



INFORMATION BROCHURE
FOR
ADMISSION TO
PROFESSIONAL PROGRAMMES
OF
Master's in Business Administration (MBA)
2024-25

School of Management Studies

U.P. RAJARSHI TANDON OPEN UNIVERSITY,
Shantipuram (Sector-F), Phaphamau, Prayagraj
Website : www.uprtou.ac.in

All India Council for Technical Education

(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



APPROVAL PROCESS 2023-24

No Objection Certificate (NOC)

F.No. Northern/2023-24/1-43354475675

Date: 10-Jun-2023

To,
The Vice Chancellor/Director,
UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY ALLAHABAD
SHANTIPURAM AWAS YOJNA, SECTOR-F,
PHAPHAMAU, ALLAHABAD,
Uttar Pradesh, 211021

Sub: No Objection Certificate for Open and Distance Learning (ODL) / Online Learning (OL) 2023-24 to 2027-28

Madam / Sir,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) Regulations, 2020 notified on 4th February 2020 and amended on 24th February 2021 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the no objection to :

Permanent Id	1-10441058531	Application Id	1-43354475675
Name of the Institution/University	UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY ALLAHABAD	Name of the Society/Trust	UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY ALLAHABAD
Institution/University Address	SHANTIPURAM AWAS YOJNA, SECTOR-F, PHAPHAMAU, ALLAHABAD, Uttar Pradesh, 211021	Society/Trust Address	SHANTIPURAM AWAS YOJNA, SECTOR-F, Phaphamau, Allahabad, Uttar Pradesh, 211021
Institution/University Type	State Government University	Region	Northern

For conduct of following Courses in ODL mode for the Academic Year 2023-24 to 2027-28*

Sr. No.	Program	Level	Course (Specialization)	Center	Number of Seats
1	Management	POST GRADUATE	MBA	Headquarter	1000
2	COMPUTER APPLICATIONS	POST GRADUATE	MCA	Headquarter	1000



कुलपति
उत्तर प्रदेश राजर्षि टण्डन मुक्त विश्वविद्यालय
प्रयागराज



संदेश

प्रदेश में उच्च शिक्षा को सर्वसुलभ बनाने के लक्ष्य को लेकर 1998 में भारत रत्न राजर्षि पुरुषोत्तम दास टण्डन के नाम से प्रयागराज में स्थापित उत्तर प्रदेश राजर्षि टण्डन मुक्त विश्वविद्यालय, प्रयागराज अनवरत सजग एवं सचेष्ट है। सम्प्रति विश्वविद्यालय की कुलाधिपति एवं उत्तर प्रदेश की राज्यपाल श्रीमती आनन्दीबेन पटेल के कुशल मार्गदर्शन में यह विश्वविद्यालय, गुणात्मक शिक्षा की आकांक्षा रखने वाले हर व्यक्ति तक उच्च शिक्षा को अभिगम्य बनाने के लिए अग्रसर है। कोविड-19 जैसी वैश्विक महामारी ने समूचे शैक्षिक जगत को नये संदर्भों में देखने के लिए बाध्य कर दिया है, जिसकी परिणति ऑनलाइन शिक्षा की लोकप्रियता के रूप में परिलक्षित हो रही है। ऑनलाइन शिक्षा को लेकर परम्परागत विश्वविद्यालय द्वारा कोरोना काल खण्ड में जो अभिनव प्रयोग किये गये हैं, उन्हें हमारा विश्वविद्यालय पहले से ही प्रयोग में ला रहा है। निःसंदेह मुक्त एवं दूरस्थ शिक्षा आधुनिक काल के लिए ही नहीं अपितु भविष्य के लिए भी प्रासंगिक है।

