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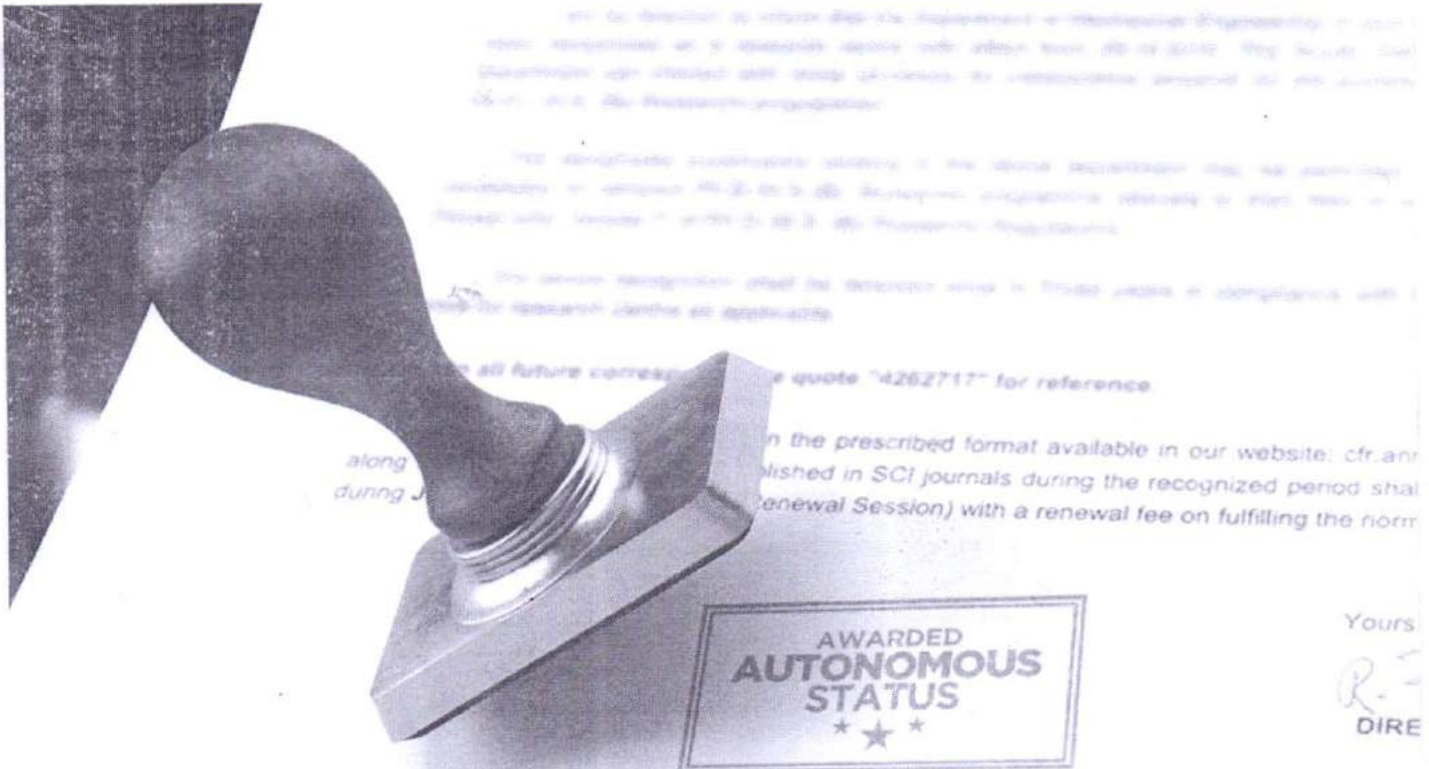
Sri

SAI RAM
ENGINEERING COLLEGE

An Autonomous Institution

West Tambaram, Chennai - 44

www.sairam.edu.in



Yours

R.
DIRE

AUTONOMOUS REGULATIONS 2020

for MBA



Dean (Academics)
Sri Sairam Engineering College
West Tambaram, Chennai

REGULATIONS 2020

CHOICE BASED CREDIT SYSTEM

Common to all

MASTER OF BUSINESS ADMINISTRATION

2 year Full-time – (4 semester program)
(With effect from the Academic Year 2020 – 2021)

These regulations are applicable to the students admitted to the Management (MBA) Program from the academic year 2020 onwards.

