

ORDINANCE NO. 65**BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)**

*Implementation of New Education Policy 2020 in ordinances for Three/Four years
(Hons/Research) Bachelor of Business Administration (B.B.A.) programmes of
Undergraduate Degree (CBCS Semester Mode)*

- 1) **Title of the Degree – Bachelor of Business Administration (B.B.A.) (Hons/Research)**
- 2) **Name of Faculty / School – Faculty of Management & Commerce / School of Management Studies.**

- 3) **Course Applicability –**

3.1) *Three/Four years (Hons/Research) Bachelor of Business Administration (B.B.A.) Degree Program* shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC, Government of M.P. and concerned Regulatory Authority.

- 4) **Eligibility for Admission :**

Candidate who have passed the duly recognized following examination:-

- i) Passed 10+2 examination or equivalent examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
- Admissions shall be according to the criteria made by the Admission Committee of the university and the concerned Regulatory Authority.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

- 5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee constituted by Vice-Chancellor.

6) **Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme **Bachelor of Business Administration (B.B.A.)**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - a. Disciplinary/interdisciplinary/Major (48 credits)
 - b. Disciplinary/interdisciplinary/Minor (32 credits)
 - c. Generic Elective (16 credits)
 - d. Discipline Specific Elective (16 credits)
 - e. Skill Enhancement Courses/Vocational Courses (12 credits)
 - f. Ability Enhancement Courses (08 credits)
 - g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12th from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who

meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements –

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
 - Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.
- iv. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- v. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vi. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students. Rules of the govt/ regulatory body will be applicable.

9) TYPES OF COURSES

Courses are the basic units of education and/or training. Types of courses shall be as follows:

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme. (Major/Minor)
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
 - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
 - b. **Dissertation/Project:** An elective course designed to acquire special/ advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

iii. Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

iv. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

10) Course Structure –**10.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12th with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12th with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

10.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

10.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

10.4 Fourth Year (Level 8):

a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

- The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

10.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

10.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty Subject III	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title(Credit requirement)
		Subject I	Subject II							
Level 6	1	Major 1 (6Credits)	Minor 1 (6Credits)	Generic Elective Course 1 (4Credits)	Vocational Course 1 (4Credits)	1 (4Credits)		# Inter/Intra Faculty	6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	(120) Bachelor Degree in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	
Level 7	5	1 (6Credits)					DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	6	1 (6Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	7	1 (6Credits)	Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main Faculty
	8	1 (6Credits)	1 (4 Credits)					(10Credits) Research Project	6+4+10 =20	Bachelor Degree (Research) in Main faculty
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16 credits	28Credits	160 Credits	

12) Choice to Select the MOOC Courses:

- 12.1** The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2** The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3** The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4** The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5** The University will take a decision for allowing the online courses of SWAYAM if:
- a. The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - b. Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - c. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free of cost in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6** The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be

undertaken in any of the National and State Laboratories/Institutes/Universities/Companies /Industries or with the approval of UTD.

13) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

14) Medium of Instruction –

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

15) Attendance –

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

16) Examination & Evaluation –

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained

in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.

- i. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- ii. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3.
- iii. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent

- iv. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- v. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table (3).
- vi. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous

- assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- vii. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- viii. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- ix. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- x. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xi. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- xii. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xiii. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xiv. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xv. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

