

EXAMINATION RULES
FOR
Three Year Degree Course in Master of Business
Administration

i) The University will hold Examinations every year normally around the period indicated below. The exact date of beginning of the examination will be notified by the Controller of Examinations at least 14 days before the commencement of examinations.

First Semester November - December
Second Semester May / June

ii) Master of Business Administration – will be a three year course (Viz. 1st year, 2nd year and 3rd year). Each Year shall comprise of two semester, First and Second Semester.

iii) All examinations in Master of Business Administration shall be held on compartmental system, that is to say, each student must pass separately in every paper of the different examinations and those who pass in a paper shall not be permitted to sit for examination in that paper again. Non-appearance in a paper/papers will count as failure in that paper/ those papers.

iv) Each paper of a Semester Examination will be of three hour duration. Total marks in each paper will be 100marks unless otherwise specified.

v) Pass marks in all examinations in the Master of Business Administration Course shall be 50% of the maximum marks in each paper.

vi) To be eligible to appear at any examination, each student must satisfactorily complete the sessional work, and must obtain at least 50% marks in each of the sessional subjects in every year. This clause will be taken in to account for both the First and Second Semester sessional subjects together at the end of each session, i.e. at the end of the Second Semester of Each session. This clause, therefore, will not debar any student to appear in the First Semester Examination of his/her Class.

vii) Controller of Examinations shall determine the eligibility of a student to appear at any examination on the basis of statement of sessionals / tutorials works and on the basis of statement of attendance send by the Director of the Institution.

viii) Application for admission to University Examinations shall be made by the candidates in prescribed form and must be accompanied by the prescribed fees.

ix) No student shall be admitted to any examination of the University unless he/she has paid the prescribed fees by the date specified by the Controller of Examinations. A student may, however, submit examination fees with prescribed additional fees for late submission after expiry of the

specified date but not after the expiry of grace period provided that no such grace period shall apply to the candidate for Special Final Examination.

x) No printed formal certificate will be issued by the University on the results of any examination other than a final examination on passing which a student is entitled to a degree.

xi) A student whose application has been accepted for admission to an examination, after being duly processed provided he/she is eligible, shall be given admit Card containing the name of the candidate and Examination Roll number assigned to him/her. Every Candidate will be required to append his/her signature on the Admit Card in presence of the Office authorised to issue the same or in presence of duly authorised representative by whom it is issued.

xii) No candidate shall be admitted in the Examination Hall without Admit Card, provided that the Presiding Officer may, if otherwise satisfied on the identity of the candidate allow him/her to sit for the examination provisionally with an intimation to the Controller of Examinations. The Teacher(s) on duty shall have the power to give upon any candidate appearing at an examination to give a specimen signature for the purpose of identification.

- xiii) Permission to appear at any University Examination may be withdrawn before or during the Course of the examination for conduct which in the opinion of the Vice Chancellor, justifies the candidates exclusion from examination.
- xiv) All students will continue in the Second Semester class of a year after the First semester examinations irrespective of the First semester examination.
- xv) A student found guilty of misconduct adopting unfair means and / or any such thing, which in the opinion of the authority is/ are offensive, he / she shall be liable to the disciplinary proceedings, which will be done in accordance with the provision of Part-IV of the First Regulations under the Jadavpur University Act, 1981 as amended till date.
- xvi) A student will be promoted to the next higher class if he / she does not have more than six back papers after the First and Second Semester Examination of a year, including a maximum of two back papers of the immediately preceding year, there be any.

EXPLANATION

- a) A student of the First Year class will be promoted to the Second year if he / she dose not have more than six ~~sax~~ back papers out of all the examination papers of the first and second Semesters of the first Year Class.
- b) A student of the Second Year Class will be promoted to the Third year Class if he / she does not have more than six back papers out of all the examination papers of his / her First Year and Second Year Classes, provided however, that the number of back papers of the First Year subjects does not exceed two. That is to say, he / she will be promoted to the Third Year Class with two back papers of the First Year Class and four back papers of the Second Year Class or one back paper of the First Year Class and five back papers of the Second Year or six back papers of the Second Year Class. He / She will not be promoted to the Third Year Class if he / she has more than two back papers of the First Year even if the total number of back papers does not exceed six.
- c) Students failing in one or more papers at any Semester examination of First and / or Second Year Class will be eligible to clear these papers in the regular semester examinations to be held in subsequent years —the number of such chances being governed by regulation.

