

St. JOSEPH'S INSTITUTE OF TECHNOLOGY
PROPOSED REGULATIONS 2022
CHOICE BASED CREDIT SYSTEM
M.B.A. Full-Time Programmes

(For the students admitted to M.B.A. Programme from the Academic year 2022- 2023 onwards)

1. DEFINITIONS AND NOMENCLATURE

- i. **“Programme”** means Post graduate Degree Programme e.g. M.B.A. Degree Programme.
- ii. **“Specialization”** means a domain in which a student has specialized based on the choice of elective courses..
- iii. **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Business Research Methods, Marketing Management etc.
- iv. **“Controller of Examinations”** means the Authority of the Institution who is responsible for all activities of the End Semester Examinations of the Institution.
- v. **“Head of the Institution”** means the Principal of the Institution.
- vi. **“Head of the Department”** means Head of the Department Concerned.
- vii. **“University”** means ANNA UNIVERSITY, CHENNAI.

2. ADMISSION PROCEDURE

The candidates seeking admission to the two-year M.B.A. programme shall require satisfying the eligibility norms prescribed by the affiliating University and Government of Tamilnadu at the time of admission from time to time.

2.1 Eligibility Criteria

A pass in any Under Graduate degree or equivalent from a recognized University as specified under qualification for admission as per the Common Entrance Test criteria. Those who are awaiting their degree examination results may also apply.

3. PROGRAMMES OFFERED AND MODE OF STUDY

3.1 Programmes Offered

I. Programmes offered in the Faculty of Management Studies

- **MBA (2 Years)**

3.2 Mode of Study:

Candidates applying for M.B.A. programme are admitted only under “Full-Time” and should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time candidates should not attend any other Full-Time programme (s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full-Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every Programme shall have a curriculum with syllabi comprising of Theory, Theory-cum-Practical and Practical courses with well-defined Programme Outcomes (PO) and Programme Educational Objectives (PEO) as per the Outcome Based Education (OBE) model prescribed by the respective Board of Studies from time to time. The content of each course is designed based on the intended Course Outcomes (CO). The courses shall include:

- i) Foundation Courses (FC)** which include Mathematics or other basic courses.
- ii) Professional Core Courses (PCC)** which include the core courses relevant to the chosen specialization.
- iii) Professional Elective Courses (PEC)** which include the elective courses relevant to the chosen specialization.
- iv) Non-Functional Elective Courses (NEC)** include elective courses outside of the area of specialization.

v) **Employability Enhancement Courses (EEC)** which include Project Work, and / or Internship, Seminar, Professional Practices, Summer Project, Case Study, Value-Added Courses, Industrial / Practical Training, etc.

vi) **Audit Courses (AC)** expose the students to Unnat Bharath Abhiyan, Constitution of India, Essence of Indian Knowledge Traditional, Yoga, English for Research Paper Writing, Value education, Pedagogy Studies, Stress Management and Personality Development through Life Enlightenment Skills. Registration for any of these courses is optional to students.

4.2 Courses per Semester

Curriculum of each semester shall normally have a blend of theory courses and practical courses including Employability Enhancement Courses. The online Courses may be accounted based on the regulation. Each course may have credits assigned as per **clause 4.3**. However, the total number of courses per semester shall not exceed 8 and practical courses not exceeding 2 (including EEC). The final semester may have Project Work.

4.3 Credit Assignment

Each course is assigned certain number of credits based on Table 1. The Contact Periods per week for Practical can only be in multiples of 2. The length of the semesters shall be 15 to 18 weeks. Credit for a course shall vary from 1 to 4.

Table 1 Contact period based on credits

Contact Period per week	Credits
1 Lecture (L) Period	1
1 Tutorial (T) Periods	1
2 Practical Periods (also for EEC courses like Seminar / Project work / Case study, etc.)	1

4.4 Project Work

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

4.4.1 The Project work for M.B.A. shall be pursued for a minimum of 16 weeks

during the final semester, with an additional of maximum 4weeks for report writing, the total project duration not exceeding 20 week

4.4.2 The Project work shall be carried out under the supervision of a faculty member possessing a M.B.A. degree (i) with a minimum of 3 years of experience in teaching (or) (ii). Ph.D. Degree.

