

INSTITUTE OF ECONOMICS & FINANCE



BUNDELKHAND UNIVERSITY JHANSI

ORDINANCES AND SYLLABUS OF DIFFERENT COURSES IN THE INSTITUTE
ONWARDS 2001-2002

Mission:

To develop professionally qualified and competent professionals through continuous education, training, examination, counseling, and continuing professional development programme.

Objectives:

1. To use scientific principles and practical knowledge to understand economics.
2. To create strong awareness about the financial management & control in the changing global economic scenario.
3. To find ways and means for strong rural economy based on technology and industrial development.
4. To develop practical solution for industrial, technical and economic problems.
5. To create awareness the economic parameters are true reflection of quality of life.
6. To work out innovation and creative ways of financial control.
7. To produce better executive for financial institution and organizations.
8. To develop Teaching, Administrative and Research skills in the field of Economics, Finance and Management.

INSTITUTE OF ECONOMICS & FINANCE, MANAGEMENT
DEPARTMENT OF BANKING, ECONOMICS & FINANCE
2001-2002 onwards

1. COURSES

1.	M.A.E.(Master of Applied Economics)	2 Yrs.	60	Graduate in any Stream with IInd Div.
2.	M.B.E.F.(Master of Business Economics & Finance) This course will run as M.B.E (Finance).	2 Yrs.	60	Graduate in any Stream with IInd Div. (The Ordinance of M.B.E. is same as M.B.E.F)
3.	M.F.C (Master of Finance Control)	2 Yrs.	60	Graduate in any Stream in IInd Div.
4.	MBA (Finance Management)	2 Yrs.	60	Graduate with 50% marks in any Stream.
5.	P.G. Diploma in Financial Management	1 Yrs.	30	Graduate in any Stream in IInd Div.
6.	P.G. Diploma in Business Management	1 Yrs.	30	Graduate in any Stream in IInd Div.
7.	M. Phil. in Economics	1 Yrs.	20	MA Eco 55 % , MBEF/MBE
8.	MBA (FM) Part Time	2 Yrs.	60	Graduate in any Stream in IInd Div.
9.	M.Com (Finance)	2 yrs	40	B.Com/ B.Com(Hon.) with 45% marks
10.	Ph.D. (Economics) Ph.D. (Banking Economics & Finance)	2-5 Yrs.	-	As per university Ph.D. ordinance
11.	MMEM (Master of Marketing Economics & Management)	2 Year	60	Graduate in any Stream
12.	B.Com (Hon.)	3 years	60	12 with math's or commerce

Course No. 1, 2, 3 & 7 shall run under Regular course & rest course shall run under SFS pattern

2. ADMISSION PROCESS

Strictly as per Merit, or as per policy of Institute and the University, from Year to Year and Head of the Department will also take the decision for filling full intake by direct admission process if seats remain vacant.

3. ELIGIBILITY FOR ADMISON/INTAKE/FEE

(a) As per university norms.

- (b) Those appearing in the final year of qualifying examination shall also be eligible to apply, provided that they have to submit specific proof of having passed the final year examination, with minimum requirement, at the time of personal interview, if qualified and called for.
- (c) All candidates granted admission will be admitted provisionally to semester I / 1st year, subject to the satisfactory verification of their testimonials and eligibility criteria, by the Director or HOD of Institute. Any discrepancy, if found, will render the candidate ineligible and the provisional admission shall stand cancelled and the university and Institute shall not be liable to refund the fee deposited by the candidate.
- (d) Admission to under graduate shall be given by direct admission process only.
4. **The COURSE FEE** and the examination fee shall be as decided by the University from time to time and will have to be deposited at the time of admission. **H.O.D.** will define the fee Break up decided by University.
5. **METHODS OF TEACHING** in the programme will consist of a combination class lectures by the departmental faculty, in house visiting faculty and the visiting faculty from other academic and practicing organizations /institutions, and seminars and case studies etc. Quality study material will also be supplied besides audio-Visual teaching methods and educational tours of the practicing organizations in the field.
6. MEDIUM of instructions and examinations shall be, English, except in MAE & M. Phil where a candidate may take up examination in Hindi also.
7. **MINIMUM ATTENDANCE** requirement; to become eligible to appear in the examination, is 75% of all class lectures, seminars, tests, tours and project work taken together for all papers and also each paper separately provided that (a) a shortage up to 20% may be condoned by the HOD.
8. There shall be two UNIVERSITY EXAMINATIONS in case of semester program and one examination in case of Annual Programme each year normally on completion of 90 days semester or 180 days annual work, inclusive of theory, practical's, seminars, sessional, educational tours, but exclusive of project work. The one will be held around DECEMBER which shall be the main examination for semester I and III and supplementary /Back paper for sem. II and IV. The other will be held around MAY which shall be the main examination for semester, II and IV and supplementary / Back paper for sem. I and III and Annual Exam for Annual. Special Back Paper Examination can be conducted by HOD.
9. **MINIMUM PASS MARKS**, which an examinee must obtain, in order to pass in semester exam. Shall be 40% of the maximum marks, separately in each theory paper, viva, project, sessional and 50% of the maximum in aggregate of each semester, in case of semester courses, in case of annual Courses, minimum pass marks shall be 36% of the aggregate.
10. **AN EXAMINEE WHO FAILS TO SECURE MINIMUM PASS MARKS**, in not more than half of the theory paper and or in the aggregate in both semester shall-be declared eligible to appear in back paper/ supplementary. Such candidates may be admitted provisionally to the next higher semester, subject to their clearing the backlog, as provided herein afterward.
11. A student shall be allowed to avail two **CHANCES TO CLEAR THE BACK LOG** to (i.e. to ^ appear in two subsequent examinations in continuation) provided at no student will be