डिजिटल कान्ति के इस कालखंड में इस विश्वविद्यालय ने छात्रों की सुविधाओं को ध्यान में रखकर प्रदेश की ऑनलाइन व्यवस्था सुनिश्चित की है। प्रत्येक विद्याशाखा द्वारा वीडियो लेक्चर विश्वविद्यालय के चैनल पर अपलोड किये जा रहे हैं, जिससे शिक्षार्थी इसका उपयोग कर सकें, विश्वविद्यालय छात्रों के बहुमुखी ज्ञानात्मक विकास हेतु मैसिव ओपन ऑनलाइन कोर्सेज (मूव्स) को विकसित करने की दिशा में पूरी तत्परता से सक्रिय हैं। भारत सरकार की डिजिटल इंडिया मुहिम को सार्थकता प्रदान करते हुए, विश्वविद्यालय द्वारा प्रवेश, परीक्षा, स्व-अध्ययन सामग्री, अंकपत्र, अधिन्यास आदि से सम्बन्धित गतिविधियों को ऑनलाइन कर दिया गया है।

पूर्व में चल रहे सभी व्यावसायिक एवं व्यावहारिक पाठ्यक्रमों को जारी रखते हुए विश्वविद्यालय द्वारा जुलाई सत्र 2024-25 से स्नातक एवं स्नाकोत्तर, यू0जी0सी0 ओ0डी0एल0 के अद्यतन राष्ट्रीय शिक्षा नीति - 2020 के अनुसार सेमेस्टर प्रणाली आधारित स्नातक एवं स्नाकोत्तर, पाठ्यक्रम लागू कर दिया गया है। उत्तर पुस्तिकाओं के मूल्यांकन में पारदर्शिता लाने के लिए सत्र, 2020-21 से चुनौती मूल्यांकन की व्यवस्था प्रदान कर दी गयी है। इस व्यवस्था के तहत कोई भी परीक्षार्थी मूल्यांकन से असन्तुष्ट होने पर पुनर्मूल्यांकन निर्धारित प्रक्रिया के अनुसार करा सकता है। इस वर्ष से शिक्षार्थियों द्वारा ऑनलाइन पाठ्य सामग्री लेने पर प्रवेश शुल्क में विशेष छूट प्रदान की जायेगी।

नवीनीकरण उद्यमिता और स्टार्टअप का एक सतत् विकसित परितन्त्र बनाने के लिए विश्वविद्यालय में इन्व्यूवेशन सेन्टर की स्थापना हो चुकी है, जिसका उद्देश्य नवाचार अनुसंधान और उद्यमिता को बढ़ावा देना है जो स्केलेबल और टिकाऊ उद्यम बनाना चाहते हैं। कर्मचारियों और संस्थानों के बीच छात्रों की गतिशीलता को बढ़ावा देने के लिए विश्वविद्यालय ने अनेक संस्थानों के साथ MOU किये हैं। यह शैक्षिक गतिविधियों जैसे शैक्षिक सामग्री के सहयोगात्मक निर्माण एवं साझाकरण को बढ़ावा देगा। क्लीन कैंपस इस विश्वविद्यालय के लिए मात्र एक नारा ही नहीं अपितु विश्वविद्यालय ने इसे आस्था एवं निष्ठा के साथ अपनाकर माननीय प्रधानमंत्री जी के स्वच्छता-अभियान को मूर्त रूप दिया है। तदनुसार पॉलीथीन का प्रयोग परिसर में प्रतिबन्धित है। विश्वविद्यालय की धरोहर हमारे पूर्व शिक्षार्थी आपस में जुड़े एवं समरस होकर विश्वविद्यालय को अपने अनुभवों से समृद्ध करें इस हेतु पुरातन छात्र परिषद का गठन किया गया एवं इसका पंजीकरण भी चिटफण्ड कार्यालय में कराया गया है। महिला विकास के प्रति गहरी प्रतिबद्धता के साथ विश्वविद्यालय में महिला विकास सेल का गठन किया गया है।

