

# **SRI SAIRAM ENGINEERING COLLEGE (MBA)**

(An Autonomous Institution, Affiliated to Anna University, Chennai)

## **REGULATIONS 2024**

### **CHOICE BASED CREDIT SYSTEM (CBCS)**

#### **Master of Business Administration (MBA)**

2 year Full-time – (4 semester program)

(With effect from the academic year 2024 – 2025)

This regulation is applicable to students admitted into the MBA Program from the academic year 2024-2025 onwards.

### **1. DEFINITIONS AND NOMENCLATURE**

- a. **University:** University here refers to the affiliating Anna University, Chennai, which will award the MBA degree.
- b. **Institution:** Institution means 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 academic activities and for the implementation of relevant rules of this regulation.
- c. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- d. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 working 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 provides an opportunity for the students to choose Professional Core Course (PC), Professional Elective Course (PE), Experiential Learning Course (ELC), Skill Development Course (SDC), Value Added Course (VAC), Social Relevance Course (SRC), and Laboratory Course (LC) from the prescribed courses. Grading system provides uniformity in the evaluation and computation of the Cumulative Grade Point Average (CGPA) based on a student's performance in examinations.
- f. **Program:** Educational program leading to award of MBA Degree.
- g. **Course:** Generally referred as “subject” which is a component of the program. All courses need not carry the equal weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/

tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study, case study etc. or a combination of some of these.

- h. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week.
- i. **Department:** The term refers to the team of faculty members who are responsible for a program of study.
- j. **Head of the Institution:** Means the Principal of the college / Institutions who is responsible for academic activities of the college / Institutions and for implementation of relevant Rules and Regulations.
- k. **Head of Department:** The person who is heading a particular department.
- l. **Director:** The person who is heading the management discipline.
- m. **Dean, Academics:** Means the authority of the college / Institutions who is responsible for academic activities of the college / Institutions and for implementation of relevant Rules and Regulations.
- n. **Chairperson, Academic Council:** The authority of the Institution who is responsible for all academic activities of the Institutions/ Departments for implementation of relevant Rules and Regulations.
- o. **Controller of Examinations:** The authority of the Institution who is responsible for all activities of the Examinations.
- p. **Chairperson - BoS:** The person who is heading the Board of Studies of a particular department.

## 2. ELIGIBILITY FOR ADMISSION

The eligibility criteria to join the MBA program will be as prescribed by Anna University. Presently it is mandated that “the candidate is required to have passed with 50% marks in an appropriate Under-Graduate Degree Examination of any University affiliated to UGC or an equivalent degree as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria”. The criteria will be announced every year by Anna University. For the Management Quota admission, the candidate should appear and clear the exam conducted by the Consortium of Self-Financing Professional, Arts and Science Colleges in Tamilnadu.

A student who joins 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 Director.

### 3. DURATION & STRUCTURE OF THE PROGRAM

#### 3.1 Duration of the Program

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

PROGRAM	MINIMUM NO.OF SEMESTERS	MAXIMUM NO.OF SEMESTERS
MBA (Full-Time)	4	6

#### 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 program.

The curriculum and the syllabus of the 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 but not less than 65 working days. 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 (As per regulation) by students, the following method shall be used:

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

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 102 total credit as outlined in the curriculum.

### SEMESTER-WISE TOTAL CREDIT

Year	Semester	Credits per Semester
I	I	30
	II	30
II	III	30
	IV	12
Total		102

The following will apply to MBA Program:

- One credit for each lecture period allotted per week
- One credit for each seminar / practical (skill) session allotted per week

Summer internship should be authorized by the Director for a duration not exceeding 6 weeks (2 credits).

Major Project should be authorized by the Director for a duration not exceeding 16 weeks (12 credits).

For non-credit courses, the performance of the students will be graded as Excellent, Very Good, Good by the course instructor and that will be included in the Grade sheet of the student.