Table 4 : Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
		Theory	Practical	Tutorial	Internals (Through CCE)	External (-End Semester Exam)	Internal	External (End Semester Practical Exam)	
1 Core/GE/DSE (6)	Type-1	6	NA	NA	40	60	NA	NA	NA
2 Core/DSE/GE (6)	Type-2	4	2	NA	40	60	40	60	NA
3 Core/DSE/GE (6)	Type-3	2	4	NA	40	60	50 (Through CCE)	50	NA
4 Core/DSE/GE (6)	Type-4	5	NA	1	40	60	NA	NA	100
5 DSE/SEC (Vocational Courses) (4)	Type-1	4	0	NA	40	60	NA	NA	NA
6 DSE/SEC (Vocational Courses) (4)	Type-2	3	1(P, T, W, etc)	NA	40	60	NA	100	NA
7 DSE/SEC (Vocational Courses) (4)	Type-3	1	3(P, T, W, etc)	NA	40	60	50 (Through CCE)	50	NA
8 DSE/SEC (Vocational Courses) (4)	Type-4	3	NA	1	40	60	NA	NA	100
9 AECC (Foundation Course) (4)	Type-1	4	NA	NA	40	60	NA	NA	NA
10 Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report: 2 Credits (25 Marks)							
11 Research Methodology (4)	Type-4	3	NA	1	40	60	NA	NA	100
12 Dissertation (10)	NA	Evaluation of Thesis: 6 Credits (50 Marks) + Pre submission viva-voce: 2 Credits (25 Marks) + External viva-voce: 2 Credits (25 Marks)							

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17) Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

18) Calculation of SGPA/CGPA:

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. **SGPA** is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where **ci** is the number of credits offered in the **ith** subject of a semester for which SGPA is to be calculated, **pi** is the corresponding Grade Point (GP) earned in the **ith** subject, where **i= 1,2n** are the number of subjects in that semester.

- iii. **CGPA** is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where **NCj** is the number of total credits offered in the **Jth** semester, **SGj** is the SGPA earned in the **Jth** semester, where **j=1, 2 m** are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage = $CGPA \times 10$
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

19) Credit Transfer:

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.

- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable due approval of the decision by governing body/ board of management.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI etc issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
 - i. The admission to the B.B.A. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
 - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
 - v. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

- 25) The various Branch/Discipline in the B.B.A. programmes in the **Faculty of Management & Commerce / School of Management Studies** shall include in the fields of - Commercial and Computer Practice, Modern Office Management, Modern Office Management and Secretarial Practices, Modern Office Practice, Stenography and Secretariat Practice, Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management (PGDBM), Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management (MFM), Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management(PGDM), Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Agri-Business Management, Water Sports Management, Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship.
- 26) Any amendments in NEP 2020/ directives of the regulatory authority/ govt. will be followed by the university.

ORDINANCE NO. 66
MASTER OF BUSINESS ADMINISTRATION (M.B.A.)
2-YEARS MASTER DEGREE IN MANAGEMENT

- 1) **Title of the Degree – Master of Business Administration (MBA)**
- 2) **Name of Faculty / School – Faculty of Management & Commerce / School of Management Studies.**
- 3) **Course Applicability –**
 - 3.1) **Master of Business Administration (MBA)** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
 - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
 - 3.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 4) **Course Name – MBA (Full Time)**
 - 4.1) **Duration** - Two years (Four semesters)- for Regular Course.
 - 4.2) **Eligibility for Admission :**
Candidate who have passed the duly recognized following examination :-
 - i) Passed Bachelor Degree of minimum 3 years duration.
 - ii) Obtained at least ~~50%~~ 40% marks (40% marks in case of candidates belonging to reserved category)/ or equivalent in the qualifying examination from recognized university.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5) Admission Procedure –

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/UGC/other relevant Regulatory Bodies from time to time.

6) Specialization Distribution –

Admission to a particular stream/ specialization of MBA Course/ Programme shall be decided by the University on the basis of either merit or counselling or personal interview.

7) Number of Seats/Intake –

The Intake for each of these courses shall be decided by the University as per guidelines of AICTE/ concerned regulatory body.

8) Course Structure –

The Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

9) Maximum Duration of Completion of Course –

A candidate has to complete the entire course of MBA Degree ordinarily within a maximum period of **Four years** respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

10) Commencement –

- i. Each academic year shall comprise of 2 semesters.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

11) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

12) Medium of Instruction –

The medium of instruction and examination shall be **English**.

