

K.S.RANGASAMY COLLEGE OF TECHNOLOGY

(An Autonomous Institution affiliated to Anna University, Chennai and approved by AICTE, New Delhi)

TIRUCHENGODE- 637215



M.B.A

REGULATIONS 2022

CHOICE BASED CREDIT SYSTEM

(Academic year 2022-2023 onwards)

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M.B.A REGULATIONS 2022

These regulations are applicable to the candidates admitted to M.B.A Programme from the academic year 2022-2023 onwards.

Degree of Master of Business Administration (Four Semesters)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- 1.1 University** means the Affiliating University, i.e. Anna University, Chennai.
- 1.2 College** means K.S.Rangasamy College of Technology, Tiruchengode, an Autonomous Institution affiliated to Anna University, Chennai and approved by AICTE, New Delhi.
- 1.3 Programme** means Degree Programme (i.e.) M.B.A Degree Programme.
- 1.4 Course** means a theory / theory cum practical / practical subject that is offered in a semester, like Computer Aided Design, Advanced Power System Analysis and VLSI Signal Processing etc..
- 1.5 Credit** means the weightage given to each course to describe the candidate's workload required per week and it is used to compute the Grade Point Average and Cumulative Grade Point Average (CGPA) of the student.
- 1.6 Grade** means the letter grade assigned to each course based on the marks range specified.
- 1.7 Grade point** means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- 1.8 Head of the Institution** means the Principal of the Institution.
- 1.9 Controller of Examinations (CoE)** means the authority of the Institution who is responsible for all activities of the End Semester Examinations of the Institution.
- 1.10 Department** means the team of faculty members who are responsible for a program of study.
- 1.11 Head of Department** means the person who is heading a particular department.

2. ADMISSION PROCEDURE

- 2.1** The Candidates for seeking admission to the first semester of the Master of Business Administration (MBA) Degree Programme shall be required to satisfy the conditions of admission there to prescribe by the Anna University, Government of Tamil Nadu, AICTE /UGC and to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu single window counselling process. The Govt. of Tamil Nadu releases the updated eligibility criteria for the admission. Admission shall be offered only to candidates who possess the qualification prescribed and the eligibility criteria for the programme.
- 2.2** However, the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.
- 2.3** Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.
- 2.4** Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.

3. PROGRAMME OFFERED

Sl. No.	Branch Code	Programme	
1.	MB	M.B.A	Master of Business Administration

4. STRUCTURE OF THE PROGRAMME

The M.B.A Programme will have a curriculum and syllabi consisting of theory courses, elective courses, seminar, practical, Industry/Institution Internship, Industrial training/mini-project, project work as prescribed by the respective Board of Studies from time to time.

4.1 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Career Guidance Courses. Each course shall have credits assigned as per Clause 4.2.

4.2 Credit Assignment

Each course is normally assigned a certain number of credits based on the following:

Contact period per week	Credits (C)
1 Lecture (L) Period	1
2 Tutorial (T) Periods	1
2 Practical (P) Periods	1

4.3 Project Work

The Project work is an important component of Post-Graduate programmes. The Project Work has to be undertaken in the final semester.

- 4.3.1 The Project work for M.B.A shall be pursued for a period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.
- 4.3.2 The Project work shall be carried out under the supervision of a faculty member in the Department concerned. The faculty member must be possessing a M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D. degree.
- 4.3.3 A student shall be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress. In case the student is undertaking the project work in the department the student has to report every day to the supervisor either in physical mode or online mode.

4.4 Internship / Industrial Training

The students shall undergo mandatory Internship/Industrial training during the summer/winter vacation with prior approval from the Head of the Institution. In this case, the training has to be undergone by the students for at least continuous four weeks in an organization / Research organization / Educational Institution / University / Industry (after the approval from the Head of the Institution) and credits shall be awarded as prescribed in the curriculum.

