

## ORDINANCES

### **MASTER OF BUSINESS ADMINISTRATION IN TRAVEL & TOURISM MANAGEMENT—(MBA-TTM)**

(A Two Year Master Degree Programme, 4 Semesters)

#### **A. ADMISSION AND ELIGIBILITY**

The duration of the MASTER OF BUSINESS ADMINISTRATION IN TRAVEL & TOURISM MANAGEMENT—(MBA-TTM) shall be two academic years. Each year shall be divided into two semesters. Thus, the MBA-TTM Programme shall comprise of four semesters spread over two years. On the completion of all the four semesters, the students will be awarded the Master's Degree in BUSINESS ADMINISTRATION IN TRAVEL & TOURISM MANAGEMENT (MBA-TTM).

**A candidate can complete all the four semesters within a maximum period of 4 years from the date of admission to the first semester of the programme.**

1. Admission to the first semester of the Programme shall be open to candidates who have passed **graduation i.e. 10+2+3 with at least 45% marks ( 40% marks in case of SC/ST candidates) in aggregate from any university/institution recognized by Dr B. R. Ambedkar University Agra as equivalent thereto.** University has right to take admission by short listing either on the basis of merit of basic eligibility or written test, group discussion and personal interview depending on the number of candidates.
2. The first to four semester examination shall be open to a regular student who:
  - a) bears a good moral character;
  - b) has been on the rolls of the Institute /college for the concerned semester;
  - c) has at least 75% attendance in the class during the concerned semester;
  - d) In case of continuous absent for more than 10 days without information and genuine reason head/ director/principal may struck off the name of student from the roll register and may impose fine up to Rs 1000/ for readmission.
  - e) The candidate may be promoted to the next semester class automatically unless detained from examination on any genuine grounds.
  - f) There will not be age limit as it will be open to army personals and already employed whether private or government also.

**B. EXAMINATION**

4. Every candidate shall be examined in the subject(s) as laid down in the Scheme of Examinations / Syllabus prescribed by the Academic Council from time to time.
  5. The external examiner(s) or internal (this university) will set the question papers, normally 50-50% as per the criteria laid down in the Scheme of Examinations for the programme. Though university can set up papers from the reputed and experienced persons of hospitality industry in the technical papers.
  6. Persons from the industry may be called for viva voce exams along with the teachers of the University for better evaluation of the students.
  7. **The medium of instruction and examinations shall be English ONLY.**
  8. The last date of receipt of admission forms and fees shall be fixed by the University. The amount of examination fees to be paid by a candidate for each semester shall be as per the decision of the University from time to time.
  8. The Examinations for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June or on such dates as may be fixed by the University.
- All Supplementary examinations will be held for re-appear/failed candidates along with regular semester examinations.
9. The Director/Principal of the Institute/College shall forward, a list of the eligible students who have satisfied the requirements of rules for appearing in the Examinations to the Controller of Examinations/ registrar, as per the schedule of examinations of the University.
  10. a) As soon as possible, after the termination of the examinations, the Controller of Examinations/ registrar shall publish a list of candidates who have passed the Semester Examinations.  
b) Each successful candidate shall receive a copy of the Detailed Marks sheet on having passed the Semester Examinations.
  11. The list of successful candidates after the four semester examinations shall be arranged in three divisions on the basis of aggregate marks obtained in the first to fourth semester examinations (for the award of MBA-TTM Degree) taken together and the division obtained by the candidate will be stated in his degree as under:

(a) Those who obtain 40% marks but less than 45% marks – THIRD DIVISION

- (b) Those who obtain 45% marks but less than 60% marks – SECOND DIVISION
- (c) Those who obtain 60% or more marks – FIRST DIVISION;
- (d) Those who pass all the semesters examination (1<sup>st</sup> to 4th semester) at the first attempt obtaining 75% or more marks in the aggregate shall be declared to have passed with – DISTINCTION.

