The classes shall remain suspended for a week (including Sunday and holidays) before the date of commencement of examination for theory papers of a Semester.
- 9.0 **ADMISSION TO THE NEXT SEMESTER:** In addition to clause 3.2., a student shall be eligible for admission to the next higher Semester provided the student has appeared all the paper(s) of the previous Semester. However, a student failing to appear Semester examination in some or all papers due to some reasons as mentioned in Regulation-3 may be admitted to the next higher Semester. Such students are required to produce sufficient proof in favour of the reason for not being able to appear in some or all papers of the Semester examination. Such cases shall be considered by the Teachers' Council of the department for giving permission for admission into the next Semester. Such student(s) shall appear the Semester (repeat/back) examination with the next batch of students.
- 10.0 **ABSENCE FROM EXAMINATIONS:** If a student is unable to appear a Semester examination in some or all papers, the Teachers' Council of the department shall consider the case for admission into the next higher Semester only in the following cases-
- a) When the candidate is hospitalized,
 - b) When the candidate is not able to appear the examination due to serious illness or death of parents, brothers, sisters, spouse or children,
 - c) When the candidate has met with an accident of serious nature,
 - d) When the Department/ University or any official directive deposes the candidate or any other matter that the Teachers' Council feels appropriate to remain absent in the examination.
- 11.0 **PROCEDURE FOR BACK/ REPEAT/ IMPROVEMENT EXAMINATION.**
- 11.1 **Back:** If a candidate fails in a Semester examination, then the candidate shall be allowed to clear those papers in which he/she has failed as back paper(s) in two immediate subsequent chances.

- 11.2 **Repeat:** If a candidate fails to clear a semester in two subsequent chances after the regular chance, then he/she has to appear the repeat examination in all papers of that Semester. However, the maximum period allowed for completion of MBA (Agri-Business) is four consecutive academic years (8 Semesters) as laid down in 3.3.
- 11.3 **Improvement:** After the publication of each Semester result, a student may be allowed to improve the performance in theory paper(s) only at the immediate next examination of that semester. However, the maximum period allowed for completion of MBA (Agri-Business) is four consecutive academic years (8 Semesters) as laid down in 3.3.
- 11.4 **Aggregate Back:** If a candidate passes in all individual papers of a Semester but fails to achieve the aggregate Grade point Average (GPA) of 5.5, then he/she is allowed to appear those paper(s), in which he/she has obtained Grade Point (GP) less than the GPA (5.5) in two subsequent chances.
- 11.5 The candidate appearing Back, Repeat, Improvement, Aggregate Back as per Regulation 11.1, 11.2, 11.3& 11.4 respectively shall not be considered for inclusion in the merit list. There may be a star mark on the title of the paper(s) appeared subsequently.
- 11.6 A candidate may be allowed to re-appear the Summer Term/Dissertation examination if failed or failed to appear the viva-voce examination.
- 11.7 A “Special Examination” for Semester- III & IV will be conducted within two months after the publication of final Semester result.
- 12.0 **CRITERIA FOR PASSING A SEMESTER, CALCULATION OF GP/ GPA/ OGPA AND EQUIVALENT PERCENTAGE OF MARKS**
- 12.1 **Grade:** The Grade awarded to a student in any particular course shall be based on his/her performance in the test conducted for that course. The percentage of mark secured by a student in a particular course shall be converted to a Grade and Grade Point for that course in the manner specified in the following table:

<i>% of marks</i>	<i>Grade</i>	<i>Grade Point (GP)</i>
>=90	E	10
>=80 and <90	A+	9
>=70 and <80	A	8
>=60 and <70	B+	7
>=50 and <60	B	6
>=40 and <50	C+	5
<40	F	0

The ‘Grade Point Average’ (GPA) shall be calculated as per clause 12.2 and shall be awarded at the end of each semester. The ‘Overall Grade Point Average’ (OGPA) shall be calculated as per clause, no 12.3 and shall be awarded at the end of the final semester. In order to pass a course, a candidate has to secure a minimum Grade point (GP) of 5.0 (C+) in each

theory, practical and other credit components. In order to pass a semester, a candidate must pass each credit course of that Semester and must secure a minimum GPA of 5.5. In order to pass a programme, a candidate must pass each semester and secure a minimum OGPA of 5.5. Each course carries a specific number of credit hours describing the weightage.

