

ORDINANCE

GOVERNING TWO YEAR

(FOUR SEMESTER) POST GRADUATE DEGREE PROGRAMME

**Master of Business Administration (HRD)
MBA (HRD)**



BOS Held on 08-07-2024
W.E.F. 2024-2025

DEPARTMENT OF HRD
FACULTY OF MANAGEMENT STUDIES
V.B.S. PURVANCHAL UNIVERSITY, JAUNPUR (U.P.)
A NAAC A⁺ Accredited University
www.vbspu.ac.in

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Meeting held on: 08-07-2024

M.B.A. (HRD)
Ordinances Governing Two Year (Four Semester)
Post-Graduate Degree Programme

The following ordinances have been framed governing the admission, programme structure, examination, research and other allied matters relating to the two year (four semester) M.B.A. (HRD) Post Graduate Degree Programme of Department of HRD, Faculty of Management Studies, Veer Bahadur Singh Purvanchal University, Jaunpur.

1. ADMISSION

- 1.1 All matters relating to admission in the M.B.A. (HRD) Programme shall be dealt with the admission Committee constituted by the University.
- 1.2 The M.B.A. (HRD) Programme is open to graduates in any discipline with a minimum of 45% marks (40% for SC/ST/OBC-Non Creamy Layer), from a recognized University. Those who are appearing in final examination of graduate degree may also apply for admission and shall be eligible to appear in the Admission Test but they will have to produce proof of being graduate with minimum percentage of marks at the time of admission.
- 1.3 Those who fail to secure 45% marks in undergraduate level but they have passed postgraduate examination in any discipline with at least 55% marks (50% for SC/ST/OBC-Non Creamy Layer) are also eligible for appearing in the admission test of the M.B.A. (HRD) programme.
- 1.4 The intake to the M.B.A. (HRD) Programme shall be 60 students plus 06 EWS (10% of total intake). However, University may reconsider for increasing/decreasing the number if necessary. Out of 60 plus 06 EWS seats, 50 percent shall be made through combined test organized by NTA/A.P.J. Abdul Kalam Technical University, Lucknow and 50 percent seats shall be filled through University level admission test Purvanchal University Combined Admission Test (PUCAT). Vacant seats after CUET/PUCAT counselling will be filled by open notification in which those who come first will get admission after fulfilling the required educational qualification.

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- 1.5 The reservation norms for admission shall be as per Government notification issued from time to time.
- 1.6 On the selection for admission to the M.B.A. (HRD) programme, the candidates shall deposit the fees prescribed for the purpose to get his/her admission confirmed within the time period fixed by the Government Recognized Technical University /Admission Committee of VBS Purvanchal University, Jaunpur. If a candidate fails to do so, his/her for admission shall be automatically cancelled and the seat falling vacant shall be offered to other candidate in the merit list. The programme fee shall be non-refundable and non-transferable to any other programme of the university. There is no provision of Fee concession/exemption under any circumstances except the cases related to state/central Government Social Welfare (Samaj Kalyan) Department.
- 1.7 Admission in the M.B.A. (HRD) programme cannot be claimed by any candidate as a matter of right. The admission Committee shall have the power to refuse, reject or cancel any Admission if it possesses sufficient reason to do so.

2. PROGRAMME OF STUDY AND EXAMINATION

- 2.1 With a view to conducting the M.B.A. (HRD) programme systematically and within a time-bound frame, the HRD Department of the University shall draw up an "Academic Calendar" with the consultation of the Dean in the beginning of the academic session with the approval of the Vice-Chancellor for its implementation.
- 2.2 A candidate admitted to the M.B.A. (HRD) programme shall pursue a regular programme of study in all the four semesters and attend at least 75% of the classes held to be eligible to appear in the examination however, the Head/Vice-Chancellor for cogent reasons may condone 15% shortage in attendance respectively.
- 2.3 All the four semester examination of M.B.A. (HRD) programme shall be conducted through theory course, sessional, practical project reports, viva-voce and such other assignments as may be prescribed for the purpose from time to time.
- 2.4 Matters pertaining to the amendment in the ordinance, syllabus, introduction of new programme/course and conduct of examination, assignments etc., shall be dealt with the Board of Studies (B.O.S.) constituted by the Vice-Chancellor. The constitution of the Board of Studies shall be as follows:
- 2.4.1 The convener duly appointed by Vice-chancellor, and
- 2.4.2 Two external experts of the related field whose names are proposed by Convener and approved by Vice-chancellor.
- 2.4.3 By rotation two senior faculty members of the Department (Not less than Associate professor level).
- 2.4.4 The BOS constituted as above shall recommend the panel of paper setters/examiners to the Vice-Chancellor. After getting approval from the Vice-Chancellor, the appointment letters shall be issued to the concerned paper setters/examiners by the Registrar/Controller of examinations of the V.B.S. Purvanchal University.