1. DEFINITIONS AND NOMENCLATURE

- a. **University:** University refers to the affiliating Anna University, Chennai, awarding the MBA degree.
- b. **Institution:** Institution refers to Sri Sairam Engineering College, Chennai, an Autonomous institution affiliated to Anna University, Chennai. Head of the Institution means the Principal of the College who is responsible for all the academic activities and for the implementation of relevant rules of this regulation.
- c. **Academic Year:** Two consecutive semesters (one odd + one even) constitute an academic year.
- d. **Semester:** Each semester consists of 15-18 weeks of academic work equivalent to 90 actual teaching days. The Odd Semester may be scheduled from July to December and Even Semester from January to June.
- e. **Choice Based Credit System (CBCS):** The CBCS offers choice for students to choose from the prescribed cluster of courses offered by the Program.
- f. **Program:** Educational program leading to the award of the MBA Degree.
- g. **Course:** It is referred to as "Subject", which is a part of the program


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and each course need not carry equal weightage. Every course, defines learning objectives and learning outcomes. A course may be designed to comprise lectures / tutorials / laboratory work/ field work / outreach activities / project work/ internship work / vocational training / viva / seminars/ working papers / assignments / presentations / self-study, case study, group study etc. or a combination of some of these.

- h. Credit:** A unit by which the course work is measured. Credit determines the number of hours of Lectures per week and used in the computation of the GPA and CGPA.
- i. Department:** Team of faculty members responsible for the program of study.
- j. Head of the Institution:** Means the Principal of the college / Institution who is responsible for all academic activities of the college / Institution and for implementation of relevant Rules and Regulations.
- k. Head of Department:** Means Head of the Department.
- l. Dean, Academics:** Means the authority of the college / Institution who is responsible for all academic activities of the college / Institution and for implementation of relevant Rules and Regulations.
- m. Chairperson - Academic Council:** The authority of the Institution, responsible for all the academic activities of the Institutions / Departments for the implementation of the relevant Rules and Regulations.
- n. Controller of Examinations:** The authority of the Institution and is responsible for all the Examinations related activities.
- o. Chairperson - BoS:** The Individual heading the Board of Studies of a particular department.

2. ELIGIBILITY FOR ADMISSION

The eligibility criteria for joining the MBA program are as prescribed by the Anna University. Presently it is mandated that "The candidate is required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under the

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qualifications for admissions as per the Tamil Nadu Common Admission (TANCA) criteria". The criteria will be announced every year by the DOTE and Anna University.

A student joining the full-time MBA program should not be employed during the program (on a part-time or full-time basis) and should not enroll in any other educational program except with the written approval by the HOD.

3. DURATION & STRUCTURE OF THE PROGRAM

3.1 Duration of the Program

The minimum and maximum period for completion of the MBA program is given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
M.B.A. (Full Time)	4	8

3.2 Structure of the Program

The normal duration of the MBA program will be of two years consisting of four semesters and the maximum will be eight semesters, including a permitted break of study, if any. All necessary and mandatory courses must be completed with a pass mark, within the maximum duration of the course.

The Curriculum and Syllabi of MBA program shall be approved by the Academic Council of Sri Sairam Engineering College. The number of Credits to be earned for the successful completion of the program shall be as specified in the Curriculum of the MBA program

Each semester shall normally consist of 90 working days including the examination period. In any case, the number of class hours mentioned in the curriculum will be completed as per the credits assigned.

For the purpose of calculation of attendance requirement for writing the end semester examinations (as per regulation) by students, following method shall be used.


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Percentage of Attendance =

$$\frac{\text{Total no.of periods attended in all the courses per semester}}{\text{of periods per week as prescribed in the curriculum taken together for all courses of the semester} \times 15} \times 100$$

End Semester Examinations conducted by the college will be scheduled after the last working day of the semester.

The minimum prescribed credit of this program is 100 total credits as outlined below:

SEMESTER-WISE TOTAL CREDIT

Year	Semester	Credits per Semester
I	I	29
	II	31
II	III	28
	IV	12
Total		100

The following will apply to MBA Program.