Credits shall be Internship given for students undergoing internship/doing projects in relevant industry as given below:

Duration of Training/Internship	Credits
2 Weeks	1
4 Weeks	2
8 Weeks & above	3

***1 Week = 40 Internship Hours**

- Students undergoing 8 weeks of training/doing projects in industry/academic institutions of repute shall be given 3 credits.
- The evaluation shall be carried out based on the assessment by the industry/academic mentor (60%), report (20%) and viva-voce examination (20%). The viva-voce examination will be conducted internally by a three-member committee constituted by the HoD in consultation with the Principal.
- Instead of Non – functional elective, the student may be permitted to choose one course from other PG programmes with the approval from the Head of the Department offering such courses.

4.5 One Credit Courses

One credit courses shall be offered by a Department of an institution with the prior approval from the Head of the Institution. The details of the syllabus, time table and

course coordinator shall be approved in the Academic Council and before the course is offered. Students shall be allowed to take courses offered by Industry experts for 15-20 hrs of duration and the same shall be considered as one credit courses. A maximum of one 3 credit elective course can be waived in 3rd semester, on successful completion and passing the examination in 3 one credit courses. Suitable credits shall be given after due approval of committee consisting of Head of the Department, programme coordinator, module coordinators and course coordinators in consultation with the Principal.

4.6 Value Added Courses

In order to promote students to gain exposure to industrial specific, the students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge from II & III Semester. The credits earned through the Value-Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree.

4.7 NPTEL/SWAYAM/MOOC and other online courses

Students can register for online courses only with the permission of the Head of the Department. Online courses shall be taken under the guidance of a faculty mentor. Students shall register for two online courses offered by NPTEL/SWAYAM/MOOC or any other courses offered by reputed National/International universities, under the guidance of a faculty mentor. otherwise, the credits will not be considered for grading. Credits shall be given to the students who have passed the online courses offered by NPTEL/SWAYAM or any other reputed national/foreign universities/institutions/, recognized by the regulatory bodies. Upon successful completion of 40-45 hours of full course, the equivalent professional elective course in the curriculum shall be waived. Students may be permitted to waive maximum of six credits in lieu of professional electives during the entire duration of the programme. The Head of the Institution and concerned Head of the Department shall ensure that the student has not repeated Professional Core / Professional Elective Course.

5. DURATION OF THE PROGRAMME

Semester

The programme will lead to the Degree of M.B.A of the Anna University and is spread over a period of two years. The two academic years will be divided into 4 semesters with 2 semesters per year. A semester shall normally consist of 90 working days. The HoD shall ensure that every faculty teaches the concepts using the appropriate modes of content delivery and make sure that the students gain knowledge and apply to solve problems.

A student is normally expected to complete the M.B.A Programme in 4 semesters (two academic years) but in any case, not more than 8 consecutive semesters (4 years) in case of full-time programme. These periods are being reckoned from the commencement of the semester to which the candidate was first admitted.

6. EVALUATION OF PROJECT WORK

- 6.1.1** The Head of the Department shall constitute a review committee for Project Work for each programme. The review committee consists of supervisor, an expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the supervisor, then an alternate member shall be nominated. In the case of Industrial Project, the review committee shall have the supervisor, the coordinator from industry and the project coordinator from the Department. There shall be three reviews by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be **reduced for 40 marks** and rounded to the nearest integer (as per the table given below).
- 6.1.2** The project report shall be submitted as per the approved guidelines. There will be a viva-voce examination during the End Semester Examinations conducted by a committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given below:

Project Work: The objective of Project Work & Dissertation is to enable the student to extend further investigative a study on the project. Three reviews shall be conducted with subject expert and the student(s) shall make a presentation on the progress made by him/her/them during the reviews. Student(s) shall submit a project technical report comprising of title, problem statement, importance of work, methodology, experimental work and outcome of the work carried out during the 3rd review. The work carried out may be either fully theoretical/practical or involving both theoretical and practical work, under the guidance of a supervisor from the department or jointly with a supervisor drawn from other department/academic institution/R&D laboratory / Industry. This is expected to provide a good training for the students in R&D work and technical leadership.

The project reviews (R1+R2+R3) shall carry a maximum of 40 marks. The project report shall be submitted as per the approved guidelines given by the college, the viva-voce examination shall carry 60 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

Review I	Review II	Review III	End Semester Examinations			
			Project Report	Viva-Voce Examination		
10	15	15	External	Internal	External	Supervisor
			15	15	15	15

- 6.1.3** The last date for submission of the project report is on the last working day of the semester. If a student fails to submit the project report on or before the specified deadline or the student has submitted the project report but did not appear for the viva-

voce examination, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester.