#### 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 the course types as mentioned below with or without credits.

The following courses forms a part of the MBA program:

#### Course Description

S.No	Type of course	Description
1	Professional Core Course (PC)	The Core courses in the program cover various areas of business administration in a manner most relevant to Managerial analysis and to develop strategy.
2	Professional Elective Course (PE)	The Elective courses enable the students to gain functional knowledge in subjects pertaining to their domain of Specializations.
3	Experiential Learning Course(EL)	The Experiential Learning Courses - students gain industry experience through Internship and Corporate Project Work.

4	Value Added Courses (VA)	These courses are meant to enhance the life skills and 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 (SD)	The course will address specific skills (such as communication and computing skills) and could be largely activity based. These courses will have credits assigned to them. Valuation will only be on a continuous basis and a grade will be awarded and included in the computation of CGPA.
6	Theory Course(TC)	A course that involves learning of concepts and their applications including quantitative problem solving.
7	Laboratory Course (LC)	A course that involves learning of software tools and Packages that aid in solving problems pertaining to Management.
8	Theory-cum-Laboratory Course(TL)	A theory course that also has laboratory sessions as a part of the course-work.
9	MOOC	From time to time, online courses offered by reputed aggregators (Swayam) and institutions may be announced. A student can choose to complete the online course(s) with prior approval from the Director (subject to AICTE-UGC regulation). The list of such courses and method of evaluation in these courses will be announced separately. The charges for these courses will be borne by the Students.

## 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 syllabus 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 specialization.

## **8. CLASSROOM SESSIONS:**

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

Theory classes 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 can organize tutorial sessions and identify students requiring extra attention. These will be normally conducted apart from 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 sessions of the course, the concerned faculty member will provide the following information to the students.

- An outline of the course objectives and the expected course outcomes
- Detailed syllabus
- Reading reference from the text books, reference books and other sources
- Reading materials from journals, magazines, newspaper, bulletin, etc.,
- 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.

<b>S.No</b>	<b>Type of Course</b>	<b>No of Course</b>
1	Professional Core Courses (PC)	16

2	Professional Elective Courses ( PE)	7 Streams
3	Experiential Learning Courses (ELC)	2
4	Value Added Course (VAC)	4
5	Skill Development Courses (SDC)	8
6	Social Relevance Course (SRC)	1
7	Laboratory Course (LC)	1
8	MOOC	4

Elective choices of students will be announced in the mid of second semester. The class coordinators will circulate a google form by which the students are asked to fill in their elective choices before a stipulated date. The final list will be drawn before the end of the semester.

Students are counseled to choose their electives based on their undergraduate specialization and existing experiential learning for better placement opportunities. In case of choosing non undergraduate specialization as electives, special approval should be obtained from HOD.

Once the enrolment for specialization 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 placements.

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

The classes for electives might be spread over the entire day according to the specified time table. The students shall attend their respective elective classes as per the time table.

## **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 shall 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 Director to provide feedback on progress of various courses and articulate any difficulties faced by the students collectively. Appropriate action will be initiated by the Director and wherever necessary, the feedback will be shared with the concerned faculty members. A record of such meeting 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 severely. Plagiarism and copying in assignments, internship, final project and research papers attract a penalty of Zero marks. Repeat / series offenders 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.

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 students are 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/ internship / participation in sports events, etc.,) may be permitted to appear to current semester examinations per 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.

A student can avail a maximum of 2 Weeks of On Duty Leave for pursuing their internship in a year for which prior approval from the HOD and the company offer letter should be submitted to the Internship Coordinator.

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 courses during the semester.

Attendance is calculated as following:

$$\frac{\text{Total No.of hours attended in a course during the semester}}{\text{Total No.of hours of classes held in the semester for the course}} \times 100$$

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 maintained in the curriculum.

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

Students are advised to register and learn through online courses (MOOC) for all semesters, the second semester course will be considered for Credit Transfer in the Grade Sheet. The course should be approved by the Director.