विश्वविद्यालय की कुलाधिपति एवं वर्तमान राज्यपाल की कैंपस को कम्प्युनिटी से जोड़ने की संवेदनाशील भावना से प्रेरित होकर विश्वविद्यालय द्वारा टी0 बी0 रोगियों को अपनाने के साथ -साथ 7 गाँवों को भी समग्र विकास की दृष्टि से गोद लिया गया है। इन गाँवों में महिला उत्थान के लिए शिक्षा, स्वास्थ्य, स्वाभिमान, आर्थिक स्वावलम्बन, एवं तकनीकी संसाधनों के प्रयोग के लिए प्रेरित करने तथा कुरीतियों से जागरूक किये जाने सम्बन्धी कार्यक्रम महिला अध्ययन केन्द्र के तत्वाधान में चलाये जा रहे हैं। महामहिम के निर्देश एवं शासन की अपेक्षानुसार पूर्व में विश्वविद्यालय में स्थापित सेन्टर फॉर इंटरनेल क्वालिटी एश्योरेन्स (CIIQA) द्वारा सफलतापूर्वक नैक मूल्यांकन कार्य सम्पन्न कराया गया है। विश्वविद्यालय को नैक द्वारा B⁺ ग्रेड प्राप्त हुआ है। हम गुणवत्ता पूर्ण और कम लागत में शिक्षा प्रदान करने और दूर दराज इलाकों और वंचित, समूहों को उच्च शिक्षा प्रदान करने के लिए कटिबद्ध हैं। इस अवसर पर मुझे सुखद अनुभूति हो रही है कि, उक्त सभी कार्यों को समान गति से, सम्यक रूप में तैयार करने के पीछे ऊर्जा का स्रोत विश्वविद्यालय परिवार की सामूहिक ताकत है। प्रवेश विवरणिका 2024-25 के निर्माण एवं प्रवेश सत्र प्रारम्भ करने के अवसर पर, प्रवेश अनुभाग सहित विश्वविद्यालय के समस्त सदस्यों के प्रति शुभकामना व्यक्त करते हुए आभार प्रकट करता हूँ।

(प्रो० सत्यकाम)

कुलपति

About the U.P. Rajarshi Tandon Open University, Prayagraj

U.P. Rajarshi Tandon Open University has been established through the UP Act No. 10 of 1999 as passed by the Uttar Pradesh legislature. This University was named after Rajarshi Purushottam Das Tandon, an illustrious son of India from Prayagraj who made great sacrifices for the sake of our independence and dedicated himself to the cause of Hindi as a National Language. The jurisdiction of the University is whole of the state of Uttar Pradesh. The University has carved a niche for itself among the premier academic institutions of open learning and distance education. It has witnessed a very rapid expansion of its activities in various spheres of education. This University conducts its academic activities through a diversity of means of distance and continuing education, and functions in cooperation with the existing Universities, Colleges and Institutions of higher learning, and makes full use of the infrastructure of these organizations. The courses offered by UPRTOU are recognized by the joint committee of UGC-AICTE and DEC. The University offers wide range of educational programmes related to general education, training, research and extension work through open and distance learning. The University started functioning from the session 1999-2000 with 3344 distance learners. There are twelve regional centers of the university located at Lucknow, Varanasi, Bareilly, Gorakhpur, Agra, Meerut, Noida, Jhansi, Kanpur, Ayodhya, Azamgarh and Prayagraj. The headquarters of the University is at Shantipuram Sector-F, Phaphamau, Prayagraj which is equipped with good infrastructure facilities like Buildings, Library, Wi-Fi network, Guest House, Media Centre campus etc.

Special Features of the University

U.P.R.T.O.U. is a state University which offers education at the door steps of students and spread the education in a democratic way. The important features of the university are as follows:

- (i) Student oriented learning teaching process.
- (ii) Education according to the convenience of students.
- (iii) No age limit in admissions.
- (iv) Multiple Options for program selection.
- (v) Parallel education through other educational institutes.
- (vi) Educational opportunities for working people & housewives.
- (vii) Flexibility in selection of study centers.
- (viii) Student support through self learning materials and other IT Based Materials.
- (ix) Availability of Study centers through out the state of U.P.
- (x) Establishment of Placement Cell.

COURSE MATERIAL

Learning materials are prepared for the courses by teams of experts drawn from conventional universities, management institutions and professionals from all over the country and in-house faculty. These materials are edited by the content experts and language experts at UPRTOU before they are finally sent to the press. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. These materials are previewed and reviewed by the faculty as well as outside experts. The printed material is supplied to only those students whose admission is confirmed by the coordinator of the study center. The students are required to contact the coordinator of the study center for confirmation of their admission. Once their admission is confirmed, the study material is sent to their corresponding address mentioned in the admission form. The cost of SLM is covered in the programme fee.