- One credit for each lecture period allotted per week
- One credit for each tutorial period allotted per week
- One credit for each seminar/practical (Skill) session/project work of two periods designed per week (2 credits for 3 or 4 periods of practical).

Summer internship should be organized by the Head of the Department / Institution for a duration not exceeding 6 weeks (2 credits).

For non-credit courses, the performance of the student will be graded as Satisfactory / Non-Satisfactory by the course instructor and that will be included in the Grade Sheet of the student.

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4. CLASSIFICATION OF COURSES

The program curriculum is designed as theory, practical or theory-cum-practical courses with well-defined outcomes. In addition, the curriculum will also include professional skill-development and value-added and certification courses with or without credits.

The following courses are a part of the MBA curriculum:

Course Description

S.No	Type of course	Description
1	Base Course (BC)	These courses provide the basic knowledge that is necessary to pursue management education.
2	Professional Course (PC)	These courses provide the student with the learning and understanding of various functional areas of management practices in an organization. They provide the width of knowledge in which students can build depth in their chosen area(s) of specialization.
3	Professional Electives (PE)	These courses enable the students to gain in-depth domain knowledge in their area of specialization.
4	Value Added Courses (VAC)	These courses are meant to enhance the life skills and the knowledge of students and improve their employability. The grade sheet of the respective semester will carry details of the courses completed by the student and provide a qualitative grading. Some of these courses will be mandatory and will be a part of the curriculum.
5	Skill Development Courses (SDC)	The course will address specific skills (such as contemporary course skills in management areas) and are largely activity based. These courses will have credits assigned to them. Valuation will be on a continuous basis and a grade will be awarded and included in the computation of CGPA.

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S.No	Type of course	Description
6	Summer Internship (SI)	This provide sstudent with real - life experience of working in an organization, understanding how it functions and to apply the knowledge gained in the program. The student will do this internship at the end of the first year of the program.
7	Final Project (FP)	This is research oriented and addresses a problem in the industry or that identified by a faculty. The students will accordingly carry out the project in a company or within the institution. Each student will be linked to a faculty member, who will guide the student throughout the project.
8	Theory Course	A coturse that involves learning of concepts and their applications including quantitative problem solving.
9	Laboratory Course	A course that involves learning of software tools packages and gaining knowledge to sort out the business issues pertaining to management.
10	Theory-cum-Laboratory Course	A theory course that also has laboratory sessions as a part of the course-work.
11	MOOC	A student can choose to complete the online course(s) with prior approval from HOD offered by reputed aggregators (like Swayam) subject to AICTE-UGC regulation.

5. MEDIUM OF INSTRUCTION

The medium of instruction will be English only. It is desirable that the medium of communication among students and between students and faculty members is also English.

6. CURRICULUM

The curriculum and the syllabi for the two-year MBA program is proposed by the Board of Studies and approved by the Academic Council of the Institution. The curriculum is included as Annexure A to this document.

7. SPECIALIZATIONS AND ELECTIVES:

The list of specializations and electives that will be offered for each


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8. CLASS ROOM SESSIONS:

Each class will be of 50 minutes duration. The number of sessions for each course is as mentioned in the curriculum.

Theory classes can consist of lectures, presentations, discussions, video sessions or any other activity designed by the faculty member. The hours specified will include the time spent on continuous assessment components.

If necessary, a faculty member will organize tutorial sessions and identify students requiring extra attention. These will be normally conducted outside regular class hours. Attendance in tutorial sessions is mandatory for such students. These sessions will not be considered as a part of the class hours specified in the curriculum.

9. CONDUCT OF COURSES:

During the first session of the course, the concerned faculty member will provide the following information to the students:

- An outline of the course and the expected course outcomes
- Detailed syllabus
- Reading references from text book, reference books and other sources
- Reading material other than text book
- Session-wise course plan
- Continuous assessment components and weightage
- Web resources

10. EXPECTATIONS FROM STUDENTS:

The MBA program is a terminal program for most students and there is a huge expectation from external stakeholders. In this aspect, the students are advised to adhere to the instructions provided by the department and the institute then and there to be a master of everything.


