

**OUTLINES OF TESTS  
SYLLABI AND COURSES OF READING  
FOR**

**M.B.A. (HOSPITAL & HEALTH CARE MANAGEMENT)  
(SEMESTER SYSTEM)  
(SESSION 2021-22, 2022-23)**



**PUNJABI UNIVERSITY, PATIALA**  
(Established under Punjab Act No. 35 of 1961)

## SCHOOL OF MANAGEMENT STUDIES, PUNJABI UNIVERSITY, PATIALA

### ORDINANCES

#### MASTER OF BUSINESS ADMINISTRATION (HOSPITAL & HEALTH CARE MANAGEMENT, TWO YEARS PROGRAMME) Session 2021-2022, 2022-2023

Keeping in view the changing scenario Punjabi University has proposed to start MBA (Hospital & Health Care Management). The purpose of this programme is to develop management and leadership talent for the International economy for a select group of students.

#### 1. Duration of the Course

The duration of the course shall be of two years spread over **four semesters**.

#### 2. No of Seats: 30

#### 3. Eligibility

- (i) Admission to MBA (HHCM) shall be open to any candidate who has obtained 50% marks (45% marks for SC/ST and handicapped with at least 40% disability) in aggregate in graduation/post graduation programme in any stream. For admission to MBA (HHCM) programme, 85 per cent weightage will be given to academic performance in graduation/post graduation. Weightage for Group Discussion & Interview to be conducted by SMS, Punjabi University, Patiala will be of 15 per cent.
- (ii) The first semester examination shall be open to a regular student who:-
  - (a) has been on the rolls of the SMS during the first semester;
  - (b) has attended not less than 75% of the lectures in each paper, and
  - (c) bears a good moral character.
- (iii) The second semester examination shall be open to a regular student who:-
  - (a) has been on the rolls of the SMS during the second semester.
  - (b) has attended not less than 75% of the lectures in each paper.
  - (c) has passed the first semester examination or is covered under re-appear ordinances of the MBA course.
  - (d) bears a good moral character.
- (iv) Admission to second year of MBA (HHCM) will be open to the candidates who have cleared at least 50 percent of the papers in the first two semesters.

#### Other Clauses

- (i) The assessment in the first and second semester of M.B.A. (HHCM). Part-I will be 50% internal and 50% external for each paper. The result for the internal examinations, to be conducted by the Department, shall be conveyed to the students/Examinations Branch by the Head of the Department as per approved schedule, failing which the result of concerned candidates will be shown as **RL**.
- (ii) M.B.A. (HHCM) Part-II shall be open to any person who has passed M.B.A. (HHCM) Part-I examination or has cleared at least 50% of total papers prescribed for first and second semesters of M.B.A. (HHCM) courses. The assessment in the 3rd and 4th

semesters of M.B.A. (HHCM) Part-II will be 50% internal and 50% external for each paper. The result for the internal examinations, to be conducted by the Department, shall be conveyed to the students/Examinations Branch by the Head of the Department as per approved schedule failing which the result of concerned candidates will be shown as RL. The syllabus for the session shall be such as prescribed by the University from time to time.

- (iii) The Project Report shall be evaluated jointly by the external and internal examiners. The topic for the Project Report will be approved by the Department. The Project Report shall be submitted along with prescribed fee as per prescribed schedule, failing which re-appear shall be declared in Project Report Paper. In case the difference of marks awarded by two examiners is more than 10 marks, the report shall be referred to the third examiner whose award shall be final, (b) Training Report would be evaluated internally. The Result would be communicated to the examination branch by the Head of the Department.
- (iv) M.B.A. (HHCM) examination is open only to candidate who: Has been on the rolls of the University/College throughout the academic semester preceding the examination; Has his name submitted to the Registrar by the Head/Principal of having/attended not less than 75% of the total number of lectures delivered in each paper/subject and 75% of the periods held in practicals/lab work in each paper/subject during the Academic semester. The Department/College shall be required to deliver at least 75% of the total number of lectures prescribed for each paper/subject. Provided that deficiency in the number of lectures can be condoned for special reasons subject to ordinance framed on the subject.
- (v) The medium of instruction and examination shall be English.
- (vi) The minimum number of marks required to pass a paper shall be 40% in the external examination and 40% the aggregate of internal and external examination in each paper. There is no pass percentage for internal part of the assessment
- a) In the event of a candidate failing to secure the requisite 40% marks in terms of clause (a) above, he shall be placed under reappear in that papers. Such a candidate would carry the internal assessment marks secured by him for his reappear examination. However, if any candidate has secured less than 40% marks in the internal assessment in any one or more papers and is placed under reappear in that paper(s), he may at his option, attend regular classes of that paper(s), after his fourth semester examination. The candidate would be required to attend such classes in a semester in which that paper(s) is offered by the department subsequently and thus improve his internal assessment score in the concerned paper(s). In case, such a candidate improves upon the earlier internal assessment score the revised internal assessment will replace the old internal assessment. In case he fails to improve upon his earlier internal assessment in that paper(s) his original internal assessment marks would stand. In case such a paper is dropped from the course of study as a result of any revision the department would indicate a suitable substitute paper in lieu thereof.
- (vii) A candidate who joins first semester for M.B.A. (HHCM) Part-I may on completing attendance requirement, appear in the first semester examination and join the second semester course and appear in the second semester examination on completing attendance requirements on the dates prescribed for each examination.