CREDIT SYSTEM

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a six credit course involves 180 hours of study. All management courses are six credit courses except the project course. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

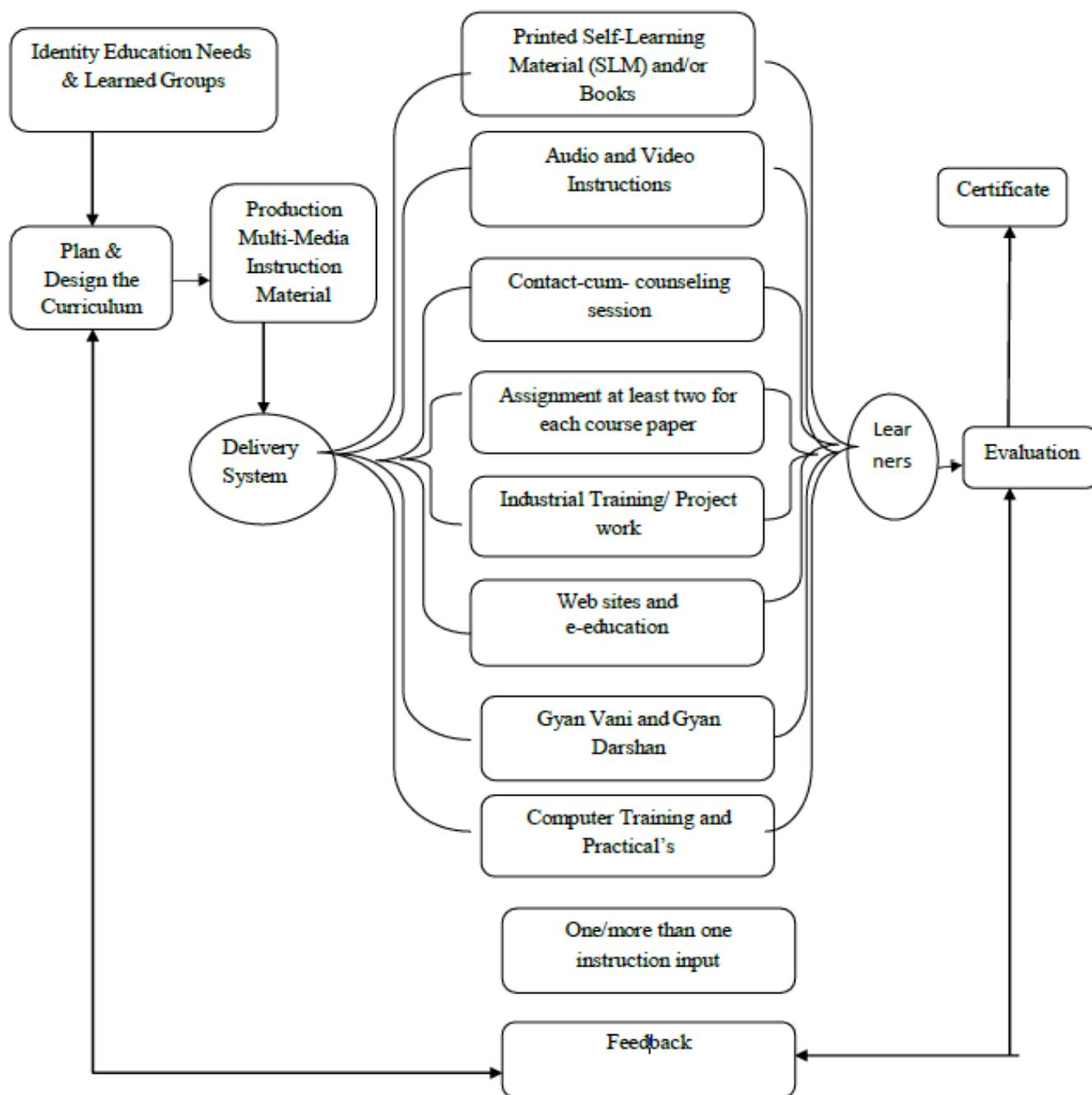
STUDENT SUPPORT SERVICES

UPRTOU has established a number of study centers throughout the state of U.P. These study centers provide counseling, practical training and other facilities at periodic intervals and act as information as well as examination centers. Study Centers also have a basic library of management/computer books for reference purposes. The list of various study centers authorized to run various management and computer programmes in the session 2024-2025 is given in the table. Each student is allotted a study centre where he/she submits his/her assignments to the study centre coordinator and gets feedback. To coordinate the study centers, the University has established 11 Regional Centers all over the State.

