

**(w.e.f.11<sup>th</sup> March 2019) OA-24 ORDINANCE FOR MASTER IN BUSINESS ADMINISTRATION (MBA), BACHELOR IN BUSINESS ADMINISTRATION (BBA), INTEGRATED MASTER IN BUSINESS ADMINISTRATION (IMBA), AND MASTER IN BUSINESS ADMINISTRATION (EXECUTIVE)**

**OA-24.1 General**

**Objective of the Programmes**

To build competence in students to effectively undertake managerial jobs in organizations

**OA-24.2 OA-24.2 Duration of the Programmes**

MBA Programme is of two years duration. BBA Programme is of three years duration. IMBA Programme is of five years duration with an exit option after three years with a BBA Degree. MBA ( Executive) Programme is of three years (Part Time) duration.

**OA-24.3 OA-24.3 Degree to be Awarded**

The Nomenclature of the degree to be awarded shall be Masters Degree in Business Administration, Bachelors Degree in Business Administration, Bachelors Degree in Business Administration (Tourism and Travel), Bachelors Degree in Business Administration (Hospitality and Culinary Management), Bachelors Degree in Business Administration (Shipping Management), Integrated Masters in Business Administration (Hospitality, Travel and Tourism) and Masters Degree in Business Administration (Executive

In case of students who exit after three years from the IMBA Programme, they shall be awarded a Bachelors Degree in Business Administration (Hospitality, Travel and Tourism).

**OA-24.4 Admission and Eligibility**

- (a) The procedure for admission to various Programmes shall be decided by the Admission Committee appointed by the Vice-Chancellor for an Academic Year. Admission Committee shall consist of selected Principals / Course Directors of Affiliated Colleges/ recognized Institutions, Dean of the Faculty and one member of the Department under which the Programme is offered. Students may be admitted at the beginning of the Programme every year subject to conditions of affiliation.
- (b) Eligibility for admission to Bachelors Programmes and Integrated MBA shall be pass in XIIth Standard or equivalent. The eligibility for admission to MBA shall be minimum of 50% of marks at Bachelors Degree Examination of a recognized University. For MBA (Executive), candidates who have a minimum two years work experience are considered eligible. They also need to have a Bachelors Degree from a recognised university. In addition, candidates shall be shortlisted through an Entrance Test as decided by the Admission's Committee.
- (c) Reservation of seats shall be in accordance with the directives of Government of Goa as adopted by Goa University.

**OA-24.5 Scheme of Instruction**

- (i) Minimum number of Credits to be earned by the student for successful completion of the Programme shall be as provided in OA-24.5 (v).

- (ii) The Programmes shall be divided into Trimesters for BBA and Semesters for MBA and IMBA. Courses shall be offered accordingly by the concerned Department / Affiliated College, depending on availability of faculty members and other resources.
- (iii) The University Department /Affiliated Colleges offering the Programme/s shall offer Courses from a list of Core and Optional Courses as recommended by Board of Studies and approved by Academic Council. For each Optional, pre-requisite Courses, if any, shall be specified.
- (iv) Each Course, other than Internships/projects, shall be of one to six Credits. One Credit stands for 15 contact hours or one week of Internship/projects.

Contact hours shall include learning activities such as lectures, group discussion, seminars, problem solving, tutorials, assessment and such others.

(v) Minimum Credit requirements for Programmes

Category	Course	BBA	MBA	IMBA	MBA (for Executives)
Core Course	Core Business Courses	52	34	86	20
<i>Soft Skills</i>	<i>Soft Skills Courses</i>	12	06	18	04
<i>Optional Courses</i>	<i>Optional Business Courses</i>	30	24	54	34
	<i>Optional Non Business Courses</i>	24	06	30	06
<i>Internship /Projects</i>	<i>Internship /Projects in organizations and Report</i>	16	24	40	08
	<i>Internship/Project Seminar</i>	06	04	10	04
<i>Total Credits for the Programme</i>		140	98	238	76

- (vi) In Programmes with specific Specializations, the Credit requirements in the areas of Specialization shall be a minimum of 50% of the total Credits, excluding Internship/ Project. Internship/ Project in Organizations shall be in the area of Specialization
- (vii) For all Courses, Evaluation Schemes and detailed Course Outlines shall be made available to the students by the Department before the commencement of the Course.

- (viii) A Course shall comprise lectures/tutorials/laboratory work/ field work/outreach activities/ project work/ vocational training/viva voce/ seminars/ term papers/assignments/ presentations/ self-study/ case studies and such others or a combination of any of these. Sessions shall be interactive in nature to enable peer group learning.
- (ix) The syllabus of Core and Optional Courses shall be as recommended by the Board of Studies and approved by the Academic Council, and shall be uploaded on the University/College website prior to offering of the course.
- (x) A student may register for Project Courses subject to a maximum of 5% of total Credits of a Programme. Project Courses can be opted only in lieu of Optional Courses, under the supervision of regular/visiting faculty.