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S.No	Type of course	No of Courses
1	Preparatory Course (PRP)	4
2	Base Course (BC)	7
3	Professional Core (PC)	9
4	Professional Electives (PE)	6
5	Value Added Courses (VAC)	1
6	Skill Development Courses (SDC)	10
7	Summer Internship (SI)	1
8	Final Project (FP)	1
9	Laboratory Course	1
10	MOOC	1

batch of students will be announced in the mid of second semester. The students would need to indicate their choice before a stipulated date. The final list will be drawn up before the end of the semester.

Once the enrolment for specializations and electives are finalized and announced, changes will not be permitted under any circumstances.

A student can claim to have specialized in any functional area if at least 50% of the electives are from that area. This will determine eligibility for applying to opportunities during placement.

The specializations and electives on the offer might vary from year to year.

The classes for electives might be spread over the entire day depending on the availability of faculty resources. It is mandatory that students attend these classes.


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11. MENTORING

Each student will be assigned to a faculty for guidance in matters pertaining to academics, careers and other general issues. Students are expected to interact periodically with their faculty mentors and update their progress in the program. The faculty will maintain a record of these interactions with/without necessarily incorporating the content of the discussions.

12. CLASS COMMITTEE MEETING

A class committee of students will be constituted at the beginning of each academic year. The committee will have representation from a cross-section of students. The committee will meet twice or thrice in a semester with the Class Faculty Coordinator and Head of Department to provide feedback on progress of various courses and articulate any difficulties faced by students collectively. Appropriate action will be initiated by the Head of Department and wherever necessary, the feedback will be shared with the concerned faculty members.


A record of such meetings will be maintained by the Class Faculty Coordinator.

13. ACADEMIC INTEGRITY AND HONESTY

It is expected that the students will be honest and conduct themselves with integrity. Malpractice of any sort in classes and in exams and falsification of records will be dealt with severely. Plagiarism and copying in assignments will attract a penalty of zero marks. Repeat / serious offenders will be removed from the rolls of the Institution. Detailed guidelines on this will be available in the office of the Controller of Examinations for perusal by the students.

14. ATTENDANCE:

A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester.


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Ideally every student is expected to attend all classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 80% attendance to become eligible to write the End-Semester Examinations.

Therefore, every student shall secure not less than 80% of overall attendance in that semester.

However, a candidate who secures overall attendance between 65% and 79% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

Candidates who could secure less than 65% overall attendance and Candidates who do not satisfy will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

15. ELIGIBILITY TO WRITE END SEMESTER EXAM

A student must have a minimum 80% attendance in each course to be eligible to write the end-semester exams for that particular course. The percentage of attendance will be computed based on the theory classes and practical sessions held for each course during the semester.

Attendance will be calculated as following:

$$\frac{\text{Total number of hours attended in a course during the semester}}{\text{Total Number of hours of Classes held in the Semester for the Course}} \times 100$$


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The attendance figure will be rounded off to the next highest integer to determine the eligibility to write the exam.

The days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the overall percentage of attendance.

16. REGISTRATION FOR COURSES

Students have to register for the respective courses in the prevailing semester as mentioned in curriculum

Students are permitted to register for the elective courses in the third semester based on their specialization before the end of 2nd semester. The elective courses should be chosen from the bundle of electives courses provided by the college.

Students are permitted to register for online courses (like SWAYAM) based on their respective specialization for which the approval has to be sort out from the HOD.

A candidate shall normally be permitted to appear for the End semester examinations of the current semester if he/she has satisfied the semester completion requirements and has registered for examination in all courses of the current semester.

Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the End semester examinations.

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 his/her marks in a course or the aggregate marks / CGPA.

The students are permitted to register the courses in the current semester as well as the arrear courses including laboratory and practical.

Value added courses, which are not a part of the curriculum, will be compulsory for all students and they have to register separately for such courses as and when they are announced.


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Students also need to register for the final viva-voce and pay applicable fees for:

- Summer Internship
- Final Project

However, a student who has registered for an exam, but does not have the required attendance as on the last day of the semester will be debarred from writing the end-semester examinations. The student has to repeat the course as mentioned in point 7.