- a) **Print Material:** The printed material of the programme is supplied to the students in batches of blocks for every course (on an average of 5 blocks per course). A block which comes in the form of a booklet generally comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video programmes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes' duration. The audio programmes are run and video programmes are screened at the study centers during the hours of the counselling session. The video programmes of Management Studies are telecast on DD (National) every Friday at 6.30 a.m. Some of the selected stations of All India Radio also broadcast the audio programmes. Students can confirm the broadcast schedule for the programmes from their study centers. The information is also provided on the University website.
- c) **Counselling Sessions:** Normally, counselling sessions are held as per a schedule drawn beforehand by the Study Centre Coordinator. The number of counseling sessions for the Theory/ Practical courses shall depend on the credits of various courses as per norms
 - ✓ **For 4 credit courses** – 4-6 sessions of 2 hours each
 - ✓ **For 6 credit courses** – 6-9 sessions of 2 hours each.

LEARNING RESOURCES

The Instructional System of Open and Distance Education Programmes of the U.P. Rajarshi Tandon Open University may include the following tools and techniques.



SCHOOL OF MANAGEMENT STUDIES

The school of management studies has been established with a view of imparting management education to persons of industry, academia & fresh graduates. The School came into existence with starting a programme of Master of Business Administration. Later on other programmes of the department were also started considering the demand of the learners. The school is enriched with highly qualified; skilled, dedicated faculty members. The visiting faculties from various prestigious organizations are involved in teaching and research work in the school. The school has organized five National Seminars including a seminar on smart city. The school has also conducted so many workshops and training programmes to develop and enhance the skill of the learners.

The course structure and syllabus of different courses are designed by the school board and board of study followed by Academic Council and Executive council. The opinion and suggestions of experts from different fields are included to enrich the course structure and syllabus of courses. This is also done to match the learners skill and orientation with the demand of business environment

The school offers so many professional and basic courses in the business management discipline. The courses offered by school are as follows.

1. Master of Business Administration (MBA)
2. Master of Commerce (M.Com)
3. Bachelor of Commerce. (B.Com)
4. Bachelor of Business Administration. (BBA)
5. Diploma in Production and Operation Management
6. Diploma in Marketing Management
7. Diploma in Financial Management
8. Diploma in Human Resource Management
9. Diploma In Information Technology Management
10. Diploma in Strategic and Entrepreneurship Business Management
11. Diploma in Disaster Management
12. Certificate in Disaster Management
13. Certificate course in Goods & Services Tax (CGST)
14. Awareness Programme Share Market and Mutual Fund (APSMMF)
15. Awareness Programme Insurance and Banking Services (APIBS)

PROGRAMME DETAILS OFFERED BY SCHOOL

The School offers so many professional and basic courses in the business management discipline. The courses offered by the school are as follows-

Programme Name	Program code	Program Fees	Eligibility
Master of Business Administration (MBA)	702	18000	Graduation with 50% marks OR 3 Year Experience
Master of Commerce (M.Com)	214	8000	Graduate 10+2+3
Bachelor of Commerce. (B.Com)	102	5000	10+2
Bachelor of Business Administration. (BBA)	108	10000	10+2
Diploma in Production and Operation Management	1155	6000	10+2
Diploma in Marketing Management	1156	6000	10+2
Diploma in Human Resource Management	1157	6000	10+2
Diploma in Financial Management	1158	6000	10+2
Diploma in Information technology management	1159	6000	10+2
Diploma in Strategic and Entrepreneurship Business Management	1160	6000	10+2
Diploma in Disaster Management	1154	6000	10+2
Certificate course in Goods & Services Tax (CGST)	1101	2600	10+2
Certificate in Disaster Management	1161	2200	10+2
Awareness Programme Share Market and Mutual Fund (APSMMF)	1114	900	10+2
Awareness Programme Insurance and Banking Services (APIBS)	1115	900	10+2
Ph.D. Programme	Commerce & Business Management	20000* Condition apply	Post Graduation with 55% Marks

