

BAREILLY INTERNATIONAL UNIVERSITY, BAREILLY  
BIU COLLEGE OF MANAGEMENT

**Examination Ordinance**

- 1. General guidelines** - The Examination section mainly deals with appointment of Question paper setters, Examiners (Internal & External), supervisors, preparation and publication of scheme of examinations, conduct of examinations, assessments and evaluations and timely declaration of results and awarding degrees, diplomas and certificates. For the smooth and easier functioning, the work of Examination Department is divided into following points :-
  - a. The final examination conducted at the end of each Semester during the dates specified in the Academic Calendar by the University.
  - b. The detailed schedule of Final Examinations to be conducted by the University shall be published / announced by the COE at least 02 (Two) week before the scheduled date of examinations.
  - c. The Mid-term/ internal assessment examinations should be conducted as per norms by the HOD on the dates specified in the Academic Calendar.
  - d. The detailed schedule of the Mid-term examinations/ internal assessment should be published / announced by the HOD's at least 02 (Two) weeks before the scheduled date of Mid-term/ internal assessment examinations.
  - e. The Final Examinations for Practical, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the HOD's. They shall publish the schedule at least a week before commencement of the same.
  - f. All other continuous assessment examinations/tests/assessments shall be conducted by the respective faculty members / course instructors as per the schedule announced in the respective Course Plan. The HOD, concerned shall be responsible for the smooth and timely conduct of such continuous assessments and the declarations/publication of the results/marks obtained in these continuous assessments/tests.
  - g. Marks / Grades if internal exams / Continuous Assessment / Practical Exams / Viva voce etc. shall be declared within one week by concerned faculty member.
  - h. Appointment of Paper-setters, Examiners, Vigilance Squads, Exam Superintendent.
  - i. To receive, scrutinize and accept student's Examination Forms.
  - j. Declaration of Eligible / Non-Eligible candidates for examination.
  - k. Preparation of Hall ticket, Bar Code and Attendance Sheets.
  - l. Arrangement of examination related stationary and its utilization.
  - m. Receiving & Distribution of Question papers on the date of examination.
  - n. Final examination shall be held at designated examination centers of the University.

**2. Conduct of Examinations**

- a. Internal Examinations** - To conduct of practical / oral / project exams as per norms, the internal / practical examinations are to be conducted by the Head of Department/Principal and the marks to be submitted to the University before the Main University Examinations for the result declaration.

*[Signature]*

b. External Examinations

- Display of timetable on notice board one week before the commencement of the examinations.
- Preparation of examination hall at allotted examination center to conduct the examination a day before the commencement of examinations.
- Appointment of necessary administrative staff at examination Centers.
- Maintain attendance sheet of students appearing for the examination (daily) at examination center.
- Preparation of course wise bundle of answer books and their distribution to the invigilators.
- Distribution of question papers to examination hall before 5 minutes of starting time of examination.
- Collection of absentee report after 30 minutes of starting the examination along with the balance question papers.
- Collection of answer books from the invigilators at the end of examination and tally with absentee/ present.
- Handing over the answer books and balance question papers to the examination department before the end of the day by examination superintendent.
- Submit the unfair means cases separately to the examination Department with the supporting documents.
- Preparation and submission of bills of honorariums for teaching and non-teaching staff involved in examination activity to examination department immediately after the completion of examinations.
- Submission of answer books at central evaluation Center, and their verification by Coordinator.
- Communication to the examiners by concerned Coordinator regarding the assessment schedule at least a week before the commencement of central evaluation.
- Dealing with unfair means cases with the help of Unfair Means Committee.
- Preparation and declaration of result including Gracing.
- Receiving the scrutiny applications from students.
- Scrutiny/Revaluation and assessment and result processing.
- Payment of honorarium of paper assessment be prepared and paid by the examination department.
- Declaration of results after revaluation.



**BAREILLY INTERNATIONAL UNIVERSITY**  
**BIU COLLEGE OF MANAGEMENT**  
**Ordinance**

**Internal/Continuous Internal Evaluation System**

1. In an academic year, Internal Assessment Examination shall be held twice in the each semester.
2. The question papers shall get prepared from the list of Internal examiners for paper setting subject-wise duly approved by faculty Board.
3. The evaluation of answer books shall be carried out by Internal examiners duly approved by Faculty Board subject-wise.
4. In addition, the continued evaluation of the student shall be made by way of class participation, class-test and assignments. The internal assessment shall be the part of total evaluation.
5. The distribution of marks for the subjects shall be as per the scheme below

