

REGULATIONS FOR MBA (DISTANCE & EVENING)

1. ELIGIBILITY

- 1.1. Bachelor Degree in Commerce/ Arts/ Science/ Business Administration/ Engineering/ Pharmacy or Equivalent from a University.
- 1.2. CLC Requirement shall not be insisted upon for students pursuing the course under distance mode provided required information is available.

2. DURATION

- 2.1. Two years of four semesters in toto.
- 2.2. Odd semester is from June to December (i.e., 1st & 3rd semester). The examination shall be held normally in the month of November - December.
- 2.3. Even semester is from January to June (i.e., 2nd & 4th semester). The examination shall be held normally in the month of May - June.
- 2.4. A student would be required to complete the course within five academic years from the date of admission.
- 2.5. A student may opt for fast track of completing all the four semester in one year provided s/he has at least 2 (two) years industry / organisational experience and has passed a PG Diploma course in Management from a University or holds a PGDBM certificate from an AICTE approved institute or from IIM(s), XLRI and XIMB

3. CONTACT HOUR

- 3.1 Under face to face Programme
 - 2 credit points :- 20 hours,
 - 3 credit points :- 30 hours,
 - 4 credit points :- 40 hours,
- 3.2 Under Distance Mode
 - 2 credit points :- 10 hours,
 - 3 credit points :- 15 hours,
 - 4 credit points :- 20 hours,

4. GRADING SYSTEM

Grade		Mark Secured from 100	Points
Outstanding	'O'	100-90	10
Excellent	'E'	89-80	9
Very Good	'A'	79-70	8
Good	'B'	69-60	7
Fair	'C'	59-50	6
Pass	'D'	49-36	5
Failed	'F'	Below 36	0

N.B. A Candidate is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.

4.2 A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

4.3 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

(a) **POINT** - Integer equivalent of each letter grade

(b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - (b) X (a) for each course item

CREDIT INDEX - \sum CREDIT POINT of course items in

GRADE POINT AVERAGE = $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA) = $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ for a

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ of all previous Semester up to a Semester

4.4 In addition to the points marks/percentage would also be awarded and shall also be reflected in the Mark Sheet.

4.5 The details of grading system under class 4.1 to 4.4 shall be printed on the backside of University Mark-sheet.

5. REPEAT AND IMPROVEMENT

5.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent two semester examinations.

5.2 A student may appear a paper as improvement (repeat) in any number of papers in the immediate subsequent examination. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.

6. HARD CASE RULE

6.1 2% of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single paper shall be given. This shall be applicable in each semester.

7. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

7.1 Semester end University Examination shall be of 100 marks for all papers.

7.2 Distribution of marks and duration of examinations.

Paper	University exam		Practical exam		Assignment exam		Total	
	Mark	Duration	Mark	Duration	Mark	Duration	Mark	Duration
Theory Paper	70	3 hours	--	--	30	1 hours	100	4 hours
Theory With Practical Paper	50	2 hours	20	1 hours	30	1 hours	100	4 hours

8. UNIVERSITY EXAMINATION QUESTION PATTERN

8.1 There shall be three types of questions – Essay/Descriptive, short answer & very short answer.

The following shall be the distribution for papers carry 70 marks theory exam.

- a. Three essay type carrying 12 marks out of five is to be answered. Model answers should be between 700 - 1000 words.
- b. Three short type questions carrying 8 marks out of five is to be answered. Model answers should be between 500 - 700 words.
- c. Two very short type questions carrying 5 marks out of four is to be answered. Model answers should be between 300 - 500 words.

The following shall be the distribution for papers carry 30 marks assignment exam.

- a. Two essay type carrying 15 marks out of five is to be answered. Model answers should be between 700 - 1000 words.

8.2 Distribution of marks for theory papers carrying 50 marks

- a. Two essay type carrying 12 marks out of four is to be answered. Model answers should be between 700 - 1000 words.
- b. Two short type questions carrying 8 marks out of three are to be answered. Model answers should be between 500 - 700 words.
- c. Two very short type questions carrying 5 marks out of four is to be answered. Model answers should be between 300 - 500 words.

9. COMMON QUESTIONS

Common question papers shall be set for common papers for MBA & All P.G. Diplomas. Common examination will be held.