Note: For all the above mention programmes learner can answer the questions (Terminal Examination and Assignment) in both the languages i.e. Hindi / English

FACULTY MEMBERS OF THE SCHOOL OF MANAGEMENT STUDIES

<p>Dr. Jay Prakash Yadav Ph.D. profjpy@gmail.com 7275054263</p>	<p style="text-align: center;">Director- In-Charge</p>	
<p>Dr. Gyan Prakash Yadav MA, MBA, M.Com, D.Phil Email Add gyanprakashaicte@gmail.com 07525048042</p>	<p style="text-align: center;">Associate Professor</p>	
<p>Dr. Devesh Ranjan Tripathi MMS, PGDJMC, D.Phil 07525048048</p>	<p style="text-align: center;">Associate Professor</p>	
<p>Dr. Gaurav Sankalp MBA, M.Com, D.Phil 07525048043</p>	<p style="text-align: center;">Assistant Professor (Contractual)</p>	
<p>Dr Amrendra Kumar Yadav M.Com, M.Ed., Ph.D. 09532591705</p>	<p style="text-align: center;">Assistant Professor (Contractual)</p>	
<p>Ms. Saumya Tiwari B.Com, B.Ed. M.Com, NET 6388441874</p>	<p style="text-align: center;">Assistant Professor (Contractual)</p>	

PROGRAMME DETAILS FOR MBA

Credits	Semester	Course Code	Title of Course	Credit
Compulsory Core Course	First Semester	MBA-1.1	Principles Of Management	6
		MBA-1.2	Organizational Behavior	6
		MBA-1.3	Accounting For Managers	6
		MBA-1.4	Quantitative Techniques For Business Decisions	6
		MBA-1.5	Managerial Economics	6
		MBA-1.6	Management Information System	6
		Credits of First Semester		
Compulsory Core Course	Second Semester	MBA-2.1	Business Environment	6
		MBA-2.2	Production And Operations Management	6
		MBA-2.3	Human Resource Management	6
		MBA-2.4	Marketing Management	6
		MBA-2.5	Financial Management	6
		MBA-2.6	Research Methodology	6
		Credits of Second Semester		
Compulsory Core Course		MBA-3.1	Organizational Effectiveness & Change	6
		MBA-3.2	Project Management	6
		Select any One Optional Group		
Optional Group-HR		MBA-3.11	Human Resource Development	6
		MBA-3.12	Labour Relations & Legislation	6
		MBA-3.13	Wages & Salary Administration	6
		MBA-3.14	Strategies And Practices Of HRM	6
Optional Group-Finance		MBA-3.21	Financial Derivatives And Services	6
		MBA-3.22	Security Analysis And Portfolio Management	6
		MBA-3.23	Working Capital Management	6
		MBA-3.24	Income Tax Planning And Management	6
Optional Group-Production		MBA-3.31	Materials management	6
		MBA-3.32	Total quality management	6
		MBA-3.33	Logistic and supply chain management	6
		MBA-3.34	Production planning and control	6
Optional Group-Marketing	Third Semester	MBA-3.41	Advertising and brand management	6
		MBA-3.42	Consumer behavior	6
		MBA-3.43	International marketing	6
		MBA-3.44	Industrial & service marketing	6

Optional Group- IT		MBA-3.51	Computer fundamentals and its organization	6
		MBA-3.52	Web technology	6
		MBA-3.53	Software engineering management	6
		MBA-3.54	Data base management system	6
Credits of Third Semester				36
Compulsory Core Course	Fourth Semester			
		MBA-4.1	Entrepreneurship development	6
		MBA-4.2	Strategic management & business policy	6
		MBA-4.3	Operations research	6
		MBA-4.4	Business ethics and corporate governance	6
		MBA-4.5	Industrial Training and Report Submission	6
	MBA-4.6	Comprehensive Viva-voce	6	
Credits of Fourth Semester				36
Total Credits				144