13) Attendance –

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

14) Examination –

- i. Examinations will consist of two components internal and external. Internal component will be contains three test (best two be considered). The third test includes assignments/projects/field work etc. are assigned by the faculty concern. External component will be end semester examination consist of questions/practical/cases etc as per specified in syllabus.

15) Eligibility for Degree – Eligibility for Award of the M.B.A. Degree.

A student shall be declared to be eligible for award of the Degree with various specializations if he/ she has:

- i. Registered and successfully completed internal & external component of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable..
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.

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- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.

16) General Instruction –

- i. The admission to all kinds of **MBA** Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
 - iii. For matters not covered in this specific ordinance, decision of vice chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
 - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 17) The various specializations in the MBA programmes shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management , Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management, Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health**

Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster Management, Security Service Management, Hotel Management, Accommodation Operations & Management, Agri-Business Management, Water Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship, etc.

- 18) The list of various specializations of "MBA" courses shall include the current courses/programme as well as proposed in future. However, all MBA programmes with various specializations at present & in future shall run and be governed by this ordinance.
- 19) These programmes are offered in regular mode by the Faculty of Management & Commerce Studies/ School of Management Studies, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 20) Any amendment in NEP 2020/ Directives of the regulatory authority or Govt. will be followed by the University.

ORDINANCE NO. 67
2-YEARS POST GRADUATE DIPLOMA IN MANAGEMENT
(PGDM)

- 1) **Title of the Degree – Post Graduate Diploma in Management (PGDM)**
- 2) **Name of Faculty / School – Faculty of Management & Commerce / School of Management Studies.**
- 3) **Course Applicability –**
 - 3.1) **Post Graduate Diploma in Management (PGDM)** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
 - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
 - 3.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 4) **Course Name – PGDM**
 - 4.1) **Duration** - Two years (Four semesters)- for Regular Course.
 - 4.2) **Eligibility for Admission :**
Candidate who have passed the duly recognized following examination :-
 - i) Passed Bachelor Degree of minimum 3 years duration.
 - ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category)/ or equivalent in the qualifying examination from recognized university.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5) Admission Procedure –

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/UGC/other relevant Regulatory Bodies from time to time.

6) Specialization Distribution –

Admission to a particular stream/ specialization of **PGDM** Course/Programme shall be as decided by the University on the basis of either merit or counselling or personal interview.

7) Number of Seats/Intake –

The Intake for each of these courses shall be decided by the University as per guideline of AICTE/ concerned regulatory body.

8) Course Structure –

The Course structure **PGDM** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

9) Maximum Duration of Completion of Course –

A candidate has to complete the entire course of **PGDM** Degree ordinarily within a maximum period of **Four years** respectively from the session of admission. However, for any exceptional case the matter shall be decided by the Vice-Chancellor as per the provisions of relevant rules and regulations.

10) Commencement –

- i. Each academic year shall comprise of 2 semesters.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

11) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

12) Medium of Instruction –

The medium of instruction and examination shall be **English**.

13) Attendance –

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

14) Examination –

- i. Examinations will consist of two components internal and external. Internal component will be contains three test (best two be considered). The third test includes assignments/projects/field work etc. are assigned by the faculty concern. External component will be end semester examination consist of questions/ practical/cases etc as per specified in syllabus.

15) Eligibility for Degree – Eligibility for Award of the PGDM Course.

A student shall be declared to be eligible for award of the Course/Programme with various specializations if he/ she has:

- i. Registered and successfully completed internal & external component of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.

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- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.

16) General Instruction –

- i. The admission to all kinds of **PGDM** Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, decision of vice chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 17) The various specializations in the **PGDM** programmes shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management , Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management,

Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster Management, Security Service Management, Hotel Management, Accommodation Operations & Management, etc.

- 18) The list of various specializations of "PGDM" courses shall include the current courses/ programme as well as proposed in future. However, all PGDM programmes with various specializations at present & in future shall run and governed through this ordinance.
- 19) These programmes are offered in regular mode by the **Faculty of Management & Commerce / School of Management Studies**, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.