10. Students admitted into P.G. Diploma Course and completing the course in the same academic year may get admitted into MBA in the next academic session. Such students shall enjoy waiver for the papers completed under P.G. Diploma course. This up-gradation shall be allowed within one year only. For example students admitted in 20017-18 academic session into P.G. Diploma courses have the choice of upgrading to MBA course in 2018-2019 academic session only. The marks secured in P.G. Diploma Examination shall be transferred to MBA Examination for respective common papers.
11. In case of P.G. Dept. M.S. Law College the teacher offering the course shall be responsible completely for the evaluation (setting papers, conducting unit test, term end test, seminars, presentation, guidance of dissertations and projects etc.).
12. The Departmental Teacher Council, Teacher Council of P.G. Dept. of Law & M.S. Law College and teacher Council of DDCE along with concerned Heads of P.G. Depts. of the University shall act as the Board of Study for the courses offered. They may invite external members.
13. Each Dept shall have a designated Teacher in-charge of Examination to be decided by the Head, Principal, or Director as the case may be.

14. The Evaluation would be sole responsibility of Teacher offering the course (i.e. setting & evaluating for Unit test / Quiz / Presentation or Seminar term end / Practical / Dissertation / Project etc.)
15. The Dept. Law College, DDCE shall prepare the result and handover the same (Tabulation Register.) to Controller of Examinations (both soft & hard) for preparation of certificates and mark sheets. The Head of the Dept. / Principal, Director may issue Mark sheet cum Provisional result sheet to the candidates.
16. Suitable modifications may be made for P.G. Courses offered by the DDCE, Utkal University under approval of its Advisory Council and the Vice Chancellor.

Regulations for IMBA/BBA Programme

1. Eligibility :

1.1. +2/ Equivalent.

2. Duration :

2.1. For BBA- Three years(six semester)
For IMBA- (ten Semester)

2.2. Odd semester is from June to December (i.e. 1st, 3rd, 5th, 7th, 9th, semester). The examination shall be held in tentatively the month of December.

2.3. Even semester is from January to May (i.e. 2nd, 4th, 6th, 8th, 10th semester). The examination shall be held in tentatively the month of June.

2.4. A student would be required to complete the course within nine academic years from the date of admission.

3. CONTACT HOUR

3.1 Under face to face Programme

2 credit points :- 20 hours,

3 credit points :- 30 hours,

4 credit points :- 40 hours,

3.2 Under Distance Mode

2 credit points :- 10 hours,

3 credit points :- 15 hours,

4 credit points :- 20 hours,

4. GRADING SYSTEM

Grade		Mark Secured from 100	Points
Outstanding	'O'	100-90	10
Excellent	'E'	89-80	9
Very Good	'A'	79-70	8
Good	'B'	69-60	7
Fair	'C'	59-50	6
Pass	'D'	49-36	5
Failed	'F'	Below 36	0

N.B. A Candidate is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.

4.2. A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

4.3 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

(a) **POINT** - Integer equivalent of each letter grade

(b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - (b) X (a) for each course item

CREDIT INDEX - \sum CREDIT POINT of course items in

GRADE POINT AVERAGE = $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

\sum CREDIT

SEMESTER GRADE POINT AVERAGE (SGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ for a

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ of all previous Semester up to a Semester

4.4 In additions to the points marks/ percentage would also be awarded and shall also be reflected in the Mark Sheet.

4.5 The details of grading system under class 4.1 to 4.4 shall be printed on the backside of University Mark- Sheet.

4.6 In addition to the points marks/ percentage would also be awarded and shall also be reflected in the Mark Sheet.

4.7 After successfully completion of the first six semester examination students would awarded Bachelor Degree in Business Administration. In addition to grade specified at para 4.1 Class/ Division shall be awarded at BBA

Level as follows :

36% and above but less than 45%	Pass without Hons.
45% and above but less than 50%	2nd Class Hons.
50% and above but less than 60%	2nd Class with Distinction
60% and above	1st Class Hons. With Distinction.

(However in case Distinction student has to secure the above average percentage of mark in the six semesters in one/ first chance.

5. Repeat and Improvement :

5.1 A student has to clear back papers (i.e. in paper/ papers one has failed) by appearing at subsequent three semester examinations.

5.2 A student may appear improvement in any paper/ papers in the immediate subsequent examination. Only one chance can be availed. The higher mark of the two chances (i.e. first and the improvement) shall be valid.

6. Hard Case Rule :

2% of grace mark on the aggregate mark subject to maximum of (five) marks in single paper taking aggregate as a subject shall be given. This shall be applicable in each semester.

