

# **FACULTY OF MANAGEMENT & COMMERCE**



**SWAMI VIVEKANAND SUBHARTI  
UNIVERSITY  
MEERUT 250005 (U.P.) INDIA**

**ORDINANCE NO. V (1A)**  
**MASTER OF BUSINESS**  
**ADMINISTRATION (MBA) COURSE**

# **Ordinance No. V (1A)**

## **Ordinance Relating to Master of Business Administration (MBA) Course**

### **Chapter – 1 General**

1. This ordinance may be called the Ordinance Relating to “Master of Business Administration (M.B.A.) Course”
2. It shall come into force with immediate effect.
3. This supersedes the previous Ordinance relating to Master of Business Administration (M.B.A.) Course [V-(1A)].

### **Chapter – 2 Eligibility for Admission**

4. (i) For admission to M.B.A. course, an applicant should be a graduate from a recognized University with minimum 45% marks in aggregate.  
  
(ii) There shall be relaxation of 5% marks for SC/ST categories candidates.

### **Chapter – 3 Teaching Course**

5. The course will be of two year duration, divided into four semesters.
6. The academic calendar shall be as follows :

1 <sup>st</sup> & 3 <sup>rd</sup> Semester	:	Session	–	1 <sup>st</sup> Aug. to 15 <sup>th</sup> Dec.
		Exam	–	16 <sup>th</sup> Dec. to 31 <sup>st</sup> Dec.
2 <sup>nd</sup> & 4 <sup>th</sup> Semester	:	Session	–	1 <sup>st</sup> Jan. to 31 <sup>st</sup> May
		Exam	–	1 <sup>st</sup> June to 15 <sup>th</sup> June
		Summer Training	–	15 <sup>th</sup> June to 31 <sup>st</sup> July
7. The MBA course is available in the following disciplines:-
  - (i) **Human Resource Management**
  - (ii) **Marketing Management**
  - (iii) **Financial Management**
  - (iv) **Information Technology**
  - (v) **International Business**
  - (vi) **Retail Management**
  - (vii) **Hospital Administration**

8. The course structure shall be as given below :

**MBA**  
(Common for HR, Marketing, Financial, IT, Retail & IB group)

<b><u>MBA 1<sup>st</sup> Year I SEMESTER</u></b>	
<b>Subject Name</b>	<b>Marks</b>
Principles & Practices of Management	100
Managerial Economics	100
Accounting for Managers	100
Organization Behaviour	100
Business Statistics	100
Information Systems for Managers	100
Communication for Management	100
<b><u>MBA 1<sup>st</sup> Year II SEMESTER</u></b>	
<b>Subject Name</b>	<b>Marks</b>
Business Laws	100
Research Methodology	100
Financial Management	100
Human Resources Management	100
Marketing Management	100
Operation Research	100
Production & Operations Management	100

**MBA 2<sup>nd</sup> Year III SEMESTER**

<b>Subject Name</b>	<b>Marks</b>
Strategic Management	100
Business Environment	100
Summer Training Project Report	100
<b>GROUP A: MARKETING</b>	
Marketing of Services	100
Consumer Behavior & Marketing Comm.	100
Sales and Distribution Management	100
<b>GROUP B: FINANCE</b>	
Management of Working Capital	100
Security Analysis & Investment Management	100
Management of Financial Institutions & Services	100

<b>GROUP C: HUMAN RESOURCE MANAGEMENT</b>	
Leadership & Personality Development	100
Industrial Relations & Labour Enactments	100
Negotiation & Counseling	100
<b>GROUP D: INTERNATIONAL BUSINESS</b>	
International Business Management	100
International Logistics and Documentation	100
International Financial Management	100
<b>GROUP E: BANKING</b>	
Banking Law & Audit	100
Rural Banking & Microfinance	100
Banking Products & Services	100
<b>GROUP F: INSURANCE MANAGEMENT</b>	
Elements of Insurance	100
Regulatory Framework of Insurance	100
General and Life Insurance	100
<b>GROUP G: RETAIL MANAGEMENT</b>	
Retail Management	100
Retailing Strategy & Environment	100
Retail Auditing	100
<b>GROUP H: INFORMATION TECHNOLOGY</b>	
Database Management System	100
System Analysis & Design and Software Engineering	100
Data Communication & Network	100
Electronic Commerce	100
<b><u>MBA 2<sup>nd</sup> Year IV SEMESTER</u></b>	
Subject Name	Marks
Term Paper	200
Dissertation	400
Comprehensive Viva Voce	100

# MBA

## MBA-Hospital Administration

The course structure will be as under :

Semester	Classification	Paper	Max. Marks	Total Marks
I	General Management	Principles & Practice of Management	100	700
		Accounting For Managers	100	
		Business Statistics	100	
	Hospital Administration	Organization & Management Of Hospitals	100	
		Principles of Hospital Planning & Organization	100	
		Clinical Diagnostic & Therapeutic Services	100	
General Management	Communication For Management	100		
Semester	Classification	Paper	Max. Marks	Total Marks
II	General Management	Research Methodology	100	700
		Operations Research	100	
		Managing Human Resources	100	
	H.A.	Quality in Health Services		
		Support & Utility Services –I	100	
		Support & Utility Services-II	100	
		Safety & Risk Management	100	
Semester	Classification	Paper	Max. Marks	Total Marks
III	General Management	Strategic Management	100	700
		Business Environment	100	
	H.A.	Legal And Ethical Issues For Hospitals	100	
		Hospital Engineering & Services	100	
		Medical Audit And Quality Management	100	
		Hospital Services Marketing	100	
		Hospital Waste Management	100	
		Summer Training Project Report	100	
Semester	Classification		Max. Marks	Total Marks
IV	General Management	Term Paper	200	700
	H.A.	Health System Management	100	
		Dissertation / Preparation & Presentation of Case Studies in respect to Hospital Administration/ Research Project Report	400	

## **SUMMER TRAINING PROJECT REPORT:**

(i) After the second semester examination, every student during the summer vacation will undergo an on-the-job practical training in a manufacturing, service or financial organization. The training will be for 6 to 8 weeks.

(ii) During the training, the student is expected to learn about the organization and analyze and suggest solutions of a live problem. The objective is to equip the student with the knowledge of actual functioning of the organization and problems faced by it with a view to exploring feasible solutions and suggestions.

(iii) During the training, the organization (where the student is undergoing training) will assign a problem/project to the student.

(iv) The student, after completion of the training will submit a report that will form part of the third semester examination.

(v) The report (based on the training and the problem/project studied) prepared by the student will be known as Summer Training Project Report. The report should ordinarily be based on primary data. It should reflect in-depth study of a micro problem, ordinarily assigned by the organization where student undergoes training. Relevant tables and bibliography should support it.

(vi) The report should have a comprehensive chapter about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance, products/services and problems faced. This chapter will form part I of the report. Part II of the report will contain the study of the micro research problem. The size of the report ordinarily will be 100 to 150 typed pages in standard font size (12) and double spacing. Three neatly typed and soft bound (paper back) copies of the report will be submitted to the Department. The report will be typed in A-4 size paper.

(vii) The report will have two certificates. One by the Head of the Department and the other by the Reporting Officer of the organization where the student has undergone training. These two certificates should be attached in the beginning of the report.

(viii) The report will be evaluated by two external examiners. They shall award marks on the Summer Training Report independently out of maximum of 75 marks each and 50 marks shall be for presentation. There will be no internal examiner.

(ix) The student will make presentation in the presence of teachers and students. The student is expected to answer the queries and questions raised during the presentation.

## **10. DISSERTATION**

(i) In the fourth semester, every student will have to submit a Dissertation on a problem/topic (from the Specialization Groups) to be assigned by the Dean/Head of Faculty under the supervision of a core Faculty member of the Department.

(ii) The report will contain the objectives and scope of the study, research methodology, use and importance of the study, analysis of the data collected, conclusions and recommendations. It will contain appropriate charts, diagrams and bibliography. A certificate of the Supervisor and the Head of the Department certifying the authenticity of

the report shall be attached therewith. The student will submit three copies of the report. The number of pages in the report will be 125 or more. The report should be typed in A-4 size paper.