4.4.3 A student may, however in certain cases, be permitted to work on the project in an Industrial / Research organization, on the recommendation of the Head of the Department, with the approval of the Head of the Institution. In such cases, the project work shall be jointly supervised by a Faculty member (Supervisor) of the department and an Engineer / Scientist from the organization and the student shall be instructed to report the progress periodically and to attend the project reviews for evaluating the progress. These students will produce a certificate of attendance from the Industry / Research organization where the project is carried out.

4.4.4 The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project is done.

4.5 Online Courses

The Students will be permitted to do online courses during 1st to 3rd semesters for M.B.A with final certification exams (NPTEL) to earn up to a maximum of six credits (which are provided with certificate after evaluation of the performance) with the prior approval from the Head of the Department. The Head of the Department can constitute a committee, a team of senior faculty members (preferably three) to recommend the list of online courses. On successful completion of each online course, the student has to submit the copy of the certificate to the Head of the Department. The committee recommends the credit and the grade that should be awarded to the student by appropriately mapping the score earned by the student. The results can be sent to the Controller of Examinations after the due approval by the Head of the Department. On successful completion of online courses adding to three credits, the student can obtain a waiver from doing a Professional Elective Course.

4.6 Internship

The students may undergo Internship for a period as specified in the Curriculum during the summer / winter vacation. The students may undergo Internship at a Research organization / University / industry (after due approval from the Heads of the Departments) continuously for 4 Weeks after the completion of the second semester examination.

The credit distribution is based on Table 2.

Table 2 Credit distribution for Internship

Duration of Internship	Credits
2 Weeks	1
4 Weeks	2

4.7 Value Added Courses

The Students may optionally undergo value added courses and the credits earned through the value-added courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. The Head of the Department can constitute a committee, a team of senior faculty members (preferably three) to recommend the list of value added courses. One/two credit courses shall be offered by a department with the prior approval from the committee. The details of the syllabus, timetable and faculty may be sent to the controller of examinations after approval from the Head of the Department. Students can take a maximum of two ‘one credit courses’ or one ‘two credit courses’ during the entire duration of the programme.

4.8 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertations reports.

4.9. Audit Courses

The non-credit Audit courses having a minimum hours prescribed can be included in curriculum of all the programmes. The students can do one audit course in 1st or 2nd semester.

4.10. Industrial Visit

Every student is required to go for at least one industrial visit every semester, starting from

the first year of the programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard.

5. DURATION OF THE PROGRAMME

- 5.1 The minimum and maximum period for completion of the P.G programme are given below:

Table 3 Duration to complete the PG Programme

Programme	Min. No. of Semesters	Max. No. of Semesters
MBA	4	8

- 5.2 Each semester normally consists of 90 working days. In any contingent situation, the number of working days per semester shall not be less than 75 days. The Head of the Institution is given the discretionary powers to decide the number of working days in such contingencies.

The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

For III to IV Semester, the academic year has been divided into two semesters, the Odd semester normally spanning from July to November and the even semester from January to May. The First semester of M.B.A. Degree (2 Year) Programme normally spans from August to December and Second semester from January to May.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{\text{(No. of periods / week as prescribed in the curriculum) together for all x 15 taken courses of the semester}} \times 100$$

- 5.3 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in Table 4, irrespective of the period of break of study (**vide clause 17**) or prevention (**vide clause 7.4**), in order that the student may be eligible for the award of the degree (**vide clause14**).

5.4 The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Programme	Prescribed Credit Range
M.B.A	90-94

6. COURSE REGISTRATION

6.1 Each student, on admission, shall be assigned to a Faculty Advisor (**vide clause 8**), who shall advise and counsel the student about the details of the academic programme and the choice of courses, considering the student's academic background and career objectives.

6.2 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.