- 6.1.4** If a student fails to obtain 50% of the internal marks and he or she will not be permitted to submit the project report and has to register for the same in the subsequent semester.
- 6.1.5** If a student fails in the end semester examinations of the Final Project Work of MBA; he/she shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee.
- 6.1.6** If a student has submitted the project report but did not appear for the viva-voce examination it is considered as fail and he/she will be permitted to resubmit the report within 30 days from the declaration of results and permitted for reappearance in viva-voce examination.
- 6.1.7** A copy of the approved project report after the successful completion of the viva-voce examinations shall be kept in the library of the Institution.

7. CLASS ADVISOR

To help students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach the students to a faculty member of the Department who shall function as class advisor for those students.

Such class advisor shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the faculty advisor may also discuss with or inform to the parents about the progress of the students through the Head of the Department concerned. Class advisor also help chairperson of the class committee in planning and conduct of the class committee meetings.

8. CLASS COMMITTEE

- 8.1** Every class shall have a class committee consisting of student representatives, designated faculty members and a chairperson who is not teaching the class with the overall goal of improving the teaching-learning process. The functions of the class committee include,
 - Solving problems experienced by students in the class room and in the laboratories. Clarifying the regulations of the degree programme and the details of rules there in.
 - Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - Informing the student representatives, the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory/ drawing/ project work / seminar etc.) the breakup of marks for each experiment/Mini projects / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - Analysing the performance of the students of the class after each test and finding the ways and means to improve learning and performance.
 - Identifying the slow learners, if any, and requesting the teachers concerned to provide additional help or guidance or coaching to such weak students.

- 8.2 The class committee for a class is normally constituted by the Head of the Department.
- 8.3 The class committee shall be constituted in the first week of every semester.
- 8.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 8.5 The chairperson of the class committee may invite the Class advisor(s) and the Head of the Department to the meeting of the class committee.
- 8.6 The Principal may participate in the class committee.
- 8.7 The chairperson (HoD/Senior Faculty) is required to prepare the minutes of every meeting, submit the same to the Principal within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.
- 8.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. During these meetings the student members can express their opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

9. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course(Open Elective, etc) offered to more than one section or more than one discipline or group, shall have a "Course Committee" comprising all the faculties involved in teaching the common course with one of them nominated as course coordinator/ module coordinator. The nomination of the course coordinator shall be made by the Head of the Department/Principal depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course Committee' shall meet in order to ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Where it is feasible, the course committee may also prepare a common question paper for the test(s).

10. REQUIREMENTS OF ATTENDANCE AND PROGRESS

- 10.1 A candidate will be deemed to have completed the requirements of study of any semester and qualify to write the end semester examinations only if
 - 10.1.1 He/she has earned not less than 75% of attendance on an average in all the courses in that semester put together as per the clause 5. However, a candidate who has secured attendance between 65% and 74% in the current semester due to medical reasons (hospitalization/accident/specific illness) or due to participation in College/University State/National /International level sports events/Industrial training/Internship with prior permission from the Principal shall be given exemption from the prescribed attendance requirements and he/she shall be permitted to appear for the current semester examinations.

- 10.2** Candidates who do not qualify to appear for end semester examinations of any semester for want of attendance and/or progress and/or character and conduct have to register for and repeat that semester.
- 10.3** The re-admitted candidates have to follow the curriculum and syllabus as existing at the time of re-admission. The re-admission committee will decide the courses that he/she has to undergo in the new curriculum considering the equivalent courses that he/she has gone through in the old curriculum, so as to bridge the curriculum in-force and the old curriculum. The courses recommended by the committee shall be taken under a faculty mentor and appear for the examination as specified by the college.

11. SCHEME OF ASSESSMENT

MBA programme consist of Theory Courses, Theory Courses with Laboratory Component, Laboratory Courses, Career Guidance Courses include Project Work, Seminar, Industrial/Practical Training. Appearance in the End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory with Laboratory Component and Project Work. All other Career Guidance Courses, Mandatory Courses are evaluated by continuous assessment only.

