

**MANIPUR TECHNICAL UNIVERSITY  
MBA ORDINANCES AND REGULATION**

**ORDINANCES**

1. The provisions contained in these Regulations govern the conditions for imparting courses of instructions, conducting examinations and evaluation of students' performance leading to the degree of Master of Business Administration (MBA).
2. The specializations in which the courses of study are available and degrees will be offered are:
  - i. Marketing
  - ii. Human Resource
  - iii. Rural and Agribusiness
  - iv. Finance
  - v. Production and Operation

Note: New Specialization may be added in future with the approval from Board of Management and Academic council. Likewise, a specialization may also be temporarily suspended if the situation so arises.

3. The number of seats under MBA Program for which admission is to be made will be decided by the Board of Management. Seats are reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Differently able (PwD) etc. as per the State Government of Manipur orders from time to time
4. The Program is monitored by the Department of Management.
5. The provisions of these Regulations shall also be applicable to any new specialization(s) that is(are) introduced from time to time
6. Supplementary Regulations, whenever necessary, may be framed and implemented by the Board of Management from time to time.
7. Notwithstanding all that have been stated in these Regulations, the Board of Management has the power to modify any of the clause(s) from time to time.
8. In the event of occurrence of any doubt/ambiguity in the interpretation of any clause of the Regulations and also with any matter pertaining to the Program which has not been covered by the Regulations, the ruling of the Chairman, Board of Management shall be final.
9. A student becomes eligible for the award of the degree, if he/she
  - (a)fulfills all the academic requirements prescribed in the Regulations
  - (b)no disciplinary action pending against him/her
  - (c)no pending dues to the institute, department, hostels etc.
10. The award of MBA degree must be recommended by the Examination Committee of the University and approved by the Academic council .
11. Qualification for Admission:

Students seeking admission to the MBA Program must satisfy the following criteria:

  - i. Minimum of Bachelor degree (at least 10+2+3) of regular course, with at least 50% marks or 5.5% CPI/CGPA on 10 point scale in aggregate. A relaxation of 5% marks or 0.5 in CPI/CGPA may be extended to the candidates belonging to SC/ST/Differently able categories. However, the Department may specify additional requirements over and above these minimum requirements
  - ii. A valid CAT/MAT/CMAT score, with at least forty five (45) percentile qualifying score are eligible for Group Discussion and Personal Interview.

Vacant seats arising out of non-availability of candidates from CAT/MAT/CMAT shall be filled up through an Entrance Test, Group Discussion and Personal Interview

12. Admission Procedure:

- i) Entrance Test, Group Discussion, and Personal Interview . However, it is amendable from time-to-time.
- ii) Out of applicants qualifying in the entrance test candidates equal to four times of the number of seats in each category, strictly on the basis of merit, shall be called for group discussion and personal interview at their own expenses.
- iii) Group Discussion and Personal interview shall be conducted by a team of external experts each for group discussion and personal interview with individual evaluation by each expert member of such a team.
- iv) Total score after Entrance Test, Group Discussion and Personal Interview on merit basis will be selected for admission.
- v) The Chairman of Academic Council would appoint from among the Professors of the University for a period of two (2) years to work as Chairman of the PG admission committee on his/belief and he shall be eligible for reappointment. Chairman, PG Admissions would be responsible for the entire admission process including scrutiny of applications and conduct of entrance test, interviews of the candidates etc. He/she would be assisted by the respective departmental heads and departmental admission committee appointed by the Vice-Chancellor. Provided further that, if there is no professor in a department, an Associate Professor among the faculties of the University authorized by the Vice Chancellor shall exercise the powers of the Chairman PG. Provided further still, that if at any time, there is no Associate Professor in a department, an Assistant Professor among the faculties of the University authorized by the Vice Chancellor shall exercise the power of Chairman PG.

13. Semesters: Odd and Even

The Institute follows a credit based semester system. There are two regular semesters in a year: odd semester (August-December) and even semester (February - June).

14. Annual Intake:

The total number of seats in MBA course is 45. The annual intake may vary from time to time as notified by the University authority.

15. Medium:

English shall be the medium of instruction and that of examination including entrance test, group discussion and personal interview.