6.2.1 Each student on regular admission to a programme has to register for all the courses prescribed in the first semester of study for that programme. The courses that a student registers, in a particular semester may include (i) Courses of the current semester, (ii) The core (Theory/Lab /EEC) courses that the student has not cleared in the previous semesters and (iii) Elective courses which the student had failed to clear (either the same elective or a different alternative elective).

6.2.2 The registration for the courses of the semesters II to IV will commence ten days prior to the commencement of classes of the current semester. The student shall register for the courses with the guidance of his faculty mentor. The student may also drop courses (**vide clause 6.3**) within five working days of the commencement of the concerned semester and complete the registration process.

For an elective to be offered, the department shall specify the minimum number of students required.

6.2.3 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the marks in a course or the aggregate marks / CGPA.

6.3 Flexibility to Add or Drop courses

A student has to earn the total number of credits specified in the curriculum of the respective programme of study in order to be eligible to obtain the degree. However, if the student wishes, the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme within the minimum duration of the programme.

From second semester onwards, each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits). The dropping of courses shall be decided as per prerequisite requirements in consultation with the Head of the Department. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule. The student can also register for courses in which the student had failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses for which the attendance requirement is not compulsory. However, if a student has failed in a professional elective course, he/she has the option to take up the same or some other professional elective course.

6.4 Redoing a Course

Redoing a course means reregistering for a course, attending all classes, fulfilling the attendance requirements as per clause 7, earning fresh Continuous Assessment marks and appearing for End Semester Examinations. A student has to redo a course in the following conditions.

6.4.1 If a student is prevented from writing end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.

6.4.2 If a student is prevented from writing the end semester examination of any professional elective course due to lack of attendance, the student can opt to register for the same course again when offered next and redo the course, or he/she can opt to register for a different professional elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.

However, if the overall average attendance of all the courses is below 75%, the student has to rejoin the Programme in the next academic year after getting re-admission order from DOTE/University. The student shall attend the classes and fulfill the attendance requirements as per **clause 7**, earn continuous assessment marks and appear for the end semester examinations.

7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions (**vide clause 7.1 and 7.2**) shall be deemed to have satisfied the attendance requirements for appearing for the end semester examination of a particular course.

7.1. Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance, course wise, taking into account the number of periods required for that course, as specified in the curriculum.

7.2. If a student secures attendance between 65% and less than 75% in any course in the current semester, due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, with prior permission from the Principal Competent Authority and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.

7.3. A student shall normally be permitted to appear for the end semester examination of the course if the student has satisfied the attendance requirements (vide Clause 7.1-7.2) and has registered for the examination in those courses of that semester by paying the prescribed fee.

7.4. Students who do not satisfy clause 7.1 and 7.2 and who secure less than 65% attendance in a course will not be permitted to write the end semester examination of that course. The student has to register and redo the course when it is offered next as per Clause 6.4. If the course in which the student has been prevented is a professional

elective course, the student can opt to redo the same course or opt for different professional elective course.

7.5. If a student has shortage of attendance in all the registered courses, he/she would not be permitted to move to the higher semester and has to repeat the current semester in the subsequent year.

7.6. In the case of reappearance (Arrear) registration for a course, the attendance requirement as mentioned in Clauses 7.1 - 7.3 is not applicable. However, the student has to register for the examination in that course by paying the prescribed fee.

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

8. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department, who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registering and reappearance (Arrear) registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities of the faculty advisor shall be:

- To inform the students about the various facilities and activities available to enhance the Student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.

9. COURSE COMMITTEES

9.1. Common Course Committee

A theory course handled by more than one teacher shall have a “Common Course Committee”, comprising of all teachers teaching that course. One of the teachers shall be nominated as Course Coordinator by the Head of the Department concerned.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of formation of the committee. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals.

In addition, the “Common Course Committee” shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10).

Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common.

9.2. Overall Monitoring Committee

In addition, there shall be an overall monitoring committee for each semester of a programme, which comprises of (i) the Head of the Department (convener), (ii) the Faculty Advisors of the programme and (iii) Course Coordinator. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and status of the students of the semester concerned.