- (iii) The Student will submit a synopsis of the proposed work. He/she will give a presentation before the Dissertation Committee Constituted by Dean of Faculty. In case if the synopsis is not found suitable A revised synopsis would have to be presented in 7 working days before the committee again.
- (iv) The dissertation would have to be completed within 60 days from the date of approval of the synopsis. After which the student will present the finished work before the dissertation committee on a predefined date. Changes suggested must be incorporated by the student in the final submission.
- (v) The Dissertation will carry 300 marks. It will consist of (i) Evaluation of Dissertation (200 Marks) and (ii) Open Viva Voce based on Dissertation (100 Marks).
- (vi) The evaluation of the Dissertation will be done by two external examiners. They shall award marks on the Dissertation independently out of maximum of 100 marks each. A student is required to obtained at least 100 marks in aggregate to qualify for viva voce.

#### **Chapter – 4** **Attendance**

11. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

#### **Chapter – 5** **Examination**

12. The examination in each semester shall be conducted in two parts:

**A. Internal assessment** will be of 30 marks as under:-

- a. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- b. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**B. University Examination** carrying 70 marks.



13. The entire course has to be completed within a maximum of four years from the date of original admission in the course.

**Chapter-6**  
**Paper setting, Evaluation & Results**

14. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**  
**Power to Modify**

15. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

**ORDINANCE NO. V (4A)**

**BACHELOR OF BUSINESS  
ADMINISTRATION (BBA) COURSE**

# **Ordinance No. V (4A)**

## **Ordinance Relating to Bachelor of Business Administration (BBA) Course**

### **Chapter – 1 (General)**

1. This ordinance may be called the “Ordinance Relating to Bachelor of Business Administration (B.B.A.) Course”.
2. It shall come into force with immediate effect.
3. This supersedes the previous Ordinance relating to Bachelor of Business Administration (B.B.A.) Course [V-(4A)]

### **Chapter – 2 (Eligibility for Admission)**

4. For admission to B.B.A. course, an applicant should have passed the Intermediate Examination or an equivalent examination from a recognized board / university with minimum 45% marks in aggregate.

### **Chapter – 3 (Teaching Course)**

5. The course will be of three years duration, spread over six semesters.
6. The academic calendar shall be as follows :

1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester:	Session	–	1 <sup>st</sup> August to 15 <sup>th</sup> Dec.
	Examination	–	16 <sup>th</sup> Dec. to 31 <sup>st</sup> Dec.
2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester:	Session	–	1 <sup>st</sup> Jan. to 31 <sup>st</sup> May
	Examination	–	1 <sup>st</sup> June to 15 <sup>th</sup> June
7. The course structure shall be as given below:

<b>Semester</b>	<b>Paper</b>	<b>Max. Marks</b>
First	Principles of Management	100
	Business Communication	100
	Business Laws	100
	Business Statistics	100
	Financial Accounting	100
Second	Principles of Marketing	100
	Organizational Behaviour	100
	Principles of Economics	100
	Financial Management	100
	Computer Fundamentals & Applications	100
Third	Business Economics	100
	Cost & Management Accounting	100
	Banking Law & Practice	100
	Human Resource Management	100
	Computer Practical Examination	100
Fourth	Viva – Voce	100
	Indian Economics	100
	Marketing Research	100
	Company Law	100
	Industrial Relations	100
	Industrial Psychology	100

Fifth	Quantitative Techniques	100
	Consumer Behaviour & Advertising Management	100
	Income Tax Law & Practice	100
	Organizational Structure and Design	100
	Computer Applications in Business Management	100
Sixth	Summer Training Project Report	300
	Viva-Voce (Project Report Based)	200

8. (i) There will be a compulsory qualifying paper “Environmental Studies” of 60 Marks in first semester. It is mandatory for each student to clear this paper but the marks obtained in this paper will not be added in the grand total.

(ii) After fifth semesters, there shall be a 8 to 12 weeks Industrial/Summer Training culminating into a Project Report to be submitted during the sixth semester.

#### **Chapter – 4 (Attendance)**

9. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

#### **Chapter – 5 (Examination)**

10. The examination in each semester shall be conducted in two parts:

**C. Internal assessment** will be of 30 marks as under:-

- c. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- d. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**B. University Examination** carrying 70 marks.

11. The entire course has to be completed within a maximum of five years from the date of original admission in the course.

**Chapter-6**  
**Paper setting, Evaluation & Results**

12. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**  
**Power to Modify**

13. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

**ORDINANCE NO. V (18A)**

**POST GRADUATE DIPLOMA IN  
BUSINESS MANAGEMENT (PGDBM)**

## **ORDINANCE NO. V (18A)**

### **Ordinance Relating to Post Graduate Diploma in Business Management (PGDBM)**

#### **Chapter – 1** **(General)**

9. This ordinance may be called the Ordinance Relating to “Post Graduate Diploma in Business Management (PGDBM) Course”
10. It shall come into force with immediate effect.
11. This supersedes the previous Ordinance relating to Post Graduate Diploma in Business Management (PGDBM) Course [V-(18A)]

#### **Chapter – 2** **(Eligibility for Admission)**

12. (i) For admission to PGDBM course, an applicant should have passed the Graduation from a recognized Board / University with minimum 50% marks in aggregate.  
(ii) There shall be relaxation of 5% marks for SC/ST categories candidates.

#### **Chapter – 3** **(Teaching Course)**

13. The course will be of two years duration, spread over four semesters.
14. The academic calendar shall be as follows :

1 <sup>st</sup> & 3 <sup>rd</sup> Semester	:	Session	–	1 <sup>st</sup> Aug. to 15 <sup>th</sup> Dec.
		Exam	–	16 <sup>th</sup> Dec. to 31 <sup>st</sup> Dec.
2 <sup>nd</sup> & 4 <sup>th</sup> Semester	:	Session	–	1 <sup>st</sup> Jan. to 31 <sup>st</sup> May
		Exam	–	1 <sup>st</sup> June to 15 <sup>th</sup> June
		Summer Training	–	15 <sup>th</sup> June to 31 <sup>st</sup> July
15. The course structure shall be as given below :

<b>Semester</b>	<b>Paper</b>	<b>Max. Marks</b>
First	Principles & Practices of Management	100
	Managerial Economics	100
	Accounting & Financial Analysis	100
	Organizational Behaviour	100
	Business Statistics	100
	Marketing Management	100
	Computer Applications in Management	100
	Communication for Management	100
Second	Business Environment	100
	Business Law	100
	Research Methodology	100
	Operations Research	100
	Production and Operations Management	100
	Cost & Management Accounting	100
	Financial Management	100
	Managing Human Resources	100
Comprehensive viva	100	
Third	Supply Chain Management	100
	Strategic Management	100

	Management Information System	100
	Consumer Behavior & Marketing Communication	100
	Specialization Group -1 Elective 1*	100
	Specialization Group -1 Elective 2*	100
	Specialization Group -2 Elective 1*	100
	Specialization Group -2 Elective 2*	100
	Summer Training Project Report	100
Fourth	Entrepreneurship Development	100
	Corporate Governance, Values & Ethics	100
	Insurance & Risk Management	100
	Specialization Group -1 Elective 3*	100
	Specialization Group -1 Elective 4*	100
	Specialization Group -2 Elective 3*	100
	Specialization Group -2 Elective 4*	100
	Research Project Report	100
	Comprehensive viva	100

- 16. Specialization Groups & Electives:** Each student shall have dual specialization from amongst six specialization groups. Every student shall have to select two Specialization Groups of four papers each. First two papers from each Specialization Group shall be studied in the third semester and the remaining two papers, from each of the two Specialization Groups in the fourth semester. The Specialization Groups are as follows.