Even if he does not clear any paper of the first semester, he will be eligible to join the second semester and take the examination. But he will not be eligible to join the third semester unless he has cleared at least 50% of total papers prescribed for both the first and second semester examinations. He can take the third semester examination on completing the required attendance. He may be allowed to join the 4th semester, even if he has not cleared any of the aforesaid papers namely reappear papers of first and second semester of Part-I examination and all the papers of III semester examination. On attending the required number of lectures of IV semester he will be eligible to appear in the IV semester examination. A candidate placed under reappear in any paper, will be allowed two chances to clear the reappear, which should be availed of within consecutive two years/chances i.e. to pass in a paper the candidate will have a total of three chances, i.e. one as regular student and two as reappear candidate. The examination of reappear papers of odd semester will be held with regular examination of the odd semester and reappear examination of he even semester will be held with regular examination of even semester. But if a candidate is placed under reappear in the last semester of the course, he will be provided chance to pass the reappear with the examination of the next semester, provided his reappear of lower semester does not go beyond next semester. Provided that he shall have to qualify in all the papers prescribed for the M.B.A. course within a period of four years from the date he joined the course. In case he fails to do so within the prescribed period as aforesaid, he shall be declared fail. He may, however, seek fresh admission to the first semester on merit with the new applicants. It is understood that a 'reappear<sup>1</sup> or failed candidate shall be allowed to take the examination in papers not cleared by him according to the date sheets of the semester examinations in which such papers may be adjusted. After completing two years of studies (i.e. four semester courses), he shall not be admitted to any semester of the same course and will not have any privileges of a regular student.

- (viii) Viva-voce/Practical examination shall be conducted by a Committee consisting of the following:-
- (a) Two external experts
  - (b) One internal examiner (to be nominated by the Head of the Department)
  - (c) Head of the Department OR his nominee.
- The quorum of Committee meeting would comprise one external and one internal examiner.
- (ix) As soon as possible after the completing of each semester, the Registrar shall publish a list of successful candidates showing their result. Each candidate shall be supplied with a card containing his/her detail of marks. The list of successful candidates on the completion of M.B.A. Part-II shall be arranged in three divisions and the division obtained by the candidate will be stated in the degree.
- (x) Successful candidates who obtain 75% marks or more of the aggregate marks in Part-I and Part-II examination taken together shall be declared to have passed the examination with distinction and who obtain 60% or more of the aggregate marks shall be placed in first division. Those who obtain 50% or more but less than 60% shall be placed in the second division and all below 50% shall be placed in the third division.
- (xi) The grace marks shall be allowed according to the general ordinances relating to 'Award of Grace Marks'. These ordinances will apply to all the examinations.

- (a) Up to 1% of the total marks of Part-I and II examination shall be added to the aggregate of both Part-I and Part-II examinations to award a higher division/55% marks, to a candidate.
  - (b) Grace marks to be given shall be calculated on the basis of 1% of total aggregate marks of all the written and practical papers of the examination concerned. Marks for viva-voce/internal assessment/sessional work/skill in teaching/any additional/optional subject shall not be taken into account for this purpose. If a fraction works out to half or more, it shall count as one mark and fraction less than half shall be ignored.
  - (c) To pass in one or more written papers or subjects, and/or to make up the aggregate to pass the examination but not in practical, sessional work, internal assessment, viva-voce and skill in teaching.
- (xii) The candidate shall have to qualify in all the papers prescribed for MBA (HHCM) course within a period of four years from the date he joins the course. In case, he fails to do so within the prescribed period of four years as aforesaid, he shall be declared fail.