The overall monitoring committee can also invite some of the students for any of the committee meetings if necessary.

10. SYSTEM OF EXAMINATION AND ASSESSMENT PROCEDURE

Performance in each course of study shall be evaluated based on

- i. Continuous internal assessment throughout the semester
- ii. End Semester Examinations (ESE) at the end of the semester.

Each course, both theory and practical including project work shall be evaluated for a maximum of 100 marks.

For all the End semester examinations, wherever necessary, the internal and external examiners shall be appointed by the Controller of Examinations.

Each course shall be evaluated for a maximum of 100 marks as detailed in **Table 4**.

Table 4. Mark Distribution

S.No.	Category of course	Continuous Internal Assessments	End-Semester Examination
1.	Theory Courses	40 Marks	60 Marks
2.	Laboratory courses	60 Marks	40 Marks
3.	Project Work	40 Marks	60 Marks
4.	All other EEC Courses	100 Marks	----
5.	Value added Courses	100 Marks	----

There is no evaluation for the Audit courses. However, minimum attendance requirement as per clause 7 shall be satisfied.

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester, which consists of attendance marked in each theory / Laboratory/EEC/AC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for five years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

10.1. Assessment for Theory Courses

For Theory Courses including mandatory courses out of 100 marks, the maximum marks for Continuous assessment is fixed as 40 and the End Semester Examination carries 60 marks. The End Semester Examination for theory courses including mandatory courses will

be of 3 Hours duration and shall normally be conducted for a maximum of 100 marks between November/December during the Odd Semesters and between April/May during the Even Semesters. End semester Examination is mandatory requirement for passing the Course.

To arrive the Continuous Assessment Mark, the guideline to be followed is provided in the Table 5.

Table 5. Internal Assessment Mark Distribution

S.No.	Category Details	Marks
1.	Assessment I	15
2.	Assessment II	15
3.	Employability online Test / Mini Projects / Scopus indexed publications / Online MCQs / Case studies / Tutorials / Innovative Projects idea generation / Problem solving and Implementation	10
Total		40

In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior intimation from the Head of the institution, a Reassessment may be given after getting approval from the Head of the Department through the concerned Faculty advisor.

10.2. Assessment for Laboratory Courses

Each laboratory Courses shall be evaluated for a maximum of 100 marks. Every laboratory exercise / experiment shall be evaluated based on the student performance during the laboratory class and the student's record shall be maintained. The End Semester Examination will be conducted for 3 hours duration and shall normally be conducted for a maximum of 100 marks by **Examiner other than the concerned laboratory course handling faculty.**

Table 6. Mark Distribution for Laboratory Courses

Sl. No	Description	Marks
1	Internal Assessment Average mark awarded for Design and conduct of experiments (10 Marks), observation / coding / implementation (10 Marks), Results (10 Marks), Viva-Voce (15 Marks) and Record (15 Marks) in regular class works, Model Exam.	60
2	End Semester Practical Examinations conducted by Internal Examiner appointed by Controller of Examinations.	40
Total		100

Examination shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

10.3. Assessment for Project work

The Project work shall be evaluated for a maximum of 100 marks of which 40 marks will be through internal assessment. The Head of the Department (HOD) shall assign a Project Coordinator and constitute a review committee consisting of supervisor, project coordinator and another faculty member from the Department. There should be three reviews for M.B.A. Final project to be conducted separately by the review committee with Internals 40 marks and External 60 marks. The marks are to be distributed as detailed below in Table 7.

Table 7. Internal Assessment Mark Distribution for Project work

Internal (40 Marks)			External (60 Marks)				
Review I	Review II	Review III	Project Report Evaluation (30 Marks)		Viva- Voce (30 Marks)		
			Internal Examiner	External Examiner	Supervisor	Internal Examiner	External Examiner
10	15	15	15	15	10	10	10

There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the

committee. The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer.