17. WITHDRAWAL FROM END-SEMESTER EXAMINATION(S):

A student may be permitted to withdraw from appearing for the end semester examination in any course or courses for valid reasons (medical reasons / unexpected family situations). This facility can be availed ONLY ONCE during the entire program. Valid documents, for medical reasons and unexpected family situations, shall be submitted by the student at least seven days before the commencement of the first examination. This request will need the recommendation of the Head of the Department and an approval by the Head of the Institution with intimation to Controller of Examinations.

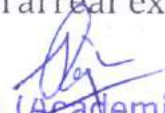
Notwithstanding the requirement of mandatory seven days' notice, applications for withdrawal at a shorter notice for special cases under extraordinary conditions will be considered on the merits of the case.

If the withdrawal is approved, the student will need to re-register and write the end- semester exam when offered next. The continuous assessments will need to be completed again and marks earned afresh.

Such withdrawal, once approved will not be treated as a failure when determining the award of the degree. However, the student is not eligible for the award of ranking.

Withdrawal from any course will not be permitted:

- If a student does not meet the mandatory attendance required to write the end- semester exam.
- For an arrear exam.


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The final approval for withdrawal will depend on the merits of the case and will be decided by the Head of the Department and the Head of the Institution.

However, all examinations will need to be completed and passed within the maximum duration of the program.

18. WITHDRAWAL FROM SUMMER INTERNSHIP

Under exceptional health-related circumstances, a student can seek permission for exemption from summer internship. The request must be made in writing to the HOD with a suitable medical certificate. If during the summer internship, a student has to withdraw for health-related reasons, a representation can be made to the HOD with a suitable medical certificate. If granted permission, it will be deemed to be a withdrawal.

A student who has withdrawn from summer internship will undertake a special project in-lieu of the internship during the third semester under the guidance of a faculty member. The evaluation pattern will be conveyed to the student at the start of the semester.

19. DROPPING OF A COURSE

Dropping of courses is not permitted for the entire program.

20. EVALUATION OF STUDENTS FOR A THEORY COURSE WEIGHTAGE


The following will be the weightage for different courses.

i) Lecture or Lecture cum Tutorial based course:

Internal Assessment	-	40%
End Semester Examination	-	60%

The evaluation of students will be done continuously throughout the semester as well as through an end-semester exam. The total marks for a course will be 100, of which 40 for Continuous Assessment Test (CAT) and 60 for the end-semester exam (ESE).


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The end semester exam would typically be for 100 marks for a maximum duration of 3 hours. The marks will be converted to a weightage of 60 while computing total marks for the course.

The Continuous Assessment Test (CAT) is compulsory for all courses which carry a weightage of 20 marks in the internal component.

The balance 20 marks in the internal component will be computed based on the below mentioned Assessment Methods which will be approved by the HoD.

- Weekly tests (Maximum 10 marks)
- Quiz (Maximum 10 marks).
- Presentations (individual) (Maximum 5 marks)
- Assignment and / or written case submission (individual) (Maximum 5 marks)
- Class Participation (Maximum 10 marks)
- Mini Projects (Individual) (Maximum 10 marks)

A Student will not be awarded marks in the continuous assessment in the following cases:

- Absence from the Continuous Assessment Test (CAT), weekly tests and quiz
- Non-completion and submission of assignments, mini-projects and case analysis on time
- Absence from class for a scheduled presentation

Absentees for a Continuous Assessment Test (CAT) will be offered a retest only for medical reasons or if permission has been obtained from HOD in advance for valid reasons. Medical reasons need to be supported by an appropriate medical certificate from a recognized medical professional.

The Continuous Assessment Test (CAT) and end-semester examinations will test the student at all the levels of learning.

The Controller of Examinations will conduct the end-semester examinations. The Continuous Assessment Test (CAT) and other tests will be conducted by the department.


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21. EVALUATION OF STUDENTS FOR A LABORATORY COURSE:

The break-up of evaluation will be as follows:

Continuous Assessment Test (CAT)	:	40 marks
End-semester exam	:	40 marks
Viva-voce	:	20 marks

The maximum marks for Internal Assessment shall be 40 in practical courses. Every practical exercise shall be evaluated based on conduct of exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 40 are as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be reduced to 40 and rounded to the nearest integer.

The Controller of Examinations will conduct the end-semester examinations and viva-voce.