- d) The back paper shall however, more the paper in which the student has failed to pass.
- xvii) Students who fails to get promotion to the next higher class due to having more back papers than stipulated in Regulation will seek readmission or enroll as casual students in the same class (First / Second Year) in the following year and appear at the next appropriate Semester Examinations to clear the back papers. They will be required to register their names for appearing at the appropriate semester examination in this manner.
- xviii) A student of Master of Business Administration course will have to complete his course of study and pass in all the examination programme within six sessions after his / her first admission to the first year class.
- xix) There shall be a continuous evaluation system based on class tests in each examination paper of 1st and 2nd semester of every year. The final marks of a student in each examination paper will consist of the following distribution :
- | | |
|---|-------|
| University (Semester) Examination | - 70% |
| Continuous evaluation through class tests | - 25% |
| Class Attendance | - 5% |
- xx) There shall be two written class tests in each paper each of 50 minutes duration to be held normally in the 7th, 8th week and 12th - 13th week after the beginning of a semester.
- xxi) Appointment of Examiners and Paper-setters shall be made according to the procedure laid down in Part - I (Regulation 37 (b) (1) of the First Regulations under the J.U. Act. 1981.

- xxvii) The answer script of examinations shall be preserved for a period of one Year after the date of publication of results and may be disposed thereafter.
- xxviii) Re-scrutiny of answer script(s) will be done in accordance with the rules of the University.
- xxix) For an examination paper taught by one teacher the average of two class test performances of a student will be taken as his continuous evaluation marks.
- xxx) For an examination paper taught by two teachers each teacher will take one class test and the average of two class test performances of a student will be taken as his continuous evaluation marks.
- xxxi) Class test marks will be announced within fifteen days of the test and the students will be given the opportunity to see the marked answer scripts, if they so desire.
- xxxii) The examination scripts of class test will be retained by the concerned teacher for a period of one year after publication of the relevant semester examination results.
- xxxiii) Students will be awarded a maximum of 5 marks on attendance as per the following break up.

Percentage of Attendance	Marks
95 - 100	5
90 - 95	4
85 - 90	3
80 - 85	2
75 - 80	1
Below 75	0

- d) The back paper shall however, more the paper in which the student has failed to pass.
- xvii) Students who fails to get promotion to the next higher class due to having more back papers than stipulated in Regulation will seek readmission or enroll as casual students in the same class (First / Second Year) in the following year and appear at the next appropriate Semester Examinations to clear the back papers. They will be required to register their names for appearing at the appropriate semester examination in this manner.
- xviii) A student of Master of Business Administration course will have to complete his course of study and pass in all the examination programme within six sessions after his / her first admission to the first year class.
- xix) There shall be a continuous evaluation system based on class tests in each examination paper of 1st and 2nd semester of every year. The final marks of a student in each examination paper will consist of the following distribution :
- | | |
|---|-------|
| University (Semester) Examination | - 70% |
| Continuous evaluation through class tests | - 25% |
| Class Attendance | - 5% |
- xx) There shall be two written class tests in each paper each of 50 minutes duration to be held normally in the 7th, 8th week and 12th - 13th week after the beginning of a semester.
- xxi) Appointment of Examiners and Paper-setters shall be made according to the procedure laid down in Part - I (Regulation 37 (b) (1) of the First Regulations under the J.U. Act. 1981.

- xxvii) The answer script of examinations shall be preserved for a period of one Year after the date of publication of results and may be disposed thereafter.
- xxviii) Re-scrutiny of answer script(s) will be done in accordance with the rules of the University.
- xxix) For an examination paper taught by one teacher the average of two class test performances of a student will be taken as his continuous evaluation marks.
- xxx) For an examination paper taught by two teachers each teacher will take one class test and the average of two class test performances of a student will be taken as his continuous evaluation marks.
- xxxi) Class test marks will be announced within fifteen days of the test and the students will be given the opportunity to see the marked ~~answer~~ ^{answer} scripts, if they so desire.
- xxxii) The examination scripts of class test will be retained by the concerned teacher for a period of one year after publication of the relevant semester examination results.
- xxxiii) Students will be awarded a maximum of 5 marks on attendance as per the following break up.

Percentage of Attendance	Marks
95 - 100	5
90 - 95	4
85 - 90	3
80 - 85	2
75 - 80	1
Below 75	0

- xxxiv) The final marks of continuous evaluation and class attendance will be sent to the Examination Office within two weeks after the semester classes dissolve.
- xxxv) The Sessional marks will be sent to the Controller of Examinations a fortnight before the last theoretical class. This will determine the eligibility for admit card for each student. All class tests and sessional marks will have to be forwarded under the signature of concerned class teacher(s) and the Director Principal.
- xxxvi) a) Performance of the candidate in each paper shall be indicated by grades. In the faculty of Business Administration subject's grades will be awarded on the basis of the following marks.