The Project Report prepared according to approved guidelines and duly signed by the supervisor(s), Project Coordinator and the Head of the Department shall be submitted to the Head of the Department.

The project report submitted for end semester examinations and viva-voce shall be evaluated by a team consisting of the supervisor, project coordinator and another faculty member from the department appointed by the controller of examinations. The Project Coordinator shall act as Internal Examiner.

If the student fails to obtain 50% of the internal assessment marks in the Final project review in M.B.A, he / she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.

The deadline for submission of final Project Report is 30 days from the last working day of the semester in which project / thesis is done.

If a student fails to submit the project report on or before the specified deadline, student is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.

If a student fails in the end semester examinations of the final project work of M.B.A, he/she has to revise the Project Report and submit within 30 days from the date of declaration of the results. The submission of a revised project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose the same Internal and External examiners shall reassess the revised report.

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 examinations.

A copy of the approved project report after the successful completion of viva-voce examinations shall be kept in the library of the college /institution

10.4. Assessment for Seminar / Case Study/ Creative and Innovative project

The Seminar / Case study / Creative and Innovative Project shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present

a minimum of one presentation / demonstration in the prescribed semester before the evaluation committee. The three member committee consisting of one coordinator and two members appointed by the Head of the Department will evaluate the seminar and at the end of the semester, the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper/ report (40%), presentation / demonstration (40%) and response to the questions asked during presentation / demonstration (20%).

10.5. Assessment for Internship

The Industrial Training / Internship shall carry 100 marks and shall be evaluated through continuous assessment only as per Table 8. At the end of the Internship, the student shall submit a certificate from the organization where the student has undergone training and a brief report about the training. The evaluation will be made based on this report, presentation and a Viva-Voce Examination conducted internally by a three member Departmental Committee consisting of one coordinator and two members constituted by the Head of the Department. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to the Controller of Examinations by the Head of the Department.

Table 8 Internal Assessment Mark Distribution for Internship

INTERNSHIP EVALUATION		
GUIDE	REPORT	VIVA - VOCE
20	40	40

10.6. Assessment for Value Added Course

The one/two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative

performance. 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.

10.7. Assessment for Online Course

On successful completion of each online course, the student has to submit the copy of the certificate to the Head of the Department. The Head of the Department shall form a team of senior faculty members (preferably three) for recommending the credit and the grade that should be awarded to the student by appropriately mapping the score earned by the student. The results can be sent to the Controller of Examinations after the due approval by the Head of the Department. On successful completion of online courses adding to three credits, the student can obtain a waiver from doing a Professional Elective Course.

10.8. Conduct of Academic Audit by every Institution

Every educational institution shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 11. In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 11, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record. The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a Management / Technical institution of repute near the institute. The University or any inspection team appointed by the University may verify the records of Academic Audit report of the courses of both current and previous semesters, as and when required.

11. PASSING REQUIREMENTS

11.1 The passing requirement for a student in a course is determined based on the marks obtained both in continuous assessment and end semester examinations. A student, who secures not less than 50% of total marks prescribed for the course [continuous Internal Assessment + End semester Examinations] earns a minimum of 5 grade

points in a course subject to secure a minimum of 45% marks in the end semester examinations, wherever applicable, shall be declared to have successfully passed the course.

- 11.2** If a student fails to secure a pass in a theory course (except electives) / laboratory courses, 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 11.1, 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
- 11.3** If the course, in which the student has failed, is a professional elective course, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the candidate 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 11.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone.
- 11.4** If any other professional elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new professional elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per Clause 7 and appear for the end semester examination.
- 11.5** If a candidate fails in the Creative innovative project (EEC course), he/she has to revise the Project Report within 30 days from the date of declaration of the results. The revised report is reassessed by subsequent viva-voce examination. It will be considered as reappearance with payment of exam fee. In case a student

fails in the resubmission of the project report and the subsequent viva-voce examination, the student shall register for the course in the subsequent semester.