A Candidate shall normally be permitted to appear for the end semester examination of the current semester if he / she has satisfied the semester completion requirements and has also registered for examination.

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

A student who has passed all the courses prescribed in the curriculum for the award of the degrees shall not be permitted to re-enrol 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(theory and laboratory).

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.

Students also need to register for the final viva-voce examination 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 Clause 15.

#### **17. WITHDRAWAL FROM END SEMESTER EXAMINATION(S):**

A student may be permitted to withdraw from appearing for the end semester examinations 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 examinations. This request will need the recommendations of the Director and an approval by the Head of the institutions with the intimation to the Controller of Examinations.

Notwithstanding the requirement of mandatory Seven days' notice, applications for withdrawal at a shorter notice for special cases and 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.

Such withdrawal, once approved, will not be treated as a failure 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 exams.
- For an arrear exam.

The final approval for withdrawal will depend on the merits of the case and will be decided by the Director 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 should be made in writing to the Director 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 Director 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 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%
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End Semester Examination	– 60%
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The evaluation of students will be done continuously throughout the semester as well as by 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).

##### **20.1 External Assessment**

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

##### **20.2 Internal Assessment**

The Continuous Assessment Test will be 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 following **any four assessment methods** adopted by the faculty with prior approval by the Director.

- Seminar Presentation (Maximum 5 marks)
- Assignment or Case submission (Individual) (Maximum 5 marks)
- Participation in GD (Individual) (Maximum 5 marks)
- Participation in Case discussion (Individual) (Maximum 5 marks)
- Mini Project (Individual) (Maximum 5 marks)
- Quiz (Maximum 5 marks)

A Student will not be awarded marks in the following component of continuous assessment in case of non-fulfilment of the above assessment methods.

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

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

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

## **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 marks 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 SKILL DEVELOPMENT COURSE:**

The above skill development courses are evaluated based on the below parameters.

The entire section is divided into 2 classes, in which each student's performance is evaluated by the faculty members with the evaluation parameters.

### **22.1 Case Lab:**

Each team consists of 6 – 7 students where the case is circulated group wise well in advance and the faculty members evaluate the performance of each student based on their contribution as mentioned in the below rubrics. The end semester evaluation is done by academia and industry experts through individual presentation performance.

*Content, Communication, Body Language, Constructive Discussion and Leadership*

### **22.2 Life and Managerial Skills / Professional Skill Development**

Each student has to present evaluate the performance of each student based on their contribution as mentioned in the below rubrics. The end semester evaluation is done by academia and industry experts through individual presentation performance.

*Content, Communication, Presentation, Body Language and Q & A*

### **22.3 MS Excel for Data Analysis**

Various experiments will be taught in the lab and the evaluation of the same will be done according to the Clause 21.

### **22.4 Stock Trading Skill Lab**

It is a non-credit course for which a simulation lab will be used and faculty members will provide various techniques to be adopted to construct a portfolio. The evaluation of the same will be conducted based on the individual portfolio construction and demonstration for a specified duration as instructed by the faculty.

### **22.5 Career Enrichment Techniques**

The divided classes will be taught based on the below mentioned areas and the evaluation of the same will be done based on tests and personal interview. The final evaluation will be done by an external examiner from academia and industry.

*Numerical Aptitude, Verbal Aptitude, Logical Reasoning, Banking & Finance, Resume Building, Mock Interview*

### **23. EVALUATION OF IMMERSION PROJECT**

The normal duration of the immersion project will be two weeks beyond the regular class hours. Most of the immersion projects will involve data searching and report preparation. The student will be assigned to a faculty guide internally. The credits for the immersion project are mentioned in the curriculum. The final valuation will be done by expert members based on the report. The components and methodology of valuation and the time schedule for the immersion project will be informed to the students prior to the start of the immersion project. Students are expected to meet the deadline dates. Delay in submitting the report will need approval from the faculty guide and director. The immersion