11.1 Theory courses

Two Continuous Assessment tests shall be conducted during the semester by the concerned department. If a candidate has not appeared in any of the two tests for valid reason after getting prior permission from the class advisor/HoD/Principal, he/she is eligible to write missed tests. An improvement test is conducted for the students those who are interested in improving the internal marks in the respective course(s). The total marks obtained in all assessments shall be reduced to 40 marks and rounded to nearest integer. The scheme of assessment is represented in the table 1.

11.2 Theory courses with Laboratory Component

If there is a theory course with laboratory component there shall be two tests— each 40 marks will be from theory portions and each 60marks from laboratory will be from laboratory component. The total marks are the sum of the marks obtained for theoretical and practical parts. The total marks shall be reduced to 50 Marks as internal marks.

11.2 Laboratory Courses

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least two tests. The criteria for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the model test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Scheme of Assessment, Table 1

Category of Courses	Continuous Assessment	Assignment/ Tutorial/ Practical Examination and Contest	Two /Three Quizzes (Computer based)	Internal		End Sem
Theory	30 marks	8 marks	2 marks	40 marks		60 marks
Theory with Laboratory	15(Theory)	8 marks	2 marks	25 marks	50 marks	50 marks
	20 (Lab Assessment)	5 marks (Designation/ Hackathon, etc)	-	25 marks		
Laboratory	60 marks		-	60 marks		40 marks

Procedure for Continuous Assessment (Theory course)		
Item	Internal	End Sem
Periodical tests (2 Tests–2 hours each and 1 model exam) (Each Test–10 marks)	40 marks	60 marks

Assignments/Tutorials		
Theory Courses	2 Assignments	2x50 Marks = 100 Marks. This will be reduced to 2 Marks each. Each assignment shall cover the requisite course outcomes, to check the understanding of the concepts and their applications.
Analytical Courses	No. of tutorials as per the time table	The average of marks obtained in all the tutorials shall be reduced to 4 marks.

Laboratory courses Internal Assessment (100 Marks) *	
Evaluation of Laboratory Observation, Record	Model Test
75 marks	25 marks

* Internal assessment marks shall be converted into 60 marks

11.3 Other Career Guidance Courses

- a) The Seminar is to be assessed as continuous internal assessment only. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three-member committee appointed by the Head of the Department, consisting of the course coordinator and two experts from the Department, will evaluate the seminar and at the end of the semester, the marks shall be consolidated and taken as the final mark.
- (b) The Industrial / Practical Training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical Training / Internship / Summer Project, the student shall submit an attendance certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a viva-voce Examination, conducted internally by a three-member Departmental Committee constituted by the Head of the Department consisting of the course coordinator and two experts from the Department. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examinations.
- (c) For all the courses under Career Guidance Courses Category, except the Project Work, the evaluation shall be done with 100% internal marks and as per the procedure described in clause 12.6 (a) / (b).

11.4 ASSESSMENT FOR VALUE ADDED COURSES

The one / two credit, and other value-added courses shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments as per pattern given below and it shall be conducted by the Department concerned. The total marks obtained in the assessments shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Head of the Institution shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

Value Added Courses/Certificate courses

ITEMS	Marks
Test I	50
Test II	50
Total Marks	100
Grades (Excellent / Good / Satisfactory)	

One credit course (Continuous Assessment only)

Items	Marks
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Test I	50
Quiz/ Assignment	50
Total Marks	100
Industrial Training/ Internship (Continuous Assessment Only)	
Items	Marks
Assessment by Industry	30
Viva-voce	20
Presentation	30
Case Study / Report	20
Total Marks	100
Soft Skills Training (CA only)	
Items	Marks
Written test	50
Oral Communication	30
Technical Paper Presentation\Interview	20
Total Marks	100

11.5 Computer Aided Examination and Open Book Examination

Computer aided examinations shall be conducted for programming related subjects for continuous assessment tests and the end semester examination. Computer aided examinations shall be conducted for analytical subjects on the lines of GATE examination for continuous assessment tests. Computer based Quiz shall be conducted for all courses.