20. Any amendment in NEP-20 / Directive of the regulatory authority or Govt. will be followed by the University.

Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster Management, Security Service Management, Hotel Management, Accommodation Operations & Management, etc.

- 18) The list of various specializations of "PGDM" courses shall include the current courses/programme as well as proposed in future. However, all PGDM programmes with various specializations at present & in future shall run and governed through this ordinance.
- 19) These programmes are offered in regular mode by the Faculty of Management & Commerce / School of Management Studies, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 20) Any amendment in NEP 2020 / Directives of the regulatory authority or Govt. will be followed by the University.

ORDINANCE NO. 68
DIPLOMA IN BUSINESS MANAGEMENT
1-YEAR DIPLOMA IN BUSINESS MANAGEMENT
(CBCS Semester Mode)

- 1) **Title of the Diploma – Diploma in Business Management**
- 2) **Name of Faculty / School – Faculty of Management & Commerce / School of Management Studies.**
- 3) **Course Applicability –**
 - 3.1) **Diploma in Business Management** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
 - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
 - 3.3) The Diploma will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 4) **Course Name – Diploma in Business Management (DBM)**
 - 4.1) **Duration - one year (two semesters).**
 - 4.2) **Eligibility for Admission:**
Candidate who have passed the duly recognized following examination:-
 - i) Passed 10+2 examination or equivalent examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
 - Admissions shall be according to the criteria made by the Admission Committee of the university and the concerned Regulatory Authority.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on

provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5) Admission Procedure –

Admissions shall take place on the criteria approved by the Admission Committee constituted by Vice-Chancellor.

6) Specialization Distribution –

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) Number of Seats/Intake –

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) Course Structure –

The Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

9) Maximum Duration of Completion of Course –

A candidate has to complete the entire course of **DBM** ordinarily with in a maximum period of **Two years** respectively from the session of first admission. However, for any exceptional case, the matter shall be decided by the University as per the provisions of relevant rules and regulations.

10) Commencement –

- i. Each academic year shall comprise of 2 semesters.
- ii. Each semester shall be spread over not less than 90 teaching days.

11) Fee Structure –

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

12) Medium of Instruction –

The medium of instruction and examination shall be **English**.

13) Attendance –

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

14) Examination –

- i. Examinations will consist of two components internal and external. Internal component will contain three test (best two be considered). The third test includes assignments/projects/field work etc. are assigned by the faculty concern. External component will be end semester examination consist of questions/ practical/cases etc as per specified in syllabus.

15) Eligibility for DBM – Eligibility for Award of the D.B.M.

A student shall be declared to be eligible for award of the Diploma with various specializations if he/ she has:

- i. Registered and successfully completed internal & external components of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussions, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable..
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However, the award of the Division/Class shall be as per the recommendation of the concerned Board of Studies of the university.

16) General Instruction –

- i. The admission to all kinds of DBM Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

- iii. For matters not covered in this specific ordinance, decision of the vice chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 17) The various specializations in the **DBM** programmes shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management, Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster

- Management, Security Service Management, Hotel Management, Accommodation Operations & Management, Agri-Business Management, Water Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship, etc.
- 18) The list of various specializations of "DBM" courses shall include the current courses/programme as well as proposed in future. However, all DBM programmes with various specializations at present & in future shall run and be governed by this ordinance.
 - 19) These programmes are offered in regular mode by the **Faculty of Management & Commerce / School of Management Studies**, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
 - 20) Any amendment in NEP 2020./ Directives of the regulatory authority or Govt. will be followed by the University.

ORDINANCE – 69

Ordinance for three/four years Undergraduate Degree in Hotel Management and Catering Technology

1. **Title of the Degree:** Three/four years Undergraduate Degree (CBCS Semester Mode)
2. **Faculty Name:** Hotel Management
3. **Course Name:** Bachelor in Hotel Management and Catering Technology (BHMCT)
4. **Eligibility for Admission:** Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in any stream.
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** Candidate seeking admission in BHMCT courses must have passed basic eligibility criteria i.e: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)
 - (i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

(ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively; there shall be no such bar for non-collegiate (private) Students.