promoted to sem. III/next year if he has (a) a backlog of more than 50% of the theory, of sem. I and II taken, together/ 1st year on declaration of result of sem. II / 1st year and (b) not submitted his project assignment. However Head of the Department may recommend failure student to Vice Chancellor for special permission of Back paper of full Examination.

12. Students who are **DECLARED FAILED** or not fulfilling conditions in Para 10 and 11 above may be allowed to REAPPEAR; in subsequent examination, as an EX-STUDENT without undergoing a repeat regular course study. They shall be required to appear and clear only those papers, practical, Viva, Projects, in which they could not secure minimum pass Marks in the aggregate of the semester concerned. The marks in already cleared shall be carried over; as such. However incase of Annual Courses candidate failed will have to reappear in all papers in subsequent examinations. Result & confidential awards shall be kept in University confidential section and registrar or controller of examination shall declare all results.
13. **SESSIONAL marks (30) in each paper shall be divided, and follows:**
 - (a) Three shall be 3 (three) class tests of 20 marks each, taken by the teacher in each paper, An average of marks obtained in three (i.e. total of marks obtained in three tests/3) shall be deemed marks obtained out of 20 marks. However HOD May decide other policy.
 - (b) 10 marks shall be attributed to the class attendance, class participation conduct and discipline and shall be awarded by the class teacher concerned in view of the overall performance of the student.
14. **COMPREHENSIVE VIVA** will be held jointly by the HOD and one or two external experts to be appointed by the University, and marks shall be awarded by them jointly out of the total marks of 100 only. HOD may ask any teacher to coordinate the Viva
15. **RESULT AND DIVISIONS**
 - (1) MBE (F)/ MFC/ MBA Finance/ M.Com (Finance)/ MMEM- P.G. Programs./PGDBM/PGDFM/ M. Phil
 - (a) No division shall be awarded up to the examination of IIIrd semester.
 - (b) Successful candidates at the final semester examination shall be placed in the division, in accordance with following scales, taking aggregate of total marks obtained in all Semester Examination.
 - (i) **FIRST DIVISION WITH DISTINCTION**, on securing 75% or more clears all papers, practical, viva, sessional, project, of all semesters, in the first attempt i.e. without appearing in any supplementary examination.
 - (ii) **FIRST DIVISION** on securing 60% or more but less than above.
 - (iii) **SECOND DIVISION** on securing 50% or more but less than above.
 - (iv) **THIRD DIVISION** shall not be awarded & candidate shall be eligible for Back Paper or Fail

(ii) B.Com (Hons.)

- (a) No division will be awarded in the 1st year and in case of B.Com Hon. Up to IIInd Year.
 - (c) First Div - 60% & above, Second Div- 48 % & above, Third Division 40 % & above in aggregate.
16. **MAXIMUM TENURE** for a candidate to stay in the course shall not be more than 4 years from the session of initial admission to the post Graduate course, except M. Phil i.e. maximum 2 years & 6 Years for Under Graduate course.

17. A candidate who has **DISCONTINUED THE COURSE** during any semester/ year may on recommendation of HOD, be permitted by the Vice - Chancellor to take readmission to the course at the beginning of the semester, concerned, in a subsequent year, not however, beyond a gap of 3 (three) years under the condition that the maximum period to stay in the course exceed just double tenure of the course from the session of initial admission. Fees once paid shall not be adjusted/ Refunded during such subsequent admissions.
18. Above rules are subject to **AMENDMENTS** by appropriate authorities from time to time, as and when deemed "necessary and such amendments shall become effective for all or specific batches from the date, as decided by the University & H.O.D. / Director.

(3) PGDBM/ FM

There shall be two semesters of three papers each of 100 marks with 70+30 break up candidate will be passed as per P.G Diploma courses norms of Institute of Management studies.

(4) **MBA (Part Time)**- It will be of three years

(5) **M. Phil Economics**- As per syllabus of 1 year with two semester and Dissertation.

All syllabus of all the courses running in the Department are Enclosed here with in Annexure.