22. EVALUATION OF STUDENTS FOR A THEORY-CUM-LABORATORY COURSE:

These are the theory courses that have a laboratory component to enhance the learning of the students. The evaluation of these courses will be on the following basis:

Continuous assessment comprising of:

Continuous Assessment Test (CAT) for theory	:	20 marks
Laboratory evaluation	:	20 marks
End-semester exam – theory only	:	60 marks

The maximum marks for Internal Assessment shall be 40 in case of theory courses with Laboratory component.

The Controller of Examinations will conduct the end-semester examinations. The Continuous Assessment Test (CAT) will be conducted by the Department.

23. EVALUATION OF SUMMER INTERNSHIP

The normal duration of Summer Internship will be not less than


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six weeks. Most of the internships will involve fieldwork and primary data collection. Each student will be assigned a guide in the organization and also be linked to a faculty guide internally.

The credits for the summer internship are mentioned in the curriculum. The continuous valuation will be done by the faculty guide and will be linked to milestones as per a time schedule. The final valuation will be done internally by a faculty panel based on a report and a viva-voce to a panel.

The components and methodology of valuation and the time schedule for Summer Internship will be informed to the students prior to the start of internship. Students are expected to meet the deadline dates. Delay in submitting the internship report will need an approval from the faculty guide and HOD.


The summer internship is a full-time activity and the student is expected to be engaged in the company throughout the internship.


An offer letter from the company at the start of the internship and a certificate of completion are mandatory requirements. The responsibility of identifying opportunities and finalizing the company will be left to the choice of the student.

In case of withdrawal (or failure) to obtain a pass mark in the summer internship, the student will do a special project in the third semester under the guidance of a faculty member. The evaluation pattern will be finalized and conveyed to the student at the start of the project. The grade sheet will indicate that the student has withdrawn (or failed) in the summer internship and the grade for the special project will be indicated separately.

EVALUATION PARAMETERS FOR SUMMER INTERNSHIP

S.No	Contents
1	First Gate Review - Problem Identification and Review of Literature- Submission
2	Second Gate Review- Instrument Design and Methodology - Submission
3	Third Gate Review – Submission of Summer Internship Report
4	Viva-Voce Examination


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24. EVALUATION OF FINAL PROJECT

There will be a continuous assessment and a final assessment. The continuous assessment will be linked to various milestones achieved during the project. The final assessment will be based on a project report and a viva-voce to a panel.


A schedule will be announced for the project milestones including the last date for the submission of the report. Deviations from dates due to inevitable and justifiable reasons would need to be approved by the faculty guide and HOD.

The final semester project is a full-time activity. If carried out in a company, the student is expected to be engaged full-time in the company throughout the duration of the project. If the project is carried out in the Institution, the student is expected to be present in the campus throughout, except for the purpose of data-collection. Detailed guidelines including valuation will be provided to the students prior to the start of the project.

Internal Project evaluation will be carried by the faculty guide. Failure to obtain a pass-mark in the final semester project will necessitate the student doing a project again in the subsequent semester. The student needs to register afresh for this project and pay the course fee as stipulated by the Institution.

EVALUATION PARAMETERS FOR FINAL PROJECT

Internal Assessment (20 Marks)			End Semester Examination (80 Marks)			
Review I	Review II	Review - III	Thesis Submission (30 Marks)	Viva – Voce (Rounded to 50 Marks)		
				External Examiner	Internal Examiner	External Examiner
5	7.5	7.5	30	15	20	15


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25. COURSES WITH ONLY CONTINUOUS EVALUATION

A few courses, as specified in the curriculum, will have only continuous evaluation. There will be no end-semester examination conducted for these courses. The basis for continuous evaluation will be informed at the start of the course. The final marks and grade will be determined on the basis of the continuous evaluation.

If the course has credits, it is necessary to obtain a pass mark. A student who fails in such course will need to re-appear the course in the consecutive semester.

The current curriculum specifies Case Lab I, II & III, Life & Managerial Skills, Professional Skill Development and Career Enrichment Techniques as belonging to this category.

The seminar / Case Lab / Skill Development Lab / Career Enrichment Lab is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 presentation / activity per semester before the evaluation committee and for each seminar marks can be equally apportioned. A schema of report should be submitted by the student to the course / lab instructor. The three member committee appointed by Head of the Institution 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 Lab record (40%), presentation (40%) and response to the questions asked during presentation (20%).