9. **Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending Order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

1st year (First & Second Semester-Level 1)

Entry-1: The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-1: If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

2nd year (Three & Four Semester-Level 2)

Entry-2: The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit-2 : If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

3rd year (Fifth & Sixth Semester-Level 3)

Entry-3: The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

Exit-3 : If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at ~~level 3~~.

4th year (Seventh & Eight Semester-Level 4-Optional)

Entry-4: An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

Exit-4: If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

10. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

11. **Medium of instruction:** The Medium of Instruction during the Examination shall be English.
12. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.
13. **Credit System:** - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.
- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
 - Disciplinary /Interdisciplinary Minor (32 credits)
 - Generic Elective (16 credits)
 - Skill Enhancement Courses/Vocational Courses (12 credits)
 - Ability Enhancement Courses (08 credits)

- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

CREDIT SYSTEM (TABLE:1)
(Qualification Type and Credit Requirements.)

Levels	Qualification Title	Credit Requirement
Level 1	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
Level 2	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 3	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 4(Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

14. For Passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- First division with honour's, where student score 75% or more marks.
- First division, where student score 60% or more marks.

- iii. Second division, where students score 50% above but less than 60% marks.
- iv. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

15. Types of Courses: Course are the basic units of education and/or training. types of course shall be as follow.

- i. **Core Course.:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- ii. **Elective Course.:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
 - Discipline Specific Elective (DSE) Course.
 - Dissertation/Project

iii. **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

16. Ability Enhancement Course. (AEC)

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

17. Syllabus.: The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

18. General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of Vikrant University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of Vikrant University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, hybrid learning, face-to-face, through webinar etc.
- vi. (As per the "Guidelines for Multiple Entry and Exit in Academic Programs offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)
- vii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

ORDINANCE No. 70

DIPLOMA IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY (DHMCT)

1. **Title of the Degree** : Diploma in Hotel Management and Catering Technology (DHMCT)
2. **Name of Faculty** : Faculty of Management and Commerce
3. **Course Name** : Diploma in Hotel Management and Catering Technology (DHMCT)
4. **Duration of the Course** : 3 years (6 semesters)

5. Eligibility For Admission:**For Diploma**

Candidates who have passed duly recognized following examination:

Final examination of the SSC of M. P. Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination New Delhi or any State Board such as M. P. Board of Secondary education Bhopal or other

Or

SSC Vocational Examination by any recognized Central / State Board

Or

Any Public Faculty / Board / University examination in India or in any foreign country recognized as equivalent to 10 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of NCHMCT/ other regulatory bodies. The reservation and relaxation for SC/ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

6. Eligibility for Admission to NRI / other privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.

7. Admission Procedure:

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test or the University may also use the score card of various competitive entrance test / examination results of various Institute / Board / University / other Professional Bodies / Organizations or any other mode as decided by the NCHMCT UGC / other relevant Regulatory Bodies from time to time.

8. Branch Distribution:

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview

9. Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

10. Academic Session:

There shall be one academic cycle for these courses every year as decided by the University.

11. Course Structure:

The Course structure of Diploma shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

12. Medium of Instructions and Examination:

The medium of instructions and examination shall be English, All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

13. Eligibility for Award of the Diploma:

A student shall be declared to be eligible for award of the Diploma if he has:

- i. Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- v. No disciplinary action is pending against him.

14. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

15. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Diploma ordinarily within a maximum period of Five years.

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16. General Instructions:

- i. The admission to all kinds & mode of Diploma. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/ NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of Vikrant University, regarding specific courses shall be applicable. In other matters Board of Management of Vikrant University shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the one through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more Branches Specializations / Courses / Programmes of Diploma can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.
- vi. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Vikrant University, Gwalior
- vii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.