**Master of hospital administration (MHA)**  
**Distribution of Subjects and marks for First Semester University Theory**

Course code	Course title	Marks distribution		Total
		Internal	External	
16001	Health care and hospital environment	30	70	100
16002	Communication and report writing in hospitals	30	70	100
16003	Organization behavior	30	70	100
16004	Principles of management	30	70	100
16005	Research methodology	30	70	100
16006	Health care economics	30	70	100
16701	Residency in hospital -1	-	100	100
<b>Total</b>		180	520	700

**Distribution of Subjects and marks for second Semester University Theory**

Course code	Course title	Marks distribution		Total
		Internal	External	
16007	Human resources management	30	70	100
16008	Hospital services marketing	30	70	100
16009	Supply chain management	30	70	100
16010	Strategic management	30	70	100
16011	Financial management	30	70	100
16012	Biostatistics	30	70	100
16702	Residency in hospital -2	-	100	100
<b>Total</b>		180	520	700

**Distribution of Subjects and marks for third Semester University theory**

<b>Course code</b>	<b>Course title</b>	<b>Marks distribution</b>		<b>Total</b>
		<b>Internal</b>	<b>External</b>	
16013	Hospital planning and engineering	30	70	100
16014	Management information system	30	70	100
16015	Health care and insurance	30	70	100
16016	Operations research	30	70	100
16017	Organization & management of clinical services	30	70	100
16018	Nursing administration	30	70	100
16703	Residency in hospital-IIIrd (Visits to Hospital-Internship Report)	-	100	100
	<b>Total</b>	180	520	700

**Distribution of Subjects and marks for fourth Semester University**

<b>Course code</b>	<b>Course title</b>	<b>Marks distribution</b>		<b>Total</b>
		<b>Internal</b>	<b>External</b>	
16019	Facility management	30	70	100
16020	Quality management in hospital services	30	70	100
16021	Management of hospital support & utility services	30	70	100
16022	Legal and ethical issues for hospital	30	70	100
16023	Risk and disaster management	30	70	100
16024	Entrepreneurship and consultancy & latest trend in health care & hospital services	30	70	100
16704	Residency in hospital	-	100	100
16705	Project Report & Viva Voce	-	200	200
	<b>Total</b>	180	720	900

BAREILLY INTERNATIONAL UNIVERSITY, BAREILLY  
BIU COLLEGE OF MANAGEMENT

Admission Ordinance

1. **Announcement-** In the beginning of the academic session Admission process for the courses in Master of Hospital Administration starts with the announcement of the intake capacity through University website/ Social media pages for the concerned course Department or by newspapers.
2. A student shall be eligible for admission to any course of study offered by the University if she/he fulfills the eligibility criteria and followed the admission process prescribed by the University for that Particular Course of study.
3.
  - a. Without prejudice to the provisions of the Statutes, a student shall be eligible for admission to any course of study of this University on migration from any other University if he has passed an examination equivalent to the examination of this University prescribed by the Ordinances for admission to the concerned course of this University:
  - b. Every student admitted to a Department or a Centre or an Institution maintained by the University shall be enrolled by the University on receipt of an application for enrolment from him/her duly forwarded by the concerned Head of the Institution: Provided that the application for enrolment shall be supported by:-
    - i. Mark sheet of qualifying examination,
    - ii. Migration certificate or no objection certificate, in original; and
    - iii. Fee, as prescribed by the University.
4. A student enrolled by the University shall be allotted an enrolment number.
5. A student desiring to seek admission in any other university or institution on completion of a course of study or otherwise may apply to the University for issue of a migration certificate. On receipt of such an application the University shall issue the migration certificate, provided that -
  - a. The application is accompanied by the prescribed fee;
  - b. All the outstanding dues have been cleared and a no dues certificate has been obtained; and;
  - c. An entry to this effect has been made in the Enrolment Register by the Officer of the University issuing the migration certificate.
6. Application form for admission to the various programmes offered by University shall be as prescribed by the Academic Council of the University from time to time.