SOME IMPORTANT REGULATIONS & GUIDELINES

1. From this year there will, be no entrance examination for the MBA Programme.
2. The medium of instruction shall be English/Hindi as indicated in the Programme details.
3. If a candidate fails to appear in any one or more courses on the semester-end examination in June or December he/she may reappear in the semester-end examination for that course/those courses in June and December only. The facility shall be available until the candidate passes that course/ those courses application for re-registration of student who failed to complete the courses, within the maximum period provided they deposit the prescribed fee. The University may allow them to appear in the papers/courses which they have not cleared.
4. The University may change at any time the examination center allotted to a candidate for its own administrative convenience.
5. For more clarification on any of the processes, regulations, and guidelines mentioned in this **e-brochure**. Aspirants can also refer to the printed brochure issued by the administrative authorities of the university.
6. Students' admission will be at the Study Center (U.P Rajarshi Tandon Open University). Before your first semester exams, you'll will be given the chance to choose your examination center choices.

ELIGIBILITY FOR ADMISSION IN MBA PROGRAMME

Prog. Code	Name of the Programme	Duration (in Years)		Medium of Instruction (H/E)	Programme Fee	Minimum Qualification for Admission
		Min.	Max.			

702	Masters in Business Administration (MBA)	2 Year	4 Year	English	18000/-	Graduation in any discipline with 50% marks for the general category candidates and 45% marks for the SC/ST Category candidates. OR Three years' experience certificate after graduation (in case Graduation marks are less than 50% for the general category candidates and 45% marks for the SC/ST Category candidates)
-----	--	--------	--------	---------	---------	---

And Note: -The details of admission form can be downloaded from the University website www.uprtou.ac.in.

DOCUMENTS TO BE UPLOADED FOR THE MBA PROGRAMME

- Scanned photograph (Less than 100 KB).
- Scanned signature (less than 100 KB).
- Scanned copy of relevant educational qualification (less than 200 KB) Graduation Certificate and Marksheet.
- Scanned copy of experience certificate, if any, (less than 200 KB).
- Scanned copy of category certificate if SC/ST/OBC (less than 200 KB).

INFORMATION RELATED TO MBA PROGRAM:

- A. The students have to complete a total of 24 papers of 144 credits including a project report work.
- B. The duration of the MBA program is **Min. 2 years** and **Max. 4 years**.
- C. **Re-registration** : Only for one year after 4 years maximum duration
- D. The entire program has been divided into four semesters. For 1st, 2nd & 4th semester all papers are compulsory where as in the 3rd semester a student has to take any set of 4 elective papers together with two compulsory papers as mentioned in the above table
- E. **Industrial Training Report:** In the 4th semester a student has to submit a report on any corporate/ industrial issue with following important considerations-
 - E1. Student need to fulfill **Project Information Proposal (PIP)** which will consist of Student Details, Guide/ Supervisor Details and Project Topic to seek approval from the University and send it to mba_uprtou123@rediffmail.com
 - E2. The Guide/ Supervisor for the above point E can be any MBA or equivalent (P.G Degree) qualified person from the industry or academia with sufficient experience in the respective field.
 - E3. **The Industrial Training Report must contain following contents.**
 - a. Company/ Organization/ Institution Profile
 - b. Objective of the Training
 - c. Research Methodology
 - d. Introduction about the research problem
 - e. Questionnaire
 - f. Analysis (using various statistical tools and diagrammatic representation etc.)
 - g. Findings & Conclusion
 - h. Recommendations
 - i. Bibliography
 - E4. The Industrial Training Report must contain a covering page mentioning the title of the study,

university name & logo, Name and enrollment of the student & Name and organization of the supervisor with their respective signatures.

- F. The evaluation of every paper shall be in two parts that is 30% internal marks through writing assignment papers at home, uploaded in university website within a given time framework.

(Students will submit their semester assignments in prescribed copies to department (SOMS) at Prayagraj and 70% external marks through terminal examinations in examination centers nearby you, which is notified by university before the commencement of semester examination.)

- G. For more clarification on any of the processes, regulations and guidelines mentioned in above points, Students can refer the printed brochure issued by the administrative authorities of the university.
- H. The candidate shall be awarded First Division on securing 60% marks or more, second division on Securing 50% marks or more and failed on securing less than 50 % marks.
- I. There shall be counseling sessions for each paper in each semester as notified by the School of Management Studies at headquarter only.