Grades	Marks
S	90% and above
A	80% and above.
B	70% to below 80%
C	60% to below 70%
D	50% to below 60%
X	Below 50%

- b) In awarding Class and Honours, performance of the candidate will be determined on the basis of candidates' examination results.

- xxxvii) A Special Final Examination of all the papers of the Bachelor of Business Administration Final Year (First and Second Semester) Examination will be held normally after six weeks of the publication of results of regular Final Examination. Any student of the Final year class having one or more back paper(s) of the Bachelor of Business Administration Final Examination (First and Second Semester) will appear in the Special Final Examination.

- xxxviii) Students failing to clear the back paper(s) in the Special Final Examination as provided in Clause xxxii above will have the chance to clear the paper(s) in the Regular Semester Examinations and the Special Final Examinations to be held in subsequent years- maximum number of such chances being governed by the provision of Clause.....above.

- xxxix) Students who fail to get promotion to the next higher class due to having more back papers than stipulated in regulation will seek re-admission or enroll as casual student in the same class in the following year and appear at the next appropriate Semester Examination to clear the back papers. They will be required to register their names for appearing at the appropriate Semester Examination in this manner.

xxiii) Students who fail to pass in all papers of their examination programme when they first appear in the Final Year Examination or in the Special Final Examination of that year may be readmitted or enroll as a casual student in the Final year class at the beginning of next session. The maximum number of such admission will however, be governed by the provision of the Regulation.

xxiv) A student of Master of Business Administration course will have to complete his/hen course of study and pass in all papers of the examination programme within six sessions after his/her first admission to the First year class.

xxv) In order to be eligible for evaluation of sessional subjects a student must attend at least ~~at~~ 75% of the classes held in the concerned sessional subjects. If he/she has not attended the minimum number of classes as stipulated here he/she will be declared to have failed in the paper(s) concerned.

xxvi) In awarding Class and Honours performance of candidate in the course will be determined on the basis of his/her examination results as well as sessionals.

xxii) Candidates who have passed all the examinations of the Master of Business Administration programme will be declared to have graduated in the First Class with Honours provided

(a) They have obtained at least 75% of the aggregate marks of all the papers of the first, second and third year classes taken together.

(b) They have passed all the papers of the MBA Course (First Year, Second Year and Third Year) in one Chance in the respective Semester Examination.

(c) They have completed their course of study and passed in all the papers of the classes within three years from the year of their First admission.

(d) They have not appeared in any paper in the Special Final Examination.



JADAVPUR UNIVERSITY
KOLKATA-700 032
GRADE CARD

051871

(3-Year Degree Course)

Results of the Master of Business Administration Final Examination

or

Studying in The Institute of Business Management


Having Class Roll No.

and Examination Roll No.

Registration No.

of

Final Year Second Semester Examination held in

Course Code	Subject	Credit Hours(c _i)	Grade
			

SGPA obtained in the six semesters of Master of Business Administration Examination

Semester	First	Second	Third	Fourth	Fifth	Sixth
SGPA						

SGPA :

Total % Marks :

Remarks :

Prepared by:

Checked by:

Date of issue:

Controller of Examinations



JADAVPUR UNIVERSITY
KOLKATA-700 032
GRADE CARD

051871

(3-Year Degree Course)

Results of the Master of Business Administration Final Examination
For
Studying in The Institute of Business Management
Having Class Roll No. _____ and Examination Roll No. _____
Registration No. _____ of _____

Final Year Second Semester Examination held in

Course Code	Subject	Credit Hours(c ₁)	Grade

SGPA obtained in the six semesters of Master of Business Administration Examination

Semester	First	Second	Third	Fourth	Fifth	Sixth
SGPA						

CGPA :

Total % Marks :

Remarks :

Prepared by:

Checked by:

Date of issue:

Controller of Examinations

EXPLANATION OF GRADES, GRADE POINTS, SGPA AND CGPA

Percentage of Marks	Performance	Grade	Grade Point (g_i)
90 and above	Outstanding	S	10
80 to 89	Excellent	A	9
70 to 79	Very good	B	8
60 to 69	Good	C	7
50 to 59	Fair	D	6
Below 50	Unsatisfactory / Fail	X	0

$$\text{Semester Grade Point Average SGPA} = \frac{\sum c_i g_i}{\sum c_i}$$

$$\text{Cumulative Grade Point Average CGPA} = \frac{\text{Sum of SGPAs for 6 semesters}}{6}$$

First Class : 65% and above of aggregate marks.

Second Class : 50% and above but below 65% of aggregate marks.