16. Academic Calendar:

Each academic session is divided into two regular semesters of approximately 16 weeks duration: an odd semester and an even semester. The Board of Management approved schedule of academic activities for a session, including dates of registration, and end-semester examinations etc. shall be laid down in the Academic Calendar for the session.

17. Program Structure:

The MBA Program is designed with a well-balanced theory-practical orientation. The course is blended with various other pedagogical tools like case studies, presentations, group discussions, seminars, live projects, field visits etc. Additionally, in order to enable the students to acumen the real-life management scenario, a student is also required to undertake a compulsory Summer Training for 4 weeks duration during summer vacation in area of his/her specialization. The Summer Training shall form a part of the second semester curriculum and grade earned shall be reflected in the second semester grade card. But, the students are to undergo an internship in a reputed

organization during the summer vacation preceding the second year that is, immediately after completion of the second semester. The students will be required to successfully complete 119 credits of loads through course work, practical, project etc. as per curriculum to become eligible for the award of the degree.

18. Program Duration:

The minimum and maximum durations for completion of the Program are 4 and 6 semesters, respectively.

19. Enrolment and Registration:

- i. A student selected for admission has to enrol to the program, in person, on the day fixed for this purpose after paying the due fees.
- ii. After enrolment, every student is required to register, in person, for the approved courses (including project) as per the advice of the Program coordinator or Head of Department at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar until he/she completes his/her program. The Dean (Academic) on recommendation from head of department may cancel the registration of one or more courses/project phase, if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.
- iii. Students who do not register on the day announced for the purpose may be permitted to register late by the Dean (Academic) or head of department under special circumstances only on payment of a fine, unless the fine is waived. Normally, no late registration shall be permitted after the due date from the scheduled date, except in special cases
- iv. Under very exceptionally, unforeseen, and unavoidable circumstances late registration beyond the specified deadline may be allowed on case-to-case basis by the Dean (Academic)/Chairman of Board of Management. This is possible only when the reasons cited are genuine and the authorities are satisfied with the same.
- v. Only those students will be permitted to register in the next semester who have
  - a. Fulfilled the minimum academic requirements (SGPA 5) for continuing in the programme in any semester
  - b. Cleared all dues of the University, hostel, and library and fines (if any) of the previous semesters
  - c. Paid all required advance payments of the University and hostel dues for the current semester
  - d. Not been debarred from registering on any specific ground.

20. Supervisor/Co-supervisor

Every student admitted into the MBA Program of the University must carry out his/her project under the supervision of at least one faculty member of the department. This faculty member will be called the Supervisor of the student. The student may also have a second person (Co-supervisor) from the same or another allied department of the Institute. All the administrative responsibilities related to the Program of the student, however, shall lie with the supervisor. In no case, more than two persons are permitted to get associated with a student as supervisor and/or Co-supervisor.

21. Appointment of Supervisor/Co-supervisor

There shall be an appropriate committee which shall evolve modalities for appointing Supervisor/Co-supervisor, keeping in view the student's aspirations and faculty interest. The committee will coordinate this activity and will formally communicate the appointment of the Supervisor/Co-supervisor to all concerned, along with the Academic section of the Institute.

## 22. Assessment

There will be continuous assessment of performance throughout the semester and grades will be awarded by the concerned course coordinator/instructor or the appropriate committee appointed for this purpose for various category of courses as follows:

- i. The evaluation will be based on the performance on end semester examination and internal assessment which consist of 80 marks and 20 marks respectively.
- ii. The internal assessment is based on the performance in class test/quiz/viva/assignment/class impression/attendance etc. as decided and arranged by the course coordinator and declared at the first class of the semester.
- iii. The overall performance in a course is decided by the following component-wise weightage  
Component % Weightage in internal assessment , project, viva and end Semester
- iv. The end semester examination is of 3 hours duration carrying weightage of 80 marks.
- v. The minimum percentage of marks to pass the examination in each semester shall be 40% in each paper, Summer Training Report, Dissertation and Comprehensive Viva voce separately.
- vi. The minimum pass marks for each written paper as well as internal assessment examination shall be 30 marks out of 80 marks and 10 marks out of 20 marks respectively. No student shall be permitted to appear at the written examination unless he/she has secured at least 10 marks out of 20 marks in internal assessment in each paper during the semester in question.