Open book examination shall be conducted for continuous assessment tests and the end semester examination for selected courses as decided by BoS and approved by academic council and the committee consisting of HoD, Programme Coordinator and Module Coordinators.

- 11.6** Internal marks approved by the Head of the Institution and the Head of the Department shall be displayed within 5 days from the last working day.
- 11.7** Every faculty is required to maintain an 'Attendance and Assessment Record' which consists of attendance marked in each lecture or practical or project work along with marks, record of classwork, separately for each course. This should be submitted to the Head of the Department periodically for checking the syllabus coverage and the records of test marks and attendance.
- 11.8** In order to ensure that, Academic Audit is to be done for every course taught during the semester.

12. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

A student shall normally be permitted to appear for the End Semester Examinations for all the courses registered in the current semester if he/she has satisfied the semester completion requirements (as per clause 10).

Further, examination registration by a student is mandatory for all the courses in the current semester and all arrear(s) course(s) for the End Semester Examinations failing which, the student will not be permitted to move to the higher semester.

A student who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

13. END SEMESTER EXAMINATION

The End Semester Examination is conducted for 3 hours for lecture-based course. For practical examination, both internal and external examiners shall be appointed by the Controller of Examination.

WEIGHTAGE

The following will be the weightage for different courses:

i) Lecture or Lecture cum Tutorial based courses	
Internal Assessment	- 40%
End Semester Examination	- 60%
ii) Theory with Laboratory Integrated Courses	
Internal Assessment	- 50%
End Semester Examination	- 50%
ii) Laboratory based courses	
Internal Assessment	- 60%
End Semester Examination	- 40%
iii) Project Work	
Internal Assessment	- 40%
Evaluation of Project Report by External	- 15%
Viva-Voce Examination	- 45%
iv) All Career Guidance Courses	- 100%

14. PASSING REQUIREMENTS

- 14.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).
- 14.2 If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the End semester examinations alone.

14.3 If the course, in which the student has failed, is a Professional Elective or an Open Elective course, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the End Semester Examinations alone.

However, if any other Professional Elective or Open Elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or Open Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements (as per clause 10) and appear for the end semester examination.

14.4 If a student is absent during the viva - voce examination, it would be considered as fail. If a student fails to secure a pass in Project Work even after availing clause 6, **the student shall register** for the course again.

14.5 The passing requirement for the courses which are assessed only through purely internal assessments (CGC courses except Project Work and Laboratory), is 50% of the internal assessment (continuous assessment) marks only.

14.6 A student can apply for revaluation of the student's semester examination answer paper in a theory course, as per the guidelines of the COE on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and Career Guidance courses.

15. AWARD OF LETTER GRADES

15.1 The award of letter grades will be decided using relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements. For Laboratory courses and project work absolute grading is followed. For a given course, if the students strength is greater 30, the relative grading method shall be adopted. However, if the student strength is less than or equal to 30 then the fixed grading shall be followed with the grade range as specified below.

O	A+	A	B+	B	C	U
91-100	81-90	71-80	61-70	56-60	50-55	<50

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C".

'SA' denotes shortage of attendance (as per clause 10.1.1) and hence prevented from writing the End Semester Examinations. 'SA' will appear only in the result sheet.

The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-Appearence)	0
SA (Shortage of Attendance)	-
WD (Withdrawal)	-

"U" denotes that the student has failed to pass in that course. "WD" denotes withdrawal from the exam for the particular course. The grades U and WD will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

If the grade U is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements but has to appear for the End Semester Examination and fulfil the passing requirements.

If the grade U is given to **CGC course (except Project Work), which are evaluated only through internal assessment**, the student shall register for the course again in the subsequent semester, fulfil the norms as specified in clause 14 to earn pass in the course. However, attendance requirement need not be satisfied.