#### **ELECTIVE PAPERS**

##### **Specialization Group A: Human Resource Management**

	<b>SEMESTER</b>
1 Personal Growth and Training & Development	III Semester
2 Industrial Relations & Labour Enactments	III Semester
3 Team Building & Leadership	IV Semester
4 Negotiations & Counseling	IV Semester

##### **Specialization Group B: Marketing Management**

1 Marketing of Services	III Semester
2 Marketing Research	III Semester
3 Sales & Distribution Management	IV Semester
4 Retail Management	IV Semester

##### **Specialization Group C: Financial Management**

1 Management of Working Capital	III Semester
2 Security Analysis and Investment Management	III Semester
3 Management of Financial Institutions & Services	IV Semester
4 Tax Panning & Management	IV Semester

##### **Specialization Group D: Information Technology**

1 Database Management System	III Semester
2 System Analysis & Design and Software Engineering	III Semester
3 Data Communication & Network	IV Semester
4 Electronic Commerce	IV Semester

##### **Specialization Group E: International Business**

1 International Business	III Semester
2 International Business Environment & Foreign Exchange Economics	III Semester



3	Export Management and Documentation	IV Semester
4	International Logistic Management	IV Semester

**Specialization Group F: Insurance Management**

1	Elements of Insurance	III Semester
2	Regulatory Frame Work of Insurance	III Semester
3	Life Insurance	IV Semester
4	General Insurance	IV Semester

**Specialization Group G: Retail Management**

1	Retail Management	III Semester
2	Retailing Strategy and Environment	III Semester
3	Retail Auditing	IV Semester
4	Retail Communication	IV Semester

**9. SUMMER TRAINING PROJECT REPORT:**

- (i) After the second semester examination, every student during the summer vacation will undergo an on-the-job practical training in a manufacturing, service or financial organization. The training will be for 6 to 8 weeks.
- (ii) During the training, the student is expected to learn about the organization and analyze and suggest solutions of a live problem. The objective is to equip the student with the knowledge of actual functioning of the organization and problems faced by it with a view to exploring feasible solutions and suggestions.
- (iii) During the training, the organization (where the student is undergoing training) will assign a problem/project to the student.
- (iv) The student, after completion of the training will submit a report that will form part of the third semester examination.
- (v) The report (based on the training and the problem/project studied) prepared by the student will be known as Summer Training Project Report. The report should ordinarily be based on primary data. It should reflect indepth study of a micro problem, ordinarily assigned by the organization where student undergoes training. Relevant tables and bibliography should support it.
- (vi) The report should have a comprehensive chapter about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance, products/services and problems faced. This chapter will form part I of the report. Part II of the report will contain the study of the micro research problem. The size of the report ordinarily will be 100 to 150 typed pages in standard font size (12) and double spacing. Three neatly typed and soft bound (paper back) copies of the report will be submitted to the Department. The report will be typed in A-4 size paper.
- (vii) The report will have two certificates. One by the Head of the Department and the other by the Reporting Officer of the organization where the student has undergone training. These two certificates should be attached in the beginning of the report.
- (viii) The report will be evaluated by two external examiners. It will carry a total of 100 marks of which 75 will be for the written report and 25 marks for presentation. There will be no internal examiner.
- (ix) The student will make presentation in the presence of teachers and students. The student is expected to answer the queries and questions raised during the presentation.

**10. RESEARCH PROJECT REPORT:**

- Department
- (i) In the fourth semester, every student will have to submit a Research Project Report on a problem/topic (from the Specialization Groups) to be assigned by the Head of the Department under the supervision of a core faculty member of the Department. The research project report will carry 100 marks. The evaluation of the project report will be done by two external examiners and will consist of (i) Evaluation of Project Report (75 Marks) and (ii) Viva on Project (25 Marks).
- (ii) The report will contain the objectives and scope of the study, research methodology, use and importance of the study, analysis of the data collected, conclusions and recommendations. It will contain appropriate charts, diagrams and bibliography. A certificate of the Supervisor and the Head of the Department certifying the authenticity of the report shall be attached therewith. The student will submit three copies of the report. The number of pages in the report will be 75 or more. The report should be typed in A-4 size paper.

11. **COMPREHENSIVE VIVA:**

- (i) A comprehensive viva voce shall be conducted at the end of the second as well as the fourth Semester in order to judge the extent to which the student has understood various topics and is read for application of the knowledge gained. This is also to see the student's level of articulation of what is learnt by him. The idea is to ensure that the students digest what is being taught and see their relevance in the practical field and also the inter relationships of various parameters.
- (ii) The viva voce is of 100 marks each to be conducted by the external examiner appointed by the University.

**Chapter – 4**  
**Attendance**

12. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

**Chapter – 5**  
**Examination**

13. The examination in each semester shall be conducted in two parts:

**A. Internal assessment** will be of **30 marks** as under:-

- a. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- b. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks

50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**B. University Examination** carrying 70 marks

14. The entire course has to be completed within a maximum of five years from the date of original admission in the course.

**Chapter-6**

**Paper setting, Evaluation & Results**

15. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**

**Power to Modify**

16. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

**ORDINANCE NO.- V(57A)**

**DIPLOMA IN BUSINESS  
ADMINISTRATION (DBA)  
GENERAL COURSE**

# **Ordinance No.- V(57A)**

## **Ordinance Relating to Diploma in Business Administration (DBA) General Course**

### **Chapter – 1 (General)**

1. This ordinance may be called the “Ordinance Relating to Diploma in Business Administration (DBA) General” Course.
2. It shall come into force with immediate effect.
3. This supersedes the previous Ordinance relating to Diploma in Business Administration (DBA) General Course [V-(57A)]

### **Chapter – 2 (Eligibility for Admission)**

4. (i) For admission to D.B.A. General Course, an applicant should have passed the Intermediate Examination or an equivalent examination from a recognized board / university with minimum 45% marks in aggregate.  
(ii) There shall be relaxation of 5% marks for SC/ST categories candidates.

### **Chapter – 3 (Teaching Course)**

5. The course will be of one year duration, spread over two semesters.
6. The academic calendar shall be as follows:

1 <sup>st</sup> Semester	Session	–	1 <sup>st</sup> Aug. to 15 <sup>th</sup> Dec.
	Examination	–	16 <sup>th</sup> Dec. to 30 <sup>th</sup> Dec.
2 <sup>nd</sup> Semester	Session	–	1 <sup>st</sup> Jan. to 31 <sup>st</sup> May
	Examination	–	1 <sup>st</sup> June to 15 <sup>th</sup> June
7. The course structure shall be as given below:

<b>Semester</b>	<b>Paper</b>	<b>Max. Marks</b>
First	Principles and Practice of Management	100
	Business Communication	100
	Business Laws	100
	Business Statistics	100
	Financial Accounting	100
Second	Basics of Marketing Skills	100
	Economics of Business Management	100
	Business Finance	100
	Computer Applications in Management	100
	Research Project Report	100

### **Chapter – 4 (Attendance)**

8. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be

condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

### **Chapter – 5** **(Examination)**

9. The examination in each semester shall be conducted in two parts:
- B. Internal assessment** will be of **30 marks** as under:-
- c. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
  - d. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark
- B. University Examination** carrying 70 marks
10. The entire course has to be completed within a maximum of two years from the date of original admission in the course.

### **Chapter-6** **Paper setting, Evaluation & Results**

11. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

### **Chapter – 7** **Power to Modify**

12. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

**Ordinance No.- V(58A)**

**Master of Business Administration  
in Banking and Finance  
(MBA-B&F) Course**

# **Ordinance No.- V(58A)**

## **Ordinance Relating to Master of Business Administration in Banking and Finance (MBA-B&F) Course**

### **Chapter – 1 General**

17. This ordinance may be called the Ordinance Relating to “Master of Business Administration in Banking and Finance (MBA-B&F) Course”
18. It shall come into force with immediate effect.
19. This supersedes the previous Ordinance relating to Master of Business Administration in Banking and Finance (MBA-B&F) Course [V-(58A)].

### **Chapter – 2 Eligibility for Admission**

20. (i) For admission to MBA (B&F) course, an applicant should be a graduate from a recognized university with minimum 45% marks in aggregate.  
(ii) There shall be relaxation of 5% marks for SC/ST categories candidates.

### **Chapter – 3 Teaching Course**

21. The course will be of two year duration, divided into four semesters.

22. The academic calendar shall be as follows :

1 <sup>st</sup> & 3 <sup>rd</sup> Semester	: Session	–	1 <sup>st</sup> Aug. to 15 <sup>th</sup> Dec.
	Exam	–	16 <sup>th</sup> Dec. to 30 <sup>th</sup> Dec.
2 <sup>nd</sup> & 4 <sup>th</sup> Semester	: Session	–	1 <sup>st</sup> Jan. to 31 <sup>st</sup> May
	Exam	–	1 <sup>st</sup> June to 15 <sup>th</sup> June
	Summer Training	–	15 <sup>th</sup> June to 31 <sup>st</sup> July

23. The course structure shall be as given below :

<b>Semester</b>	<b>Paper</b>	<b>Max. Marks</b>
First	Principles of Management	100
	Managerial Economics	100
	Basic Accounting	100
	Organizational Behaviour	100
	Business Statistics	100
	Marketing Management & Selling Skills	100
	Business Communication	100
Second	Business Environment	100
	Banking Law & Practice-I	100
	Research Methodology	100



	Operations Research	100
	Macro Economics	100
	Financial Management	100
	Human Resources Management	100
	Comprehensive Viva	100
Third	Marketing Management in Banks	100
	Banking Law & Practice-II	100
	Bank Accounting	100
	Banking & Accounting Software	100
	Bank Audit	100
	Summer Training Project Report	100
Fourth	Merchant Banking	100
	Rural Banking and Micro Finance	100
	International Banking and Foreign Exchange Markets	100
	Currency and Derivatives Trading	100
	Corporate Finance and Treasury Management	100
	Research Project Report & Comprehensive Viva-Voce	100

## 8. SUMMER TRAINING PROJECT REPORT:

(i) After the second semester examination, every student during the summer vacation will undergo an on-the-job practical training in a manufacturing, service or financial organization. The training will be for 6 to 8 weeks.