26. REVALUATION OF END-SEMESTER EXAMINATIONS

After the announcement of the final grades, a student wanting to consider re-valuation can seek photocopies of the answer script from the COE on payment of applicable charges. If the student is convinced that he/she should get better marks, an application can be made to the Controller of Examination along with a separate fee. The COE will arrange to get the paper re-valued.

Revaluation is not permitted for practical course, internship, project, and courses with only continuous evaluation.


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27. PROVISION OF A SCRIBE

The Institution will provide for a scribe to students who are in genuine need as per the guidelines issued by the Government of Tamil Nadu.

28. MARKS AND GRADES

GRADE POINT AVERAGE AND CUMULATIVE GRADE POINT AVERAGE

A candidate who secures not less than 50% (both continuous assessment and end semester examination marks put together) and a minimum of 50% marks in the end semester examination (wherever applicable) shall be declared to have passed the course.

The grades awarded will be as follows:

Total Marks (Continuous assessment + End Semester Examinations)	Letter Grade	Grade Point
91 – 100	O	10
81 – 90	A+	9
71 – 80	A	8
61 – 70	B+	7
50 – 60	B	6
< 50	RA	0
Shortage of Attendance	SA	-
Withdrawal from End Semester Examination	W	-
Absent	AB	-


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RA: Reappear for end-semester examination

SA: Shortage of attendance

A student who is absent from an end-semester examination after having registered for the same shall be considered to have appeared for that examination and failed.

Grade Point Average (GPA) and Cumulative Grade Point Average are calculated as per the formulae given below:

The Grade Point Average (GPA) is computed as follows:

$$\text{GPA} = \frac{[\Sigma(\text{Course Credits}) \times \text{Grade point}] \text{ for all courses registered in that semester}}{[\Sigma \text{Course Credits}] \text{ for all courses registered in that semester}}$$

The Cumulative Grade Point Average (CGPA) is computed as follows:


$$\text{CGPA} = \frac{[\Sigma(\text{Course Credits}) \times \text{Grade point}] \text{ for all courses registered from first semester}}{[\Sigma \text{Course Credits}] \text{ for all courses registered from first semester}}$$

The Grade sheets will be issued, through the head of the department every semester after the publication of results up to the pre-final semester and a consolidated grade sheet will be issued after the successful completion of all courses and become eligible for the award of degree.

29. BREAK OF STUDY IN THE PROGRAM AND REJOINING

A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the program (not more than a year) in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and wishes to rejoin the


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program, the student shall apply in advance to the Principal, through the Head of the Department. Once approved, the student can withdraw and rejoin the program in the next academic year for the same semester on payment of fees as applicable for the year.

The candidate permitted to rejoin the program after the break shall be governed by the curriculum and regulations in force at the time of rejoining.

The authorized break of study will not be counted for the purpose of classification of the award of degree.

The total period for completion of the program reckoned from the commencement of the first semester of the student shall not exceed the maximum period of four years (or eight semesters).

If any student repeats a semester / year for want of requisite attendance or good conduct, this will not be considered as a break of study.

If the candidate has not reported back to the Institution, after the break of study, his/her name shall be deleted permanently from the rolls of the Institution. Such candidates are not entitled to seek readmission under any circumstances.

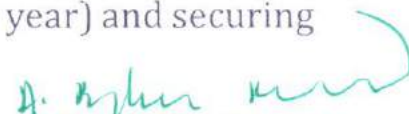
30. AWARD OF DEGREE & CLASSIFICATION:

A student shall be declared to be eligible for the award of the degree if the student has satisfied the following:

- Has completed the prescribed courses of study and evaluation successfully
- Earned the number of credits prescribed as specified in the curriculum.
- Has completed the program within the maximum stipulated time.
- No disciplinary action is pending against the student.

A student who qualifies for the award of degree as above, having passed the examination in all required courses in the first appearance within two years from the date of joining the program (or within three years including an authorized break of study of one year) and securing


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a CGPA of not less than 8.50 shall be declared to have passed in First Class with Distinction.