15.2 GRADE SHEET

After the announcement of results, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the student has studied
- The list of courses registered during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. U grades will be excluded for calculating GPA and CGPA.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i \text{ GP}_i}{n}$$

$$\sum C_j i=1$$

Where, C_j is the number of Credits assigned to the course

GP_i is the point corresponding to the grade obtained for each course

n is number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

15.3 The grades O, A+, A, B+, B, C obtained for the one/two credit course (not the part of curriculum) shall figure in the Grade Sheet under the title 'Value Added Courses/Internship/Industrial training'. The courses for which the grades obtained are RA, SA will not figure in the Grade Sheet.

15.4 ISSUE OF GRADE SHEET & DEGREE CERTIFICATE

After the publication of the results by the college in each semester, the college will issue the grade statements. After successful completion of the programme, the college will recommend the candidate to the University, which in turn shall issue the Provisional certificate and award the degree.

16. ELIGIBILITY FOR THE AWARD OF THE DEGREE

16.1 A student shall be declared to be eligible for the award of the M.B.A Degree provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End - Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the Director, Centre for Academic Courses whenever the student is readmitted under Regulations R-2021 from the earlier Regulations.
- iv. No disciplinary action pending against the student.

16.2 CLASSIFICATION OF THE DEGREE AWARDED

16.2.1 FIRST CLASS WITH DISTINCTION

A student who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction**:

- Should have passed the examination in all the courses of all the four semesters in the student's first appearance within three years, which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- Should NOT have been prevented from writing End Semester Examination due to lack of attendance in any of the courses.

16.2.2 FIRST CLASS: -

A student who satisfies the following conditions shall be declared to have passed the examination in **First class**:

- Should have passed the examination in all the courses of all four semesters within three years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to the lack of attendance (if applicable)
- Should have secured a CGPA of not less than **6.50**.

16.2.3 **SECOND CLASS:** -

All other students (not covered in clauses 16.2.1 and 16.2.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in **Second Class**.

16.3 A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification (except approved withdrawal from End Semester Examination as per clause 17).

16.4 **Photocopy / Revaluation**

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of the COE, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institutions. The answer script is to be valued and justified by a faculty member, who has handled the subject and recommend for revaluation with the breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and CGC courses.

16.5 **Review**

Students not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institution. Students applying for Revaluation only are eligible to apply for Review.

17. **PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION**

17.1 A student may, for valid reasons, (medically unfit / unexpected family situations /sports approved by the Chairman, Sports Board and the HoD) be granted permission to withdraw from appearing for the End Semester Examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to the COE through the Head of the Institutions with required documents.

17.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 10) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a course or courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 10) and earned continuous assessment marks.

- 17.2.1 Notwithstanding the requirement of mandatory 10 days, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.3 In case of withdrawal from a course / courses, the courses will figure both in the mark Sheet as well as in the Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.
- 17.4 If a student withdraws from writing End Semester Examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the End Semester Examination(s).
- 17.5 If a student applies for withdrawal from Project Work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work and the same shall not be considered as reappearance.
- 17.6 Withdrawal is permitted for the End Semester Examinations in the final semester, as per clause 17.1.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

- 18.1 A student is permitted to go on authorised break of study for a maximum period of one year as a single spell.
- 18.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to re-join the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director, Student Affairs in advance, but not later than the last date for registering for the End Semester Examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of re-joining the programme.
- 18.3 The student permitted to re-join the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. The students re-joining in new Regulations shall register for additional courses, if any, as notified by the Head of the institution under change of Regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.
- 18.4 The authorized break of study is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 16.2).
- 18.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not

exceed the maximum period specified in clause 5 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

- 18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.2).
- 18.7 If a student in Full Time mode wants to take up a job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The student shall join the job / start-up / entrepreneurship only after getting approval of the same by the head of the institution with due proof to that effect.
- 18.8 No fee is applicable to students during the Break of Study period.

19. INDUSTRIAL VISIT

Every student is required to undergo Industrial visits, starting from the first semester of the programme

20. DISCIPLINE

- 20.1 Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. The Head of the Institution shall constitute a disciplinary committee consisting of the Head of the Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the HoD/Head of the Institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted.
- 20.2 If a student indulges in malpractice in any of the End Semester / Internal Examination he /she shall be liable for punitive action as prescribed by the college from time to time.

21. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The College may from time-to-time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary, through the approval of BoS and Academic Council of the College.