(ii) During the training, the student is expected to learn about the organization and analyze and suggest solutions of a live problem. The objective is to equip the student with the knowledge of actual functioning of the organization and problems faced by it with a view to exploring feasible solutions and suggestions.

(iii) During the training, the organization (where the student is undergoing training) will assign a problem/project to the student.

(iv) The student, after completion of the training will submit a report that will form part of the third semester examination.

(v) The report (based on the training and the problem/project studied) prepared by the student will be known as Summer Training Project Report. The report should ordinarily be based on primary data. It should reflect indepth study of a micro problem, ordinarily assigned by the organization where student undergoes training. Relevant tables and bibliography should support it.

(vi) The report should have a comprehensive chapter about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance, products/services and problems faced. This chapter will form part I of the report. Part II of the report will contain the study of the micro research problem. The size of the report ordinarily will be 100 to 150 typed pages in standard font size (12) and double spacing. Three neatly typed and soft bound (paper back) copies of the report will be submitted to the Department. The report will be typed in A-4 size paper.

(vii) The report will have two certificates. One by the Head of the Department and the other by the Reporting Officer of the organization where the student has undergone training. These two certificates should be attached in the beginning of the report.

(viii) The report will be evaluated by two external examiners. It will carry a total of 100 marks of which 75 will be for the written report and 25 marks for presentation. There will be no internal examiner.

(ix) The student will make presentation in the presence of teachers and students. The student is expected to answer the queries and questions raised during the presentation.

## **9. RESEARCH PROJECT REPORT & COMPREHENSIVE VIVA-VOCE:**

(vii) In the fourth semester, every student will have to submit a Research Project Report on a problem/topic (from the Specialization Groups) to be assigned by the Head of the Department. The report shall be prepared under the supervision of a core faculty member of the Department. The research project report will carry 100 marks. The evaluation of the project report will be done by two external examiners. The evaluation will comprise (i) Evaluation of Project Report (75 Marks) and (ii) Viva on Project (25 Marks).

(viii) The report will contain the objectives and scope of the study, research methodology, use and importance of the study, analysis of the data collected, conclusions and recommendations. It will contain appropriate charts, diagrams and bibliography. A certificate of the Supervisor and the Head of the Department certifying the authenticity of the report shall be attached therewith. The student will submit three copies of the report. The number of pages in the report will be at least 75. The report should be typed in A-4 size paper.

## **10. COMPREHENSIVE VIVA:**

(i) A comprehensive viva voce shall be conducted at the end of the second as well as the fourth Semester in order to judge the extent to which the student has understood various topics and is ready for application of the knowledge gained. This is also to see the student's level of articulation of what is learnt by him. The idea is to ensure that the students digest what is being taught and see their relevance in the practical field and also the inter relationships of various parameters.

(ii) The viva voce is of 100 marks each to be conducted by the external examiner appointed by the University.

## **Chapter – 4** **Attendance**

11. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

## **Chapter – 5** **Examination**

12. The examination in each semester shall be conducted in two parts:

**D. Internal assessment** will be of 30 marks as under:-

- e. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- f. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**E. University Examination** carrying 70 marks.

13. The entire course has to be completed within a maximum of four years from the date of original admission in the course.

**Chapter-6**

**Paper setting, Evaluation & Results**

14. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**

**Power to Modify**

15. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

**Ordinance No. V (59A)**

**Master of Business Administration  
- Logistic & Shipping  
(MBA - L&S) Course**

# Ordinance No. V (59A)

## Ordinance Relating to Master of Business Administration- Logistic & Shipping (MBA - L&S) Course

### **Chapter – 1** **General**

24. This ordinance may be called the Ordinance Relating to “Master of Business Administration –Logistic & Shipping” (MBA – L&S) Course.
25. It shall come into force with effect with immediate effect.
26. This supersedes the previous Ordinance relating to Master of Business Administration – Logistic & Shipping” (MBA – L&S) Course [V-(59A)].

### **Chapter – 2** **Eligibility for Admission**

27. (i) For admission to M.B.A. - L&S course, an applicant should be a graduate from a recognized University with minimum 45% marks in aggregate.  
(ii) There shall be relaxation of 5% marks for SC/ST categories candidates.

### **Chapter – 3** **Teaching Course**

28. The course will be of two year duration, divided into four semesters.
29. The academic calendar shall be as follows :
- |                          |                        |   |   |
|--------------------------|------------------------|---|---|
| 1 <sup>st</sup> Semester | Session                | – | 1 <sup>st</sup> Aug. to 15 <sup>th</sup> Dec.   |
|                          | Exam                   | – | 16 <sup>th</sup> Dec. to 30 <sup>th</sup> Dec.  |
| 2 <sup>nd</sup> Semester | Session                | – | 1 <sup>st</sup> Jan. to 31 <sup>st</sup> May    |
|                          | Exam                   | – | 1 <sup>st</sup> June to 15 <sup>th</sup> June   |
| 3 <sup>rd</sup> Semester | At IIL Chennai         | – | 1 <sup>st</sup> July to 31 <sup>st</sup> March. |
|                          | & 03 Months internship |   |   |
| 4 <sup>th</sup> Semester | Session                | – | 1 <sup>st</sup> April to 31 <sup>st</sup> May   |
|                          | Examination            | – | 1 <sup>st</sup> June to 15 <sup>th</sup> June   |
30. The course structure shall be as given below :

<b>Semester</b>	<b>Paper</b>	<b>Max. Marks</b>
First	Principles & Practice of Management	100
	Managerial Economics	100
	Accounting & Financial Analysis	100
	Organizational Behavior	100
	Business Statistics	100
	Marketing Management	100
	Computer Application in Management	100
	Communication for Management	100
Second	Business Environment	100
	Banking Law	100
	Research Methodology	100
	Operations Research	100
	Production & Operations Management	100

	Cost & Management Accounting	100
	Financial Management	100
	Managing Human Resources	100
	Comprehensive Viva	100
Third	Custom Procedure	100
	Ware house and Inventory Management	100
	Fundamentals of Logistics	100
	Introduction to shipping	100
	International Business Management	100
	Shipping Business	100
	Port Agency	100
	Liner Trade	100
	Dry Cargo Chartering	100
	Transportation and Distribution Management	100
	Stevedoring and Port Operations	100
Fourth	Entrepreneurship Development	100
	Research Project	100
	Comprehensive Viva	100
	Internship Training Project Report	200

## 8. INTERNSHIP TRAINING PROJECT REPORT:

(i) After the third semester examination, every student of MBA – L&S (logistic & shipping), will undergo an on-the-job internship training under Indian Institute of Logistic, Chennai arrangements. The training will be of 10 weeks to 12 weeks duration.

(ii) During the training, the student is expected to learn about the organization and analyze and suggest solutions of a live problem. The objective is to equip the student with the knowledge of actual functioning of the organization and problems faced by it with a view to exploring feasible solutions and suggestions.

(iii) During the training, the organization (where the student is undergoing training) will assign a problem/project to the student.

(iv) The student, after completion of the training will submit a report that will form part of the fourth semester examination.

(v) The report (based on the training and the problem/project studied) prepared by the student will be known as Internship Training Project Report. The report should ordinarily be based on primary data. It should reflect indepth study of a micro problem, ordinarily assigned by the organization where student undergoes training. Relevant tables and bibliography should support it.

(vi) The report should have a comprehensive chapter about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance, products/services and problems faced. This chapter will form part I of the report. Part II of the report will contain the study of the micro research problem. The size of the report ordinarily will be 100 to 150 typed pages in standard font size (12) (TIMES NEW ROMAN) and double spacing. Three neatly typed and soft bound (paper back) copies of the report will be submitted to the Institute. The report will be typed in A-4 size paper.

(vii) The report will have one certificate, either by the Head of the Department or by the Reporting Officer of the organization where the student has undergone training. This certificate should be attached in the beginning of the report.

(viii) The examination will carry a total of 200 marks of which 100 will be for the written report and 100 marks for the presentation.