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- 2.5 The Registrar/Controller of the Examinations, with the approval of the Vice-Chancellor shall associate one or two members of the Board of Studies for the moderation of the course, the moderated course shall have to be got printed by the Registrar/Controller of the Examinations well before commencement of the Examinations.
- 2.6 After printing the course in sealed covers, it shall be handed over to the examination Superintendent who will ensure the smooth and fair conduct of the examinations.
- 2.7 For appearing in the M.B.A. (HRD) semester examination each student shall have to deposit a prescribed examination fee along with a filled in examination application form.
- 2.8 The student of programme shall be examined in the subjects in accordance with programme curriculum. The detailed syllabus of each theory paper is given after Table.
- 2.9 In each of the M.B.A. (HRD) theory course there shall be two components:
- 2.9.1 Semester Examination: The semester examination in each theory paper shall be of 3 hours' duration and shall carry 75 marks divided into three sections. The section A is compulsory (10 questions of 2 marks each should be answered in 50 words). Section B comprises of 8 questions out of which any 5 questions of 7 marks each should be answered in 200 words each. The section C comprises 4 questions out of which any 2 questions of 10 marks each should be answered in 500 words each.
- 2.9.2 Sessional: In each theory course, there shall be sessional of 25 marks, which will be conducted by the teachers concerned in consultation with the head of Department. ordinarily, the break-up of sessional-marks shall be as follows:
- (1) Class Test: 10 marks (Out of two class test one best shall be considered.)
 - (2) Assignments/Seminars/ Presentation/Workshop etc.: 10 marks
 - (3) Behaviour & Class Attendance: 5 marks
- Note:** (1) There will be no internal assessment in case of social/summer training project/ research reports evaluation and viva-voce.
- (2) Only Non-Scientific calculator is allowed in the semester/sessional examination.
- 2.9.3 The marks in the sessional shall be awarded by the teachers concerned and submitted to the Head of Department who will after due approval send the same to the Registrar/Controller of Examinations/Coordinator, Technical Cell, V.B.S. Purvanchal University for being in the examination results.
- 2.9.4 **Social Project Survey/Report & Viva-Voce:** Every M.B.A. (HRD) student shall be required to undergo and conduct a research survey various organized sector eg. school/hospitals/NGOs/Municipality/Police department or from unorganized/informal sector for preparation of his/her social project report. The social project work is interdisciplinary in its nature. The process of preparation of the report is divided in two sections:
- 2.9.5 Every student shall be required to choose topic in consultation with the guide assigned to him/her related to the local and current problems/issues pertaining to the relevant field in the subject concerned and collect data through various sources.

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Thereafter a social project survey report on the work done is prepared in the seventh semester and submitted in the department on which Viva-voce is conducted jointly by an internal examiner and external examiner nominated by the Vice-Chancellor from the name of experts approved by Board of Studies suggested by head of the department. The Viva-voce based on his/her project shall be of 100 marks jointly evaluated by external and internal examiner.

2.9.6 In the eighth semester, a final social project report is prepared comprising the data analysis and findings based on the data collected in the seventh semester. Two copies of the report will be submitted in the department. There will be an evaluation of social project report followed by Viva-voce of 100 marks jointly evaluated by an internal examiner and external examiner nominated by the Vice-Chancellor from the name of experts approved by the BOS.

2.10 Summer Training Report: Every M.B.A. (HRD) student shall be required to undergo practical training/Project work for a period of 6 to 8 weeks in any organization connected with Industry/Trade/Commerce/Business approved by the head of the HRD Department of the University. The student will submit a summer training report, which shall be jointly evaluated by an internal and external examiner out of 100 marks. The one External Examiner and an internal member nominated by the Vice Chancellor from the name of experts suggested by the BOS shall constitute a part of the M.B.A. (HRD) IX Semester examination of the University. It is compulsory for the student to submit report and personally appear in the viva to defend the training work done.

2.11 Research/Dissertation work: In the X semester examination students are required to do project work on the topic decided in consultation with project guide assigned by HOD. The project should be innovative, problem solving, research oriented which give ultimate benefit to the industry and society. The report will be evaluated jointly form 100 marks by both one external examiner and an internal examiner nominated by the Vice Chancellor from the name of experts approved by BOS. It is compulsory for the student to submit research/dissertation report and personally appear in the viva to defend the work done.

3. DECLARATION OF RESULTS

3.1 The maximum and minimum marks for each theory paper, sessional, social project/summer training/research report and viva-voce in the semester examination shall be as followed:

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	Maximum marks	Minimum Percentage
Theory Paper + Sessional	75+25 (100)	36% in Theory Paper as well as in aggregate.
Social Project Survey & Viva-Voce	100	36% in aggregate
Social Project Report & Viva-Voce	100	36% in aggregate
Summer Training Project & Viva-voce	100	36% in aggregate
Research Report & Viva-voce	100	36% in aggregate