7. The last date for the receipt of applications for admission to various Departments of the University shall be fixed each year by the Academic Council.
8. The last date for admission to the various Faculties of the University shall be fixed each year by the Academic Council.
9. The number of students to be admitted in the Faculties of the University in the coming session shall be prescribed each year by the Academic Council.
10. Admission of students shall be made strictly on the basis of merit through Entrance Test aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies through written test/viva/group discussion /personal interview or a combination of these.
11. However, provided that in case of courses where the intake of students is small, admission may be made on the basis of the merit adjudged through the marks obtained in the qualifying examination. The decision to this effect will be taken by the Academic Council on the recommendation of the concerned Department.
12. The Entrance Examination shall be held at University campus by the University from time to time.
13. Question Paper(s) for entrance examination(s) shall be set by expert(s) appointed by the Vice Chancellor.
14. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Controller of Examinations, whose instructions on the conduct of examination shall be final and binding.
15. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.
16. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.
17. Relevant provisions of the relevant Ordinance aimed at maintenance of discipline during examinations shall be applicable to entrance examinations, wherever applicable.
18. Admissions to the various programmes of studies shall be made by the Central Admission Committee coordinator, two nominees of the Vice Chancellor of the University.
19. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the central Admission Committee.

July 13, 2023

To

The Registrar  
BIU, Bareilly

Subject: Inclusion of Distribution Marks  
for Summer Internship (MPH  
course)

Respected Sir

This is to request you that  
there is the need of addition of marks  
in the field of "Summer Internship"  
on page 6 of MPH Ordinance (July 6, 2022).  
Therefore, kindly add 200 marks to the  
above mentioned field.

Thanks,

Regards,

Abhishek  
(Dr Abhishek Singh)

Encl: Photostate of BOS-Ordinance (Page 2)

— seen for recd — file with replies —  
Bareilly — 13/7/23

5	Health Information Management & Decision Making	30	70	100
Residency				
6	Residency in Hospital - I	-	100	100
	Total			600

#### Second Semester

Sr.No.	Course/Subject Title	Marks Distribution		Total
		Internal	External	
Theory				
1	Health Economics	30	70	100
2	Health Promotion Approaches and Methods	30	70	100
3	Financial Management and Budgeting	30	70	100
4	Basic Biostatistics	30	70	100
5	Demography	30	70	100
Field Training				
6	Field Training with PSM-II (Practical)	-	100	100
				200 600
				200 800

#### 7. Summer Internship

#### Third Semester

Sr.No.	Course/Subject Title	Marks Distribution		Total
		Internal	External	
Theory				
1	Reproductive, Maternal Health, Child Health and Adolescent(RMNCH+A)	30	70	100
2	Introduction to Health Programs and Evaluation	30	70	100
3	Principles of Social Research Methods	30	70	100
4	Environment and Occupational Health	30	70	100
5	Law and Ethics in Public Health	30	70	100
Internship				
6	Field Training with PSM-III (Practical)	-	100	100
	Total			600

#### Fourth Semester

S.No.	Course/Subject Title	Marks Distribution		Total
		Internal	External	
Theory				
	Elective Stream: Student has to select one stream from the following for completing the program:			

<b>Elective Stream- 1 (Epidemiology)</b>				
1	Advanced Biostatistics	30	70	100
2	Advanced Epidemiology	30	70	100
3	Survey Design and Methods	30	70	100
4	Communicable Disease Epidemiology	30	70	100
5	NCD Epidemiology	30	70	100
<b>Elective Stream- 2 (Health Program, Policy &amp; Planning)</b>				
1	Health Policy, Process and Planning	30	70	100
2	Programme Planning and Evaluation of Public Health Programmes (including current NHPs)	30	70	100
3	Translating Research into Policy and Health Advocacy	30	70	100
4	Current Issues in Health Policy: National and Global Perspective	30	70	100
5	Role of Non-governmental Organizations in Health Care <i>System</i>	30	70	100
<b>Elective Stream- 3 (Health Management)</b>				
1	Strategic management in health care and Health Entrepreneurship	30	70	100
2	Advanced Operational Research	30	70	100
3	Advanced Financial Management and Budgeting	30	70	100
4	Organizational Management and Services	30	70	100
5	Effective <del>Advocacy</del> and Communication in Public Health	30	70	100
<b>Elective Stream- 4 (RMNCH+A)</b>				
1	Reproductive and Sexual Health	30	70	100
2	Maternal, Newborn and Child Health	30	70	100
3	Adolescent Health	30	70	100
4	Gender and Health	30	70	100
5	Public Health Nutrition	30	70	100
6	Dissertation	-	200	200
<b>Total.</b>				700
<b>Grand Total (All Semesters)</b>				2500

2700

7

MPH (Sem I)  
(Effective for 2023-24)

Subject Names

Principles and Practices of Public Health  
Introduction to Health System and Policy  
Principles and Practices in Health Management  
Basic Epidemiology  
Socio-behavioral Science and Communication in Health Care  
*Field Training with PSM-I (Practical)*

marks

100  
100  
100  
100  
100  
100  
100

Asif  
13/1/23