11.6 Double valuation is adopted for all the theory courses in order to overcome any subjectivity in single valuation in the end semester examinations. So, the provision for revaluation does not arise. The average of two valuations will be considered for Final mark to the student.

11.7 If the deviation of marks between First and Second valuation is more than 15, then Third valuation will be adopted.

11.8 However, if a student wants to appeal for review of the result in any subjects, he / she can submit a challenge review application to COE office. A committee consisting of the Head of the Department, concerned faculty advisor and a subject expert (Internal/ External) nominated by the Head of the Institution will review and give its recommendations to the Controller of Examinations.

12. AWARD OF LETTER GRADES

The award of letter grades will be decided using relative grading principle. 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
RA (Re-appearance)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	0

‘RA’ denotes Reappearance registration is required for that particular course.

‘SA’ denotes shortage of attendance (as per Clause 7) and hence prevented from writing end semester examination.

‘W’ indicates withdrawal from the course.

The grades O, A+, A, B+, B, C obtained for the one/two credit course (not part of curriculum) shall figure in the Grade sheet under the title ‘Value Added Courses’. The other grades RA, SA will not figure in the Grade sheet.

13. GPA AND CGPA CALCULATION

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

- The list of courses registered during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester
- The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

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

Where C_i - is the Credits assigned to the course

GP_i - is the grade point corresponding to the letter 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.

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester.

“RA” and “SA” grades will be excluded for calculating GPA and CGPA.

The credits earned through one / two credit courses shall not be considered for calculating GPA and CGPA.

If a student studies a greater number of electives (PEC) than required as per the student's programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

14. ELIGIBILITY FOR THE AWARD OF DEGREE

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

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- 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.
- Successfully passed any additional courses prescribed by the Board of Studies.
- No disciplinary action is pending against the student.
- The award of Degree must have been approved by the Syndicate of the University.

15. CLASSIFICATION OF THE DEGREE AWARDED

15.1. 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 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.

15.2. 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 lack of attendance (if applicable).
- Should have secured a CGPA of not less than 6.50.

15.3. Second Class:

All other students (not covered in clauses 15.1 and 15.2) who qualify for the award of the degree (vide Clause 14) shall be declared to have passed the examination in Second Class.

A student who is absent in the End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 16) for the purpose of classification.

16. PROVISION FOR WITHDRAWAL FROM EXAMINATION

A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Head of the Institution, and 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 Head of the Institution through the HOD with the required documents.

Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.

Notwithstanding the requirement of mandatory TEN working days' notice, applications for withdrawal for special cases under extraordinary conditions will be

considered on the merit of the case.

If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).

Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

Withdrawal is permitted for the end semester examinations in the final semester only if the period of study of the student concerned does not exceed 3 years for M.B.A with approval **of Controller of Examinations**

17. BREAK OF STUDY FROM A PROGRAMME

A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.

When a student applies for break of study, the student shall apply to the Head of the Institution in advance. The application duly filled by the student shall be submitted through the Head of the Department.

The students permitted to rejoin 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 rejoining.

The students rejoining in new Regulations shall apply to the Academic Council in the prescribed format through the Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study, in order that the student may be eligible for the award of the degree (vide clause 14).

In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is

obtained from the Director of Technical Education /University through the Head of Institution before the end of the semester in which the student has taken break of study.

If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

18. PROCEDURE FOR USING SCRIBE

If a candidate is physically handicapped (in case of accidents / ill health) at the time of examination, He / she may be permitted to use a scribe to write the examination. In such case 30 minutes extra time will be permitted for continuous assessment test and 60 minutes for end semester examination. The Scribe shall be a non-engineering student / graduate.

19. DISCIPLINE

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 institution.

In the event of an act of indiscipline being reported, the Head of the Institution shall constitute a disciplinary committee to enquire into act of indiscipline.

The Head of the Institution shall constitute a disciplinary committee consisting of the Head of the department to which the student concerned belongs, and the Heads of other department to enquire into acts of indiscipline and notify the 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 by the Head of the Institution for taking a final decision.

If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the institution from time to time.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Academic council of the college reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.