#### **OA-24.6 Scheme of Examination**

- (i) The assessment of all Courses shall comprise continuous Intra- Semester / Trimester / Course Assessment (ISA) and End-Semester / Trimester /Course Assessment (SEA) shall be fully internal.  
Each Credit carries 25 marks.
- (ii) The concerned teacher, with the consent of the Departmental Council (DC) or equivalent body of faculty members of the Affiliated Colleges shall decide the method as well as the content of evaluation of each ISA and SEA.
- (iii) The ISA shall be of 50% weightage, in which an individual component shall not exceed 30% of the total evaluation.
- (iv) There shall be SEA with 50% weightage of total evaluation covering the entire Course.

#### **OA-24.7 Scheme of Evaluation**

- (i) Common Grading System of the University as stated in OA-16.4 shall be applicable.
- (ii) The method as well as the content of evaluation of Internships shall be decided by the Departmental Council. All Internship/Project Seminars shall be organized as public seminars, unless the organizations on which the work was done require the results to be kept confidential. In such a case, only the examiners shall be present during the Seminar. For Internship Seminars, one of the examiners shall be from the Industry, who shall grade the Seminars along with Internal Faculty. However, reports shall be graded only by Internal Faculty.
- (iii) A student shall be considered to have completed the Programme when the student fulfills both the minimum credit and minimum duration requirements for the Programme for which he/ she has enrolled.

- (iv)(a) In case of students who have registered for Courses in Colleges / Institutions from other than this University, Credit transfers and the equivalence of grades and grade points shall be determined on a case to case basis by the Departmental Council of the Department offering the Programme/s or the equivalent body of the faculty members of the concerned Institution.
- (b) Credit transfer shall be limited to a maximum of 25 per cent of the total Credits, except in the case of approved exchange Programmes.
- (c) Credits and grades obtained by a student shall be transferred to another Institution on request from the institution as well as from the student.

**OA -24.8      Award of Grade**

- (i) Grade Points shall be awarded as provided under OA-16.4
- (ii) Grade Sheet shall be issued by the University or College / Institution to the student, at the end of the Semester or Trimester, as the case may be, stating Credits for each Course, marks, grades, grade points and Semester / Trimester Grade Point Average.
- (iii) At the end of the Programme, Grade Sheet shall be issued by the University to the student, indicating marks, grades, grade points, Cumulative Grade Point Average and the corresponding overall Grade.
- (iv) The scores obtained by the students in each of the Programmes shall be handed over to the Controller of Examinations for declaration of results and printing of Final grade sheets.
- (v) A student who fails or who desires to improve grades shall re-register for the same Course or another Course in the same category.

**OA-24.9      Academic Audit Committee (AAC)**

- (i) There shall be an AAC to assess the manner in which classes are conducted and the method as well as the content of evaluation of each Course of each term.
- (ii) The Chairperson shall be appointed by the Vice Chancellor for a period not exceeding three years, for the University and each College. The remaining members of the committee are to be selected by the Chairperson from a master panel approved for the purpose. The Committee shall consist of at least three members of which at least two will be from outside the University / College, as the case may be. At least one member should be from the corporate sector and one from a premier Institution.
- (iii) The AAC shall meet at least once in a year and submit the report to Vice Chancellor. Vice Chancellor may forward the same to Board of Studies for consideration.

## **OA -24.10 Grievance Committee**

- (i)(a) There shall be a Grievance Committee of three teachers from the Department for matters related to examination and evaluation.
- (b) The Committee shall be constituted at the commencement of every Academic Year. The Vice-Chancellor / Principal shall appoint one of the three as Chairperson.
- (c) No Teacher against whom a grievance is made shall participate in the meetings of the Committee.
- (ii) The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. However, it may also consider any other matter.
- (iii)(a) A student shall address his/her grievance(s) to the Head of Department / Programme Coordinator, who shall place the same before the DC / Equivalent Body for redressal. If the grievances are for the Course(s) taught by the Head of the Department / Programme coordinator, the grievances shall be addressed to the Dean / Principal.
- (b) If the student continues to feel aggrieved, the grievance application shall be referred to the Grievance Committee by the DC / Equivalent Body.
- (iv) If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to an expert outside the University/College, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.
- (v) The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

**(Notified on 16<sup>th</sup> December, 2020)**

**(W.E.F. July 2020) OA-24 Ordinance For Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Master of Business Administration (Integrated) (MBA Integrated), and Master of Business Administration (Executive)**

### **OA-24.1 General Objective of the Programmes**

To build competence in students to effectively undertake managerial jobs in organizations

### **OA-24.2 Duration of the Programmes**

The MBA Programme is of two years duration. The BBA Programme is of three years duration. The MBA Integrated Programme is of five years duration with an exit option after three years with a BBA Degree. The MBA (Executive) Programme is Part Time and of three years duration.