12.2 GRADE POINT AVERAGE (G.P.A.)

Grade Point Average of a Semester shall be calculated as:

$$GPA = \frac{\sum \text{Credit in a course} \times \text{Grade Point in that course}}{\text{Total credit in that semester}}$$

(Where the summation is taken for all the courses in a given Semester)

GPA shall be rounded up to 2 decimal points.

Example: In a Semester, a candidate secured the following Grade Points in six papers.

Paper Number	Credit Hour	Grade Point	Paper Number	Credit Hour	Grade Point	Paper Number	Credit Hour	Grade Point
411	4	8	413	4	4	415	3	7
412	4	6	414	3	5	416	2	8

Total Credit Hour = 4+4+4+3+3+2 = 20

$$GPA = \frac{(4 \times 8) + (4 \times 6) + (4 \times 4) + (3 \times 5) + (3 \times 7) + (2 \times 8)}{20} = 7.60$$

12.3 OVERALL GRADE POINT AVERAGE (O.G.P.A.)

It is the average of a accumulated grade points of a student, worked out by dividing the cumulative total of grade points by the cumulative total of credit hours of all the courses covered and completed by a student during all the Semesters.

$$OGPA = \frac{\sum \text{Total credits in a semester} \times \text{GPA in that semester}}{\text{Total credits in all semesters}}$$

Where the summation is taken over all the semesters in a given programme, OGPA shall be rounded up to 2 decimal points. For the sole purpose of finding out rank in merit list, the OGPA can be calculated beyond two decimal places in case of equality.

Example: A candidate secured the following GPAs in four Semesters

Semester	Total credit	GPA
First	20	7.40
Second	24	8.30
Third	22	7.50
Fourth	14	8.80

$$OGPA = \frac{(20 \times 7.40) + (24 \times 8.30) + (22 \times 7.50) + (14 \times 8.80)}{80} = 7.94$$

12.4. CALCULATION OF EQUIVALENT PERCENTAGE OF MARKS:

The OGPA can be converted to percentage of marks in the following manner.

$$\text{Percentage of marks} = (\text{OGPA} - 0.5) \times 10$$

Example: If the OGPA is 7.94 then the equivalent percentage of marks is

$$\text{Equivalent Percentage of Marks: } (7.94 - 0.5) \times 10 = 74.4$$

13.0 CLASSIFICATION OF RESULTS

A student after successful completion of all the Semesters, Degree shall be awarded in the following manner

OGPA 6.5 and above	First class
OGPA 5.5 < 6.5	Second Class
OGPA < 5.5	Fail

14.0 AWARD OF DEGREE CERTIFICATE AND GRADE SHEETS:

A degree Certificate under the official seal of the University and signed by the Vice-Chancellor shall be presented at the Convocation or in absentia to each of the qualified student in the prescribed format. (Appendix-1) . The department shall issue the Provisional Certificate-cum-Grade sheet after successful completion of all the Semesters and Semester Grade sheet for each Semester after completion of each semester examination to the candidate against deposit of prescribed fees.

Appendix-1

<Serial No>

<Roll No >



**DIPLOMA FOR THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION (AGRI-BUSINESS)**

This is to certify that

<Name of the Candidate>

of Post Graduate Department of Business Administration,
who passed the Examination for the degree of

Master of Business Administration (Agri-Business)
(Under Semester System)

of Sambalpur University held in the month of *<Month and Year>*
and was placed in *<Division/Class>*, was this day admitted to the degree.

Sambalpur University
Jyoti Vihar, Burla

The *<Date of Certificate>*

Vice-Chancellor