A student who qualifies for the award of degree as above, having passed the examination in all required courses within two years from the date of joining the program (or within three years including an authorized break of study of one year) and securing a CGPA of not less than 6.5 shall be declared to have passed in First Class.

In both the above cases, the student should not have been prevented from writing any end- semester Examination due to lack of attendance.

All other students not covered above and who are eligible for the award of degree having passed the examinations in all required courses within the maximum duration of the program shall be declared to have passed in Second Class.

Students who have withdrawn from any end-semester examinations with prior approval will not be eligible for the award of a rank in the program.

31. PLACEMENTS & INTERNSHIPS:

Placement is one of the most important outcomes of the program both for students and the Institution. The Institution attaches a very high priority to this and actively interfaces with companies to create enough opportunities that provide a good starting point for careers in management. It is natural that the Institution stipulates high standards for students to be eligible for placement. Such eligibility criteria for participating in the placement activities along with guidelines will be shared with the students at the appropriate time.

The onus of getting opportunities for Summer Internships / Final Project lies with the students.

32. EXTRA / CO-CURRICULAR ACTIVITIES

It is advisable for the students to participate in as many activities as possible within and outside the Institution, which contribute to honing of their skills and competencies for a successful career in


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management. Competitiveness, multi-tasking, time management, teamwork, presentation skills, networking skills, social awareness are some of the traits that are highly valued by recruiters. Students can judiciously identify such activities for participation.

It is compulsory that permission be obtained for internal and external participation within the framework of class attendance requirements. Students are accountable both to themselves and to the Institution for their time during the program.

33. DISCIPLINE

Every student is required to observe a disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which tends 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 the act of indiscipline.

Ragging is strictly prohibited. Punitive actions will be taken against the students, those who indulge in ragging as per the Government norms.

34. PERFORMANCE ASSESSMENT COMMITTEE

A performance assessment committee will be constituted by the Head of the Institution for every academic year. The committee shall meet to assess the attainment of Course Outcomes and Program Outcomes, progress and status of the students at the beginning and end of the semesters. The committee can invite Faculty Advisors and students.

35. REAPPEARANCE IN FAILED SUBJECTS:

A student who fails in a subject can re-write the end-semester exam of a theory course or a theory-cum-laboratory course in the subsequent semester. There will be no attendance requirement for re-writing the exam. The CAT needs to be earned again by completing all assessments specified in the repeat semester.

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All examinations must be completed with a pass mark within the maximum duration of the program.

36. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Academic Council of the Institution 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.

37. EXCEPTIONS AND SPECIAL CASES

In the event of any clarification in the interpretation of these regulations, they shall be referred to a Standing Committee. The Standing Committee will offer suitable interpretations / clarification / amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

The Head of the Institution is authorized to make exceptions in the above regulations based on the merit of the case. All such exceptions will have to be ratified in the next meeting of the Academic Council.


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Together let's build a better world where there is **NO POVERTY** and **ZERO HUNGER**.

We have **GOOD HEALTH AND WELL BEING**, **QUALITY EDUCATION** and full **GENDER EQUALITY** everywhere.

There is **CLEAN WATER AND SANITATION** for everyone. **AFFORDABLE AND CLEAN ENERGY**

which will help to create **DECENT WORK AND ECONOMIC GROWTH**. Our prosperity shall be fuelled

by investments in **INDUSTRY, INNOVATION AND INFRASTRUCTURE** that will help us to

REDUCE INEQUALITIES by all means. We will live in **SUSTAINABLE CITIES AND COMMUNITIES**.

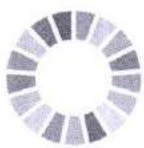
RESPONSIBLE CONSUMPTION AND PRODUCTION will help in healing our planet.

CLIMATE ACTION will reduce global warming and we will have abundant,

flourishing **LIFE BELOW WATER**, rich and diverse **LIFE ON LAND**.

We will enjoy **PEACE AND JUSTICE** through **STRONG INSTITUTIONS**

and will build long term **PARTNERSHIPS FOR THE GOALS**.



For the goals to be reached,
everyone needs to do their part:
governments, the private sector,
civil society and **People like you.**

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Together we can...

[Signature]
CEO - Sairam Institutions

[Signature]
Principal
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We build a Better nation
through Quality education.



Sri

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A. *[Signature]*
Principal

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