(ix) The student will make presentation in the presence of teachers and students. The student is expected to answer the queries and questions raised during the presentation.

#### 9. **RESEARCH PROJECT REPORT:**

(ix) In the fourth semester, every student will have to submit a Research Project Report on a problem/topic to be assigned by the Dean, under the supervision of a core faculty member of the Institute. The research project report will carry 100 marks. The evaluation of the project report will be done by two external examiners and will consist of (i) Evaluation of Project Report (75 Marks) and (ii) Viva on Project (25 Marks).

(x) The report will contain the objectives and scope of the study, research methodology, use and importance of the study, analysis of the data collected, conclusions and recommendations. It will contain appropriate charts, diagrams and bibliography. A certificate of the Supervisor and the Head of the Institution certifying the authenticity of the report shall be attached therewith. The student will submit three copies of the report. The number of pages in the report will be 75 or more. The report should be typed in A-4 size paper.

#### 10. **COMPREHENSIVE VIVA- VOCE:**

(ii) A comprehensive viva voce shall be conducted at the end of the second as well as the fourth Semester in order to judge the extent to which the student has understood various topics and is judged for application of knowledge gained. This is also to see the student's level of articulation of what is learnt by him. The idea is to ensure that the students digest what is being taught and see their relevance in the practical field and also the inter relationships of various parameters.

(ii) The viva voce is of 100 marks each to be conducted by the external examiner appointed by the University.

#### **Chapter – 4** **Attendance**

11. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

#### **Chapter – 5** **Examination**

12. The examination in each semester shall be conducted in two parts:

**C. Internal assessment** will be of **30 marks** as under:-

- e. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- f. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**D. University Examination** carrying 70 marks.

- 13. The entire course has to be completed within a maximum of four years from the date of original admission in the course.

**Chapter-6**

**Paper setting, Evaluation & Results**

- 14. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**

**Power to Modify**

- 15. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.



**Ordinance No.-V (60A)**

**Executive - Master of Business  
Administration (Executive- MBA) Course**

**Ordinance No.-V (60A)**  
**Ordinance Relating to Executive - Master of Business Administration**  
**(Executive- MBA) Course**

**Chapter – 1**  
**General**

31. This ordinance may be called the Ordinance Relating to “Executive - Master of Business Administration (Executive-M.B.A) Course”
32. It shall come into force with immediate effect.
33. This supersedes the previous Ordinance relating to Executive - Master of Business Administration (Executive-M.B.A) Course [V-(60A)].

**Chapter – 2**  
**Eligibility for Admission**

34. For admission to Executive-M.B.A. course, an applicant should be a Graduate or Post-graduate from a recognized University with minimum of 03 years work experience of a Managerial / Supervisory level.

**Chapter – 3**  
**Teaching Course**

35. The course will be of One year duration, divided into two semesters.
36. The academic calendar shall be as follows :
- |                          |   |         |   |  |
|--------------------------|---|---------|---|--|
| 1 <sup>st</sup> Semester | : | Session | – | 1 <sup>st</sup> Aug to 15 <sup>th</sup> Dec.   |
|                          |   | Exam    | – | 16 <sup>th</sup> Dec. to 31 <sup>st</sup> Dec. |
| 2 <sup>nd</sup> Semester | : | Session | – | 1 <sup>st</sup> Jan. to 31 <sup>st</sup> May   |
|                          |   | Exam    | – | 1 <sup>st</sup> June to 15 <sup>th</sup> June  |

37. The course structure shall be as given below :

<b>(Semester-1)</b>		<b>(Semester-2)</b>	
<b>S.No.</b>	<b>Subjects</b>	<b>S.No.</b>	<b>Subjects</b>
1.	Business Economics	1.	Business Environment
2.	Marketing for Managers	2.	Strategy Formulation
3.	Accounting in Decision Making	3.	Managerial Finance
4.	Statistical Methods for Management Decision	4.	Strategic Analysis of M.I.S.
		5.	Research Project Report

**8. RESEARCH PROJECT REPORT & COMPREHENSIVE VIVA-VOCE:**

(xi) In the Second semester, every student will have to submit a Research Project Report on a problem/topic to be assigned by the Head of the Department under the supervision of a core faculty member of the Department. The research project report will carry 100 marks. The evaluation of the project report will be done by two external examiners and will consist of (i) Evaluation of Project Report (75 Marks) and (ii) Viva on Project (25 Marks).

- (xii) The report will contain the objectives and scope of the study, research methodology, use and importance of the study, analysis of the data collected, conclusions and recommendations. It will contain appropriate charts, diagrams and bibliography. A certificate of the Supervisor and the Head of the Department certifying the authenticity of the report shall be attached therewith. The student will submit three copies of the report. The number of pages in the report will be 75 or more. The report should be typed in A-4 size paper.

#### **Chapter – 4** **Attendance**

9. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

#### **Chapter – 5** **Examination**

10. The examination in each semester shall be conducted in two parts:

**E. Internal assessment** will be of **30 marks** as under:-

- g. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- h. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**F. University Examination** carrying 70 marks.

11. The entire course has to be completed within a maximum of five years from the date of original admission in the course.

#### **Chapter-6** **Paper setting, Evaluation & Results**

12. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**  
**Power to Modify**

13. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

**ORDINANCE NO. V (61A)**  
**MASTER IN COMMERCE**  
**(M.COM.) COURSE**

**Ordinance No. V (61A)**  
**Ordinance Relating to Master in Commerce (M.Com.) Course**

**Chapter – 1**  
**General**

1. This ordinance may be called the Ordinance Relating to “Master in Commerce” (M.Com.) course.
2. It shall come into force with immediate effect.
3. This supersedes the previous Ordinance relating to “Master in Commerce (M.Com.) Course” [V-(61A)].

**Chapter – 2**  
**Eligibility for Admission**

4. For admission to M.Com course an applicant should be a Commerce Graduate from a recognized University.

**Chapter – 3**  
**Teaching Course**

5. The course will be of two year duration, divided into four semesters.
6. The academic calendar shall be as follows:

1 <sup>st</sup> & 3 <sup>rd</sup> Semester	:	Session	-	1 <sup>st</sup> Aug. to 15 <sup>th</sup> Dec.
	:	Exam	-	16 <sup>th</sup> Dec. to 31 <sup>st</sup> Dec.
2 <sup>nd</sup> & 4 <sup>th</sup> Semester	:	Session	-	1 <sup>st</sup> Jan. to 31 <sup>st</sup> May
	:	Exam	-	1 <sup>st</sup> June to 15 <sup>th</sup> June
7. The course structure shall be as given below:

<b>1<sup>st</sup> Semester</b>	
<b>S. No.</b>	<b>Paper</b>
1.	Organization Theory and Behavior
2.	Statistical Analysis
3.	Economic Analysis
4.	Accounting Theory and Practice
<b>2<sup>nd</sup> Semester</b>	
1.	Financial Management
2.	Business Environment
3.	Quantitative Techniques for Business Decisions
4.	Marketing Management
<b>3<sup>rd</sup> Semester</b>	
1.	Strategic Management
2.	Management Accounting
3.	Elective I (Paper 1)
4.	Elective II (Paper 1)

<b>4<sup>th</sup> Semester</b>	
1.	International Business
2.	Human Resource Management
3.	Elective I (Paper 2)
4.	Elective II (Paper 2)

**Each student shall have to opt for two electives among the following list: -**

Following are the three Elective Groups, comprising three papers each. Each student of M.Com may opt any two papers each for third and fourth semester, as per his /her choice which will, however be finalized when demand of paper is raised by at least 50% of the students.

**List of Elective Groups: -**

**GROUP (A)**

1. Management of financial institutions and services
2. Security Analysis and Portfolio Management
3. Working Capital Management

**GROUP (B)**

1. Corporate Laws
2. Banking Products and Services
3. Tax Planning and Management

**GROUP (C)**

1. Risk and Insurance Management
2. Rural Banking, Micro Finance and Small Groups Management
3. Project Management

**Chapter – 4  
(Attendance)**

8. The students are expected to attend all the classes and should not have less than 75% attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

**Chapter – 5  
(Examination)**

9. The examination in each semester shall be conducted in two parts:  
**G. Internal assessment** will be of **30 marks** as under:-
  - i. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
  - j. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks

75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**B. University Examination** carrying 70 marks.

10. The entire course has to be completed within a maximum of five years from the date of original admission in the course.

**Chapter-6**

**Paper setting, Evaluation & Results**

11. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**

**Power to Modify**

12. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.