### C. EVALUATION

13 a) The head /Director/Principal of the concerned dept./ Institute/College shall forward the Internal Assessment marks of the students, as per the scheme of examinations, wherever specified, to the Controller of Examinations/ registrar as per the following criteria:

i) Seminar presentation, class participation and Attendance	10 marks
ii) Written Test	10 marks
iii) Case analysis and presentation	05 marks
iv) Surprise test(s)	05 marks

b) The head/Director/Principal of the Deptt./Institute/College will preserve the records on the basis of which the, Internal Assessment awards etc. have been prepared for inspection, if needed by the University up to one month from the date of declaration of the semester examinations results. This record, including the attendance, will be disposed off after one month.

14 a) The internal assessment/training report/project report awards of a candidate who fails in any semester/paper(s) shall be carried forward to the next examinations.

b) Candidate(s) who has not obtained pass marks in the Internal Assessment in any paper(s) etc. will be provided an opportunity to appear before the Committee of Examiners, to be constituted by the Director/Principal of the Institute/College, to re-assess performance of the candidate, corresponding to schedule given for supplementary examinations in Clause 9 and the Internal Assessment/Practical/Viva-voce given by the Committee shall be final.

c) A candidate who fails to obtain pass marks in training report shall be accorded opportunity to undergo training again and the same shall be assessed by an External Examiner.

d) A candidate who fails to obtain pass marks in viva-voce shall have to re-appear before the board of examiners as laid down in Clause 17, as per schedule specified for supplementary examinations in clause 9.

15. (a) Every student of MBA-TTM shall be required to undergo a practical **training in an industrial** organization approved by the Institute for six to eight **weeks as prescribed in the syllabus**. The candidates shall be required to undergo training in the various areas of

the organization concerned. The organization may assign a specific project to the candidate, which will be completed by him/her during the period of training. The work done by the candidate during the training period shall be submitted in the typed form two copies of a **training report**. The last date for the receipt of training report in the office of the director/principal/Controller of Examinations/registrar shall be one month after the date of completion of training.

(b) The evaluation of the Training Report shall be done by the external examiner(s).

16. The Training Report will be submitted in the form specified as under:

- a) The typing should be done on both sides of the paper (instead of single side printing)
- b) The font size should be 12 with Times New Roman font.
- c) The Training Report may be typed in 1.5 line spacing. But the References/Bibliography should be typed in single space.
- d) The paper should be A-4 size.
- e) Two copies meant for the purpose of evaluation may be bound in paper- and submitted to the approved authority.

17 (a) The comprehensive viva-voce in 4<sup>th</sup> semester shall be conducted by a Board of Examiners to be appointed by the Vice-Chancellor on the recommendation of the director/ dean of the University, consisting of the following members:

One Internal Faculty, nominated by the Director/Principal of the concerned Institute/College and One External Examiners from the academic field or Executive from reputed organizations/ industry. (Two members shall form the quorum.)

(b) The marks obtained by the candidate in the viva-voce shall be taken into account when he/she appears in any future examiner under re-appear clause.

18. The viva voce in last semester of the course shall be conducted by the following Board of Examiners, consisting of two members:

- a) One internal faculty member (to be appointed by the Director of the concerned Institute); and
- b) One external examiner (to be appointed by the Vice-Chancellor on the recommendations of the director/ dean, Management.

19. The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each written papers and internal assessment/computer practical/workshop;
- b) 40% in Training Report and Viva-Voce/Comprehensive Viva-voce, separately;
- c) 40% in the total of each semester examination.

**D. OTHER PROVISIONS**

20. There will be no improvement facilities available to MBA-TTM students. However, grace marks will be allowed as per University Rules.
21. A candidate admitted as a regular student in MBA-TTM Programme would be eligible for transfer of his candidature to ITHM/ any affiliated institution/college of Dr B.R. Ambedkar University running the above programme subject to availability of seats. However the migration can take place only in the beginning of II Year. No migration shall be applicable to candidates in first year and Final Year.
23. Any dispute arising on account of implementation of this ordinance shall be referred to a committee of three members to be appointed by the vice chancellor and its decision shall be final and binding on all. The procedure and rules for this Programme, implementation shall be a binding on the college/ institutes, which will be framed and approved by the University from time to time.
24. Nothing in this Ordinance shall deem to debar the University from amending the Ordinance and the same shall be applicable to all the students whether old or new.
25. Any other provision not contained in the above shall be governed by the rules and regulations framed by the University from time to time.