

Guidelines for MBA Learners

1. Admission Process

Applicants qualifying in the entrance test shall initiate for admission as per the procedure laid down by the University. The admission shall be complete only after completion of the entire process and payment of the fees. Candidates are advised to check the fee schedule as given in prospectus as well as on the website.

2. Admission to MBA after completing Diploma in Management and Specialization (P.G.) Diploma Programmes

A. For the learners who have completed DIM Programme (in the Academic Sessions 2010 to 2017): Those who have successfully completed DIM in the previous Academic Sessions till 2017-2018, will be allowed to enroll for admission in MBA, without re-appearing in Entrance Test. In such a case, they should take the admission as per the procedure laid down by the University. **Such learners have to submit their original marksheet of Diploma programme to the University.**

B. For the learners who have completed P.G Specialization Programmes:

I. For the Learners who have completed PGDHRM/PGDMM in the academic sessions 2010 to 2017:

- a. Such learners shall have to enroll for MBA first year if they have not completed it and they will have to complete the integrated papers also.
- b. They will **have to submit their original marksheet of P G Specialisation Diploma programme** to the University.

II. For the Learners of PGDHRM/PGDMM who have enrolled in academic session 2018 onwards:

- a. Such learners shall have to qualify the entrance test before pursuing MBA Programme from the University.
- b. Such learners shall have to enroll for MBA first year and they will have to complete the integrated papers also.
- c. They will **have to submit their original marksheet of P G Specialisation Diploma programme** to the University.

3. Counseling Sessions

A minimum attendance of 50 % is compulsory in the counseling sessions.

4. Changes, etc. in the guidelines

If any changes are made, the same will be communicated to all the concerned and it will be applicable for the on-going batch only and it shall also be mandatory for them.

If there exists any discrepancy or doubt, the decision of the School / University shall prevail.

5. Guidelines for Project Work for MBA

For the learners enrolled in MBA programme (MBA-10 to MBA-12), after completion of fifth semester, project work shall have to be completed. The learners enrolled in MBA-13, MBA-16 and MBA-17 Programme, have to pursue the project work in fourth semester. The Guidelines

for pursuing project-work shall be posted on the website. Project work should only be undertaken after s/he has completed the basic compulsory courses (CP 1001 to CP 1010 for MBA-10, MBA-12 and MBA-13 and MBAH 101 to MBAH 106 and CP1006 to CP 1010 for MBAH-11 and MS 101 to MS111 for MBA-16 and MBA-17).

IMPORTANT

1. Learners not successfully completing one or more papers at the first year level/second year level may be given admission to the next level of study.
2. Learners not successfully completing one or more papers at the fifth / third semester in MBA may be allowed to start the project work provided they have successfully cleared the first year, i.e. 1st and 2nd Semester (MS 101 to MS 111 for learners enrolled in MBA-17 and MBA-16, CP1001 to CP1010 for learners enrolled in MBA-10, MBA-12 and MBA-13 and MBAH101 to MBAH106 along with CP1006 to CP1010 for the learners enrolled in MBAH-11) and particularly the course on Research Methodology and Quantitative Analysis (CP1007/ MS110).

Note: The University reserves the right to change the rules, if required. However, latest rules will be applicable to all the students irrespective of the year of registration. All the learners enrolled in Management Programmes are instructed to continuously follow blog of the School for the updates. Address of the blog is; www.blogsomcuou.wordpress.com

6. Directions for the Study Centres;

- a) It is the duty of the study centres to regularly update the learners with the Notifications, Circulars, Directions etc. of the University issued from time to time either through the website or individually to the study centres.
- b) Regarding the project work, all the directions and guidelines to the learners are to be provided by the study centres.

Violating any of the above mentioned guidelines shall be a valid reason for withdrawal of MBA Programme from such a study centre.