**ORDINANCE NO. V (62A)**  
**BACHELOR OF COMMERCE**  
**(B.COM.) COURSE**

## Ordinance No. V (62A)

### **Ordinance Relating to Bachelor of Commerce (B.Com.) Course**

#### **Chapter – 1**

##### **(General)**

1. This ordinance may be called the “Ordinance Relating to Bachelor of Commerce (B.Com.) Course”
2. It shall come into force with immediate effect.
3. This supersedes the previous Ordinance relating to Bachelor of Commerce (B.Com.) Course [V-(62A)]

#### **Chapter – 2**

##### **(Eligibility for Admission)**

4. For admission to B.Com. Course, an applicant should have passed the Intermediate Examination or an equivalent examination from a recognized Board/University.

#### **Chapter – 3**

##### **(Teaching Course)**

5. The course will be of three years duration, spread over six semesters.
6. 

1 <sup>st</sup> 3 <sup>rd</sup> & 5 <sup>th</sup> Semester	:	Session	-	1 <sup>st</sup> Aug. to 15 <sup>th</sup> Dec.
		Exam	-	16 <sup>th</sup> Dec. to 31 <sup>st</sup> Dec.
2 <sup>nd</sup> 4 <sup>th</sup> & 6 <sup>th</sup> Semester	:	Session	-	1 <sup>st</sup> Jan. to 31 <sup>st</sup> May
		Exam	-	1 <sup>st</sup> June to 15 <sup>th</sup> June
7. The course structure shall be as given below:

<b>1<sup>st</sup> Semester</b>	
<b>S. No.</b>	<b>Subject Name</b>
1.	Management of Business Organization
2.	Financial Accounting
3.	Principles of Micro Economics
4.	English Communication
5.	Environment Studies
<b>2<sup>nd</sup> Semester</b>	
1.	Business and Industrial Laws
2.	Corporate Accounting
3.	Macro Economics
4.	Organization Behavior
<b>3<sup>rd</sup> Semester</b>	
1.	Business Mathematics & Statistics
2.	Company and Compensation Laws
3.	Indian Economics Development
4.	Research Project Paper
<b>4<sup>th</sup> Semester</b>	
1.	Cost Accounting
2.	Income Tax & Auditing
3.	Economic Regulation of Domestic and Foreign Exchange Markets

4.	International Trade
<b>5<sup>th</sup> Semester</b>	
1.	Financial Management
2.	Computer Applications in Business
3.	Corporate Governance & Business Ethics
4.	Industrial Economics
<b>6<sup>th</sup> Semester</b>	
1.	Marketing Management
2.	Business Environment
3.	Human Resource Management
4.	Business Communication

8. There will be a compulsory qualifying paper “Environmental Studies” of 100 Marks in first semester. It is mandatory for each student to clear this paper but the marks obtained in this paper will not added in the grand total.

**Chapter – 4**  
**(Attendance)**

9. The students are expected to attend all the classes and should not have less than 75% attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

**Chapter – 5**  
**(Examination)**

10. The examination in each semester shall be conducted in two parts:

**H. Internal assessment** will be of **30 marks** as under:-

- k. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- l. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**B. University Examination** carrying 70 marks.

11. The entire course has to be completed within a maximum of five years from the date of original admission in the course.

**Chapter-6**  
**Paper setting, Evaluation & Results**

12. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**  
**Power to Modify**

13. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

**ORDINANCE NO. V (28A)**  
**BACHELOR OF**  
**HOTEL MANAGEMENT COURSE**

# **Ordinance No. V (28A)**

## **ORDINANCE RELATING TO BACHELOR OF HOTEL MANAGEMENT COURSE**

### **CHAPTER-1 GENERAL**

38. This ordinance may be called the Ordinance Relating to “Bachelor of Hotel Management” Course.
39. It shall come into force with immediate effect.

### **CHAPTER-2 ELIGIBILITY FOR ADMISSION**

40. For admission in Bachelor of Hotel Management programme, the applicant should have passed the Intermediate examination or equivalent from a recognized board.
41. The applicants may be required to appear at an entrance test followed by group discussion, interview and counseling before admission.

### **CHAPTER-3 TEACHING COURSE & CURRICULUM**

42. The course will be of two year duration, divided into four semesters.

43. The academic calendar shall be as follows :

<b>1<sup>st</sup> and 3<sup>rd</sup> Semester:</b>	Session	-	1 <sup>st</sup> Aug. to 30 <sup>th</sup> Nov.
	Exam	-	1 <sup>st</sup> Dec. to 15 <sup>th</sup> Dec.
	Semester break	-	16 <sup>th</sup> Dec. to 31 <sup>st</sup> Dec.
<b>2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester :</b>	Session	-	1 <sup>st</sup> Jan. to 31 <sup>st</sup> May
	Exam	-	1 <sup>st</sup> June. to 15 <sup>th</sup> June
	Semester break	-	16 <sup>th</sup> June to 30 June
<b>5<sup>th</sup> Semester</b>	:	Industrial Training-	1 <sup>st</sup> July to Dec. (22 weeks)

44. The course structure shall be as given below :

## 1<sup>st</sup> Semester

Paper No.	Subject/ Paper of Study	Maximum Marks		Practical Examination			Total
		Internal Assessment	Theory Examination	Internal Examination	Uni. Examination	Viva-Voce	
1.	Basic Food Production Principles-I	30	70	-	-	-	100
1.P	Basic Food Production Principles-I Practical	-	-	30	50	20	100
2.	Foundation Course in Food & Beverages Service- I	30	70	-	-	-	100
2.P	Foundation Course in Food & Beverages Service- I Practical	-	-	30	50	20	100
3.	Foundation Course in FrontOffice Management- I	30	70	-	-	-	100
3.P	Foundation Course in Front Office Management- I Practical	-	-	30	50	20	100
4.	Foundation Course in House Keeping Operation- I	30	70	-	-	-	100
4.P	Foundation Course in House Keeping Operation- I Practical	-	-	30	50	20	100
5.	Food Science & Nutrition	30	70	-	-	-	100
6.	Environmental Studies	30	70	-	-	-	100
<b>Total</b>		180	420	120	200	80	1000

## 2<sup>nd</sup> Semester

Paper No.	Subject/ Paper of Study	Maximum Marks		Practical Examination			Total
		Internal Assessment	Theory Examination	Internal Examination	Uni. Examination	Viva-Voce	
1.	Basic Food Production Principles-II	30	70	-	-	-	100
1.P	Basic Food Production Principles-II Practical	-	-	30	50	20	100
2.	Foundation Course in Food & Beverages Service- II	30	70	-	-	-	100
2.P	Foundation Course in Food & Beverages Service- II Practical	-	-	30	50	20	100
3.	Foundation Course in Front Office Management- II	30	70	-	-	-	100
3.P	Foundation Course in Front Office Management- II Practical	-	-	30	50	20	100
4.	Foundation Course in House Keeping Operation- II	30	70	-	-	-	100
4.P	Foundation Course in House Keeping Operation- II Practical	-	-	30	50	20	100
5.	Hotel Administration	30	70	-	-	-	100
6.	Communication Fundamentals	30	70	-	-	-	100
<b>Total</b>		180	420	120	200	80	1000

## 3<sup>rd</sup> Semester

Paper No.	Subject/ Paper of Study	Maximum Marks		Practical Examination			Total
		Internal Assessment	University Exam	Internal Examination	Uni. Examination	Viva-Voce	
1.	Advance Food Production – I	30	70	-	-	-	100
1.P	Advance Food Production – I Practical	-	-	30	50	20	100
2.	Advance Food & Beverages Service- I	30	70	-	-	-	100
2.P	Advance Food & Beverages Service- I Practical	-	-	30	50	20	100
3	Front Office Management- I	30	70	-	-	-	100
3.P	Front Office Management- I Practical	-	-	30	50	20	100
4.	House Keeping Operations- I	30	70	-	-	-	100
4.P	House Keeping Operations- I Practical	-	-	30	50	20	100
5.	Computer Application	30	70	-	-	-	100
6.	Hospitality Marketing	30	70	-	-	-	100
<b>Total</b>		180	420	120	200	80	1000