## 23. Promotion to higher semester:

- i. Students who complete the semester by securing the minimum required attendance and by registering themselves for the end semester examination of each semester and pass the examination by clearing all the requisite papers of the semester in question conducted by the Manipur Technical University shall be promoted to the next higher semester.
- ii. Further, candidates who have passed in not less than two-third of the total papers offered in the semester end examination shall also be provisionally allowed to join the next higher semester subject to the payment of all fees and dues etc. However, such candidates shall have to appear for the backlog papers in the next corresponding semester examination with the payment of examination fees and filling up of the examination form for the semester in question.

## 24. Summer Training Program:

After completion of the training a consolidated report on the work carried out during internship is to be submitted to the concerned Program coordinator. The report has to be as per guidelines formulated by the department. They also need to submit a completion certificate from the deputed organization and feedback as per departmental format from the concerned mentor.

25. The dissertation shall be carried out in the final semester (fourth semester). The project work may include survey and data collection from the field. The students are to submit a consolidated report (dissertation) on the findings of the project work as per dissertation preparation guidelines. The dissertation, along with a soft copy, is to be submitted to the concerned Program Coordinator at least 7 days prior to the date of final evaluation.

26. Student having less than 75% attendance shall be debarred from appearing the end-semester exam. His/her registration for that course shall be treated cancelled and is awarded "F" grade (registration cancelled for want of minimum attendance). The 'F'

grade shall appear in the grade card. The name of the students who have attendance less than 75% in a given course shall be announced in the class by the teacher himself/herself on monthly basis from the date of starting of classes. For the purpose of calculating percentage attendance, there shall be a cut-off date as per the academic calendar.

27. Conference/Seminar/Workshop

Participating conference/seminar/workshop etc. are not mandatory requirements for the award of the degree. However, a student may be permitted to participate in such events organized by a well-known organizations availing his/her leave (upto a maximum of one week), with permission from the Head of the department.

28. Summer training Program

All the students are required to present their Summer training report before the appropriate committee

- i. Head of the Department : Chairperson
- ii. One faculty from another department : member
- iii. Two subject experts of the department : members

The overall evaluation shall be based on 40% from the report and 60% from the presentation, findings, and viva-voce.

29. Dissertation Preparation and Submission:

The students shall prepare and submit the dissertation as per guidelines (with acceptable similarity report) for evaluation, along with a soft copy, to appropriate committee at least 7 days prior to the date of final evaluation. The dissertation shall be modified as per suggestions/advices, if any, of the evaluation committee and submitted within 7 days from the date of evaluation. Apart from the requirement of the department and supervisor(s), a copy of the final dissertation (with acceptable similarity report), along with its (dissertation) soft copy be submitted to the central Library.

Evaluation:

Apart from regular monitoring by the Supervisor/Co-supervisor, the progress shall be evaluated at the end of the semester by the following committee:

- i. One senior faculty member from the department : Chairperson
- ii. One Expert faculty from the department : member
- iii. One faculty member from another department : member
- iv. One external expert : member
- v. Supervisor/Co-supervisor

30. Grading System and Performance of the student will be calculated same like BTech course of Manipur Technical University.

31. Award of Degree, division and rank will be same like BTech Programme of the University.

32. A student may be permitted to undertake MOOCs/online/other such courses of relevant area as additional courses to enhance his/her knowledge base. Such courses shall be over and above the standard requirement of the Program

33. Eligibility for the Award of Degree A student shall be declared eligible for the award of MBA degree if he/she has:

- (a) Completed all the credit requirements for the degree with a minimum CGPA of 5
- (b) Satisfactorily completed all the non-credit requirements for the degree viz. Extra Academic Activities.
- (c) No dues to the Institute, Department, Hostels, NCC and NSO etc.
- (d) No prohibitive disciplinary action is awarded or there is no pending disciplinary action The award of the degree must be recommended by the BOM and approved by the Academic Council.

34. There shall be a committee for Post Graduate Program . Function includes:

(i) To oversee the conduct of the departmental MBA Program.

(ii) To discuss and recommend the course curriculum and syllabi of all the MBA Program offered by the department from time to time

(iii) To ensure academic standard and excellence of the MBA Program of the department.

(iv) To consider and recommend to the VC or Dean (Academic) any matters related to the MBA Program of the department.

NB: The committee shall be constituted by the Head of the Department. A copy of constitution/reconstitution shall be forwarded to the VC or Dean (Academic) .