- 3.2 The rules regarding pass, promotion and declaration of result shall be governed by the Post-Graduate Programs Ordinance – 2023 notified by the University wide letter no. 2162/शैक्षणिक/2023 dated 02.05.2023. The said ordinance will also have supremacy in case of any doubt/discrepancy.
- 3.3 In case student fail to complete his/her programme within stipulated time (two year) two more academic years' shall be given to complete his/her degree after the final semester examinations to appear in all previous semester back/carry forward courses, if any.
- 3.4 Those who have failed in any paper of VII, VIII, IX & X semester examination shall not be assigned any rank while declaring the final result of the M.B.A. (HRD) programme.
- 3.5 The result of the M.B.A. (HRD) X semester shall be declared on the basis of the combined marks secured by a candidate in all four Semesters of the M.B.A. (HRD) programme in the following categories:

3rd class	4.00 and above but less than 5.00 CGPA
2nd class	5.00 and above but less than 6.50 CGPA
1st class	6.50 and above but less than or equal to 10.00 CGPA

- 3.6 In view of the fast advancement in the field of management and information technology, the programme curriculum shall be revised at regular intervals.
- 3.7 Matters which are not covered under these ordinances, in case of any issue of interpretation arising during the course of interpretation of this ordinance or in case of any unforeseen circumstance, the decision of the Vice-Chancellor shall be final.

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3.8 Course Structure of MBA (HRD) programme

Year	Sem	Course	Code	Compulsory/ Elective	Course	Credit
1	VII	1	F090701T	Compulsory	Essentials of Management	4
	VII	2	F090702T	Compulsory	Research Methodology	4
	VII	3	F090703T	Compulsory	Human Resource Management	4
	VII	4	F090704T	Compulsory	Industrial Psychology	4
	VII	5	F090705T	Compulsory	Industrial Relations	4
	VII	6		Minor Elective		4
	VII	7	F090106R	Compulsory (Project)	Social Project Survey & Viva-Voce	4
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1	VIII	8	F090801T	Compulsory	Human Resource Development	4
	VIII	9	F090802T	Compulsory	Computer Applications	4
	VIII	10	F090803T	Compulsory	Training & Development	4
	VIII	11	F090804T	Compulsory	Organizational Behaviour	4
	VIII	12	F090805T	Compulsory	Industrial Relations and Wage Laws	4
	VIII	13	F090806R	Compulsory (Project)	Social Project Report & Viva-Voce	4
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2	IX	14	F090901T	Compulsory	Leadership, Team & Group Dynamics	4
	IX	15	F090902T	Compulsory	Social Security and Occupational Safety Laws	4
	IX	16	F090903T	Compulsory	Managerial Communication & Report Writing	4
	IX	17/18	F090904T (A)	Elective (Any Two)	(a) Strategic HRM	4 credits for each elective 4*2=8
	IX	17/18	F090904T (B)		(b) Labour Welfare & Industrial Discipline	
	IX	17/18	F090904T (C)		(c) Managing Organizational Conflict & Stress	
	IX	17/18	F090904T (D)		(d) International HRM	
	IX	19	F090905R	Compulsory (Project)	Summer Training Project & Viva-Voce	4
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2	X	20	F090101T	Compulsory	Career and Performance Management	4
	X	21	F090102T	Compulsory	Business Environment	4
	X	22	F090103T	Compulsory	Organizational Change & Development	4
	X	23/24	F090104T (A)	Elective (Any Two)	(a) Human Resource Accounting & Auditing	4 credits for each elective 4*2=8
	X	23/24	F090104T (B)		(b) TQM & ISO-9000	
	X	23/24	F090104T (C)		(c) Ethical Issues in Management	
	X	23/24	F090104T (D)		(d) Functional Management	
	X	23/24	F090104T (E)		(e) Strategic Management	
X	25	F090105R	Compulsory (Project)	Research Report & Viva-Voce	4	
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4 Ph.D. Programme:

4.1 Research programme: Since the Department is unique in its kind the Department is making sincere efforts to promote the research activities in the emerging areas of Human Resource Development, for the purpose a Research Degree Committee (RDC) is formed in the Department.

4.2 RDC members: A five member's committee will be constituted as follows;

4.2.1 Head of the Department will be the convener, and

4.2.2 Two external experts of the related field whose names are proposed by HOD and approved by Vice Chancellor.

4.2.3 Dean, Faculty of Management studies

4.2.4 One Professor, One Associate Professor and One Assistant Professor (those who are eligible for guiding research) of the Department, by rotation.

4.3 Major Area of Research: The major areas of the research programme in the Department are: Human Resource Management, Organization Behaviour, Interdisciplinary research areas like Psychology, Sociology, Public Administration, General Management, Economics, Marketing, Finance and other relevant field.

4.4 Eligibility for Admission to the Ph.D. Programme: The candidates seeking admission to the Ph.D. programme in the Department must be postgraduate in Human Resource Development / Personnel Management & Industrial Relations / Business Administration / M.A. (Psychology) / M.A. (Sociology) / M.A. (Public Administration) / M.A. (Economics) / M.Com. with 55% marks and has qualified the Combined Entrance Test (CET) organized by the state Government or University.

4.5 The programme work will be as per the UGC guideline, 2016, Clause No. 7.8. A candidate has to secure minimum 55% marks in the pre Ph.D. programme course work.

4.6 Declaration of Results

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