## 4<sup>th</sup> Semester

Paper No.	Subject/ Paper of Study	Maximum Marks		Practical Examination			Total
		Internal Assessment	University Exam	Internal Examination	Uni. Examination	Viva-Voce	
1.	Advance Food Production -II	30	70	-	-	-	100
1.P	Advance Food Production –II Practical	-	-	30	50	20	100
2.	Advance Food & Beverages Service- II	30	70	-	-	-	100
2.P	Advance Food & Beverages Service- II Practical	-	-	30	50	20	100
3.	Front Office Management- II	30	70	-	-	-	100
3.P	Front Office Management- II Practical	-	-	30	50	20	100
4.	House Keeping Operations- II	30	70	-	-	-	100
4.P	House Keeping Operations- II Practical	-	-	30	50	20	100
5.	Financial Management	30	70	-	-	-	100
6.	Transport System in Travel and Tourism Industry	30	70	-	-	-	100
<b>Total</b>		180	420	120	200	80	1000



## 5<sup>th</sup> Semester

Subject/ Paper of Study	Examination				
	Internal Assessment	University Examination	Viva - Voce	Total	
Internship in the Hospitality Industry	30	Log Book (70) Training Report (100) Presentation (PPT) (60)	230	40	300
<b>Total</b>	30		230	40	300

## 6<sup>th</sup> Semester

Paper No.	Subject/ Paper of Study	Maximum Marks		Practical Examination			Total
		Internal Assessment	University Exam	Internal Exam	Uni. Exam	Viva-Voce	
1.	Advance Food Production -III	30	70	-	-	-	100
1.P	Advance Food Production -III Practical	-	-	30	50	20	100
2.	Food & Beverages Service Management- III	30	70	-	-	-	100
2.P	Food & Beverages Service Management- III Practical	-	-	30	50	20	100
3.	Front Office Management- III	30	70	-	-	-	100
4.	House Keeping Management- III	30	70	-	-	-	100
4.P	House Keeping Management- III Practical	-	-	30	50	20	100
5.	Hotel Laws	30	70	-	-	-	100
6.	Human Resource Management	30	70	-	-	-	100
<b>Total</b>		1800	420	90	150	60	900

## **CHAPTER – 4** **ATTENDANCE**

45. The students are expected to attend all the classes and should not have less than 75% attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

## **CHAPTER – 5** **EXAMINATION**

46. The examination in each semester shall be conducted in two parts:

**I. Internal assessment** will be of **30 marks** as under:-

- m. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- n. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:
- |       |  |   |          |
|-------|--|---|----------|
|       | 85% or more attendance                   | - | 10 Marks |
|       | 80% or more but less than 85% attendance | - | 9        |
| Marks | 75% or more but less than 80% attendance | - | 8        |
| Marks | 70% or more but less than 75% attendance | - | 7        |
| Marks | 65% or more but less than 70% attendance | - | 5        |
| Marks | 60% or more but less than 65% attendance | - | 3        |
| Marks | 51% or more but less than 60% attendance | - | 2        |
|       | 50% attendance                           | - | 1 Mark   |
|       | Less than 50% attendance                 | - | 0 Mark   |

**B. University Examination** carrying 70 marks.

47. The entire course has to be completed within a maximum of five years from the date of original admission in the course.

## **Chapter – 6** **Paper setting, Evaluation & Results**

12. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**  
**Power to Modify**

13. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the ordinance. Subject to subsequent ratification by the Executive Council.
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**ORDINANCE NO V-(29A)**  
**DIPLOMA COURSE IN HOTEL**  
**MANAGEMENT**

## ORDINANCE NO V-(29A)

### **ORDINANCE RELATING TO DIPLOMA COURSE IN HOTEL MANAGEMENT**

#### **CHAPTER-1 GENERAL**

48. This ordinance may be called the “Ordinance Relating to Diploma Course in Hotel Management”.
49. It shall come into force with immediate effect.
50. This supersedes the previous Ordinance relating to Diploma Course in Hotel Management [V-(29A)].

#### **CHAPTER-2**

##### **ELIGIBILITY FOR ADMISSION**

51. For admission in One Year (teaching) + 6 Months Industrial Training Diploma programme in Hotel Management, the applicant should have passed the 10+2(with English as a subject ) examination or equivalent of a recognized board.
52. The applicants may be required to appear at an entrance test followed by group discussion, interview and counseling before admission.

#### **CHAPTER-3**

##### **TEACHING COURSE & CURRICULUM**

53. The programme shall involve actual teaching for a minimum of 180 days and industrial training for 6 months.
54. The academic calendar shall be as follows:-

Session	-	1 <sup>st</sup> Aug. to 15 <sup>th</sup> May
Exam	-	16 <sup>th</sup> May to 31 <sup>st</sup> May
Industrial Training	-	1 <sup>st</sup> June to 31 <sup>st</sup> October

55. The study and evaluation scheme of the Programme shall be as given below:

Subject/ Paper of Study	Maximum Marks		Practical Examination	Viva Voce	Total
	Internal Assessment	Theory Examination			
Food & Beverage Service	30	70	-	-	100
Business Communication	30	70	-	-	100
Food science & Nutrition	30	70	-	-	100
Food & Beverage Service Management	30	-	50	20	100
Professional Training	30	-	120	50	200
Total	150	210	170	70	600

#### CHAPTER – 4 ATTENDANCE

56. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

#### CHAPTER – 5 EXAMINATION

57. The examination in each semester shall be conducted in two parts:

a. **Internal assessment** will be of **30 marks** as under:-

- i. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- ii. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

b. **University Examination** carrying 70 marks.

- iii. The entire course has to be completed within a maximum of Three years from the date of original admission in the course.

#### Chapter – 6 Paper setting, Evaluation & Results

12. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

#### Chapter – 7 Power to Modify

13. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the ordinance. Subject to subsequent ratification by the Executive Council.

**ORDINANCE NO- V (74A)**

**DIPLOMA COURSE IN**  
**HOTEL MANAGEMENT**  
**(FOOD PRODUCTION AND BAKERY)**

## ORDINANCE NO- V (74A)

### **ORDINANCE RELATING TO DIPLOMA COURSE IN HOTEL MANAGEMENT (FOOD PRODUCTION AND BAKERY)**

#### **CHAPTER-1 GENERAL**

58. This ordinance may be called the "Ordinance Relating to Diploma Course in Hotel Management (Food Production & Bakery)" course.
59. It shall come into force with immediate effect.

#### **CHAPTER-2**

##### **ELIGIBILITY FOR ADMISSION**

60. (i) For admission in Diploma course in Hotel Management (Food Production & Bakery), the applicant should have passed the 10+2 Examination (with English as a subject) or equivalent from a recognized board.
- (ii) The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable.
61. The applicants may be required to appear at an entrance test followed by group discussion, interview and counseling before admission.

#### **CHAPTER-3**

##### **TEACHING COURSE**

62. The programme will be of One Year (involve actual teaching for a minimum of 180 days) and 6 months (industrial training) duration.
63. The academic calendar shall be as follows:-
- |                     |   |  |
|---------------------|---|--|
| Session             | - | 1 <sup>st</sup> Aug. to 15 <sup>th</sup> May     |
| Exam                | - | 16 <sup>th</sup> May to 31 <sup>st</sup> May     |
| Industrial Training | - | 1 <sup>st</sup> June to 31 <sup>st</sup> October |
64. The study and evaluation scheme of the course shall be as given below:

Subject/ Paper of Study	Maximum Marks		Practical Examination	Viva Voce	Total
	Internal Assessment	Theory Examination			
Food Production	30	70	-	-	100
Bakery And Confectionery	30	70	-	-	100
Business Communication	30	70	-	-	100
Food Science & Nutrition	30	70	-	-	100
Entrepreneurship Management	30	70	-	-	100
Food Production	30	-	50	20	100
Bakery And	30	-	50	20	100



Confectionery					
Professional Training	30	-	220	50	300
Total	240	350	320	90	1000

#### CHAPTER – 4 ATTENDANCE

65. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

#### CHAPTER – 5 EXAMINATION

66. The examination in each semester shall be conducted in two parts:

**J. Internal assessment** will be of **30 marks** as under:-

- o. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.
- P. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**B. University Examination** carrying 70 Marks (including viva voce in the case of practical examination).

67. The entire course has to be completed within a maximum of 03 (three) years from the date of original admission in the course.

#### CHAPTER – 6 Paper setting, Evaluation & Results

11. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

**Chapter – 7**  
**Power to Modify**

12. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorized to modify the ordinance. Subject to subsequent ratification by the Executive Council.

**ORDINANCE NO V- (75A)**  
**BACHELOR OF HOTEL MANAGEMENT**  
**AND CATERING**  
**TECHNOLOGY COURSE**

## ORDINANCE NO V- (75A)

### ORDINANCE RELATING TO BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY COURSE

#### CHAPTER-1

##### GENERAL

68. This ordinance may be called the “Ordinance Relating to Bachelor of Hotel Management & Catering Technology (BHMCT) Course”.
69. It shall come into force with immediate effect.

#### CHAPTER-2

##### ELIGIBILITY FOR ADMISSION

70. For admission in Bachelor of Hotel Management & Catering Technology programme, the applicant should have passed the Intermediate examination or equivalent of a recognized board.
71. (i) The applicants may be required to appear at an entrance test followed by group discussion, interview and counseling before admission.
- (ii) The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable.

#### CHAPTER-3

##### TEACHING COURSE & CURRICULUM

72. The programme shall be spread over four academic years, spread over eight semesters comprising actual teaching for a minimum of 90 days in each semester and Industrial Training for 6 Months in the fourth year.
73. The academic calendar shall be as follows:-
- |   |                     |   |   |
|---|---------------------|---|---|
| <b>1<sup>st</sup>, 3<sup>rd</sup> &amp; 5<sup>th</sup> Semester</b>                 | Session             | - | 1 <sup>st</sup> Aug. to 30 <sup>th</sup> Nov. |
|   | Exam                | - | 1 <sup>st</sup> Dec. to 15 <sup>th</sup> Dec. |
| <b>2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> &amp; 8<sup>th</sup> Semester</b> | Session             | - | 1 <sup>st</sup> Jan. to 10 <sup>th</sup> May  |
|   | Exam                | - | 1 <sup>st</sup> May to 15 <sup>th</sup> May   |
| <b>7<sup>th</sup> Semester</b>  | Industrial Training | - | May to Nov. (6 months)                        |
74. Maximum duration to complete the course shall be 8 years.

75. The study and evaluation scheme of the programme shall be as given below:

**1<sup>st</sup> Semester**

Paper	Subject	Theory Examination		Practical Examination		Total
		Internal	External	Internal	External	
1	Foundation course of Food Production	30	70	-	-	100
2	Foundation course of Food & Beverage Services	30	70	-	-	100
3	Foundation course of Front Office Operations	30	70	-	-	100
4	Foundation course of Housekeeping Operations	30	70	-	-	100
5	Employability Skills	30	70	-	-	100
6	Introduction to Hospitality Industry	30	70	-	-	100
1P	Foundation course of Food Production	-	-	30	70	100
2P	Foundation course of Food & Beverage Services	-	-	30	70	100
3P	Foundation course of Front Office Operations	-	-	30	70	100
4P	Foundation course of Housekeeping Operations	-	-	30	70	100
<b>Total</b>		<b>180</b>	<b>420</b>	<b>120</b>	<b>280</b>	<b>1000</b>

**2<sup>nd</sup> Semester**

Paper	Subject	Theory Examination		Practical Examination		Total
		Internal	External	Internal	External	
1	Fundamental of Food Production	30	70	-	-	100
2	Fundamental of Food and Beverage Services	30	70	-	-	100
3	Fundamental of Front Office Operations	30	70	-	-	100
4	Fundamental of Housekeeping Operations	30	70	-	-	100
5	Hygiene and Sanitation	30	70	-	-	100
6	Introduction to Computers Applications	30	70	-	-	100
1P	Fundamental of Food Production	-	-	30	70	100
2P	Fundamental of Food and Beverage services	-	-	30	70	100
3P	Fundamental of Front Office Operations	-	-	30	70	100
4P	Fundamental of Housekeeping Operations	-	-	30	70	100
<b>Total</b>		<b>180</b>	<b>420</b>	<b>120</b>	<b>280</b>	<b>1000</b>

### 3<sup>rd</sup> Semester

Paper	Subject	Theory Examination		Practical Examination		Total
		Internal	External	Internal	External	
1	Food Production Operations	30	70	-	-	100
2	Food and Beverage Services	30	70	-	-	100
3	Front Office Operations	30	70	-	-	100
4	Housekeeping Operations	30	70	-	-	100
5	Nutrition and Food Science	30	70	-	-	100
6	Book Keeping & Accountancy	30	70	-	-	100
1P	Food Production Operations	-	-	30	70	100
2P	Food and Beverage Services	-	-	30	70	100
3P	Front Office Operations	-	-	30	70	100
4P	Housekeeping Operations	-	-	30	70	100
<b>Total</b>		<b>180</b>	<b>420</b>	<b>120</b>	<b>280</b>	<b>1000</b>

### 4<sup>th</sup> Semester

Paper	Subject	Theory Examination		Practical Examination		Total
		Internal	External	Internal	External	
1	Food Production - International	30	70	-	-	100
2	Food and Beverage Services	30	70	-	-	100
3	Front Office Operations	30	70	-	-	100
4	Housekeeping Operations	30	70	-	-	100
5	Hotel Engineering	30	70	-	-	100
6	Research Methodology	30	70	-	-	100
1P	Food Production – International	-	-	30	70	100
2P	Food and Beverage Services	-	-	30	70	100
3P	Front Office Operations	-	-	30	70	100
4P	Housekeeping Operations	-	-	30	70	100
<b>Total</b>		<b>180</b>	<b>420</b>	<b>120</b>	<b>280</b>	<b>1000</b>

### 5<sup>th</sup> Semester

Paper	Subject	Theory Examination		Practical Examination		Total
		Internal	External	Internal	External	
1	Advance Food Production	30	70	-	-	100
2	Advance Food and Beverage Services	30	70	-	-	100
3	Advance Front Office Operations	30	70	-	-	100
4	Advance Housekeeping Operations	30	70	-	-	100
5	Environment Management	30	70	-	-	100
6	Principles of Management	30	70	-	-	100
1P	Advance Food Production	-	-	30	70	100
2P	Advance Food and Beverage Services	-	-	30	70	100
3P	Advance Front Office Operations	-	-	30	70	100
4P	Advance Housekeeping Operations	-	-	30	70	100
<b>Total</b>		<b>180</b>	<b>420</b>	<b>120</b>	<b>280</b>	<b>1000</b>

### 6<sup>th</sup> Semester

Paper	Subject	Theory Examination		Practical Examination		Total
		Internal	External	Internal	External	
1	Growing Dimensions of Travel and Tourism Sector	30	70	-	-	100
2	Event Management	30	70	-	-	100
3	Facility Planning	30	70	-	-	100
4	Materials Management for Hospitality	30	70	-	-	100
5	Entrepreneurship Development	30	70	-	-	100
6	Hotel Law	30	70	-	-	100
7	Organizational Behavior	30	70	-	-	100
8	Hotel Accounting	30	70	-	-	100
<b>Total</b>		<b>240</b>	<b>560</b>	<b>-</b>	<b>-</b>	<b>800</b>

### 7<sup>th</sup> Semester

Paper	Subject	Theory Examination		Practical Examination		Total
		Internal	External	Internal	External	
1	Training Report	-	-	150	150	300
2	Log Book	-	-	150	150	300
3	Research Project	-	-	200	200	400
<b>Total</b>		<b>-</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>1000</b>

### 8<sup>th</sup> Semester

Paper	Subject	Theory Examination		Practical Examination		Total
		Internal	External	Internal	External	
1	Elective – I	30	70	-	-	100
2	Elective – II	30	70	-	-	100
3	Hotel Marketing	30	70	-	-	100
4	Human Resource Management	30	70	-	-	100
5	Financial Management	30	70	-	-	100
6	Business Communications	30	70	-	-	100
7	Managerial Economics	30	70	-	-	100
8	Seminar	-	-	30	70	100
1P	Elective – I	-	-	30	70	100
2P	Elective – II	-	-	30	70	100
<b>Total</b>		<b>210</b>	<b>490</b>	<b>90</b>	<b>210</b>	<b>1000</b>

### **CHAPTER – 4** **ATTENDANCE**

76. The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.



## Chapter-5

### Examination

10. The examination in each semester shall be conducted in two parts:

**K. Internal assessment** will be of **30 marks** as under:-

q. Midterm written test / practical including in-between snap tests if any, shall carry **20 marks** independently in each subject.

r. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85% or more attendance	-	10 Marks
80% or more but less than 85% attendance	-	9 Marks
75% or more but less than 80% attendance	-	8 Marks
70% or more but less than 75% attendance	-	7 Marks
65% or more but less than 70% attendance	-	5 Marks
60% or more but less than 65% attendance	-	3 Marks
51% or more but less than 60% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

**B. University Examination** carrying 70 marks.

11. The entire course has to be completed within a maximum of five years from the date of original admission in the course.

## Chapter-6

### Paper setting, Evaluation & Results

12. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

## Chapter – 7

### Power to Modify

13. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.