7. In case of P.G. Dept. M.S. Law College the teacher offering the course shall be responsible completely for the evaluation (setting papers, Conducting unit tests, term end test, seminars, presentation, guidance of dissertations and projects etc.)
8. The Departmental Teacher Council Teacher Council P.G. Law Dept. of Law & M.S. Law college and teacher Council of DDCE along with concerned Heads of P.G. Depts. Of the University shall acts as the Board of Study for the courses offered. They may invite external members.
9. Each Dept shall have a designated Teacher in- charge of examination to be decided by the Head, principal, or director as the case may be.
10. The evaluation may be sole responsibility of Teacher offering the course (i.e. setting and evaluating for Unit test/ Quiz/ Presentation or Seminar term end/ Practical/ Dissertation/ project etc.)
11. The Dept. Law College, DDCE shall prepare the result and handover the same (Tabulation Register) to Controller of examinations (both soft & hard) for preparation of certificates and mark sheets. The Head Of Dept. / Principal, Director may issue Mark Sheet cum Provisional result sheet to the candidates.
12. Suitable modifications may be made for P.G. Courses offered by the DDCE, Utkal University under approval of its Advisory Council and the Vice Chancellor.

REGULATIONS FOR P.G DIPLOMA PROGRAMME

- ❖ Post Graduate Diploma in Human Resources Management(PGDHRM)
 - ❖ Post Graduate Diploma in Financial Management(PGDFM)
 - ❖ Post Graduate Diploma in Marketing Management(PGDMM)
 - ❖ Post Graduate Diploma in Dietetics and Nutrition Management(PGDD&NM)
 - ❖ Post Graduate Diploma in Tour and Travel Management(PGDT&TM)
 - ❖ Post Graduate Diploma in Production and Operation Management(PGDP&OM)
 - ❖ Post Graduate Diploma in Agri Business Management(PGDABM)
 - ❖ Post Graduate Diploma in Public Policy Management(PGDPPM)
- &
- ❖ Post Graduate Diploma in Banking and Insurance Management(PGDB&IM) (Face to Face Mode)

1. ELIGIBILITY

- 1.1. Bachelor Degree in Commerce/ Arts/ Science/ Business Administration/ Engineering/ Pharmacy or Equivalent from a University.
- 1.2 A student may concurrently pursue any of the PG Diploma Courses with any other courses on regular mode. In such cases CLC shall not be insisted upon.

2. DURATION

- 2.1 One year of two semester in toto.
- 2.2 Odd semester is from June to December (i.e., 1st semester). The examination shall be held normally in the month of November - December.
- 2.3 Even semester is from January to June (i.e., 2nd semester). The examination shall be held normally in the month of May - June.
- 2.4 A student would be required to complete the course within three academic years from the date of admission.

3. CONTACT HOUR

- 3.1 Under face to face Programme
 - 2 credit points :- 20 hours,
 - 3 credit points :- 30 hours,
 - 4 credit points :- 40 hours,
- 3.2 Under Distance Mode
 - 2 credit points :- 10 hours,
 - 3 credit points :- 15 hours,
 - 4 credit points :- 20 hours,

4. GRADING SYSTEM

Grade		Mark Secured from 100	Points
Outstanding	'O'	100-90	10
Excellent	'E'	89-80	9
Very Good	'A'	79-70	8
Good	'B'	69-60	7
Fair	'C'	59-50	6
Pass	'D'	49-36	5
Failed	'F'	Below 36	0

- N.B. A Candidate is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.
- 4.2 A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.
 - 4.3 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

(a) POINT - Integer equivalent of each letter grade

(b) CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - (b) X (a) for each course item

CREDIT INDEX - $\sum \text{CREDIT POINT}$ of course items in

GRADE POINT AVERAGE = $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

$\sum \text{CREDIT}$

SEMESTER GRADE POINT AVERAGE (SGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ for a

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ of all previous Semester up to a Semester

4.4 In addition to the points marks/percentage would also be awarded and shall also be reflected in the Mark Sheet.

5. REPEAT AND IMPROVEMENT

5.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent two semester examinations.

5.2 A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.

6. HARD CASE RULE

6.1 2% of grace mark on the aggregate mark subject to maximum of (five) marks in single paper shall be given. This shall be applicable in each semester.

7. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

7.1 Semester end University Examination shall be of 100 marks for all papers.

7.2 Distribution of marks and duration of examinations.

Paper	University exam		Practical exam		Assignment exam		Total	
	Mark	Duration	Mark	Duration	Mark	Duration	Mark	Duration
Theory Paper	70	3 hours	--	--	30	1 hours	100	4 hours
Theory With Practical Paper	50	2 hours	20	1 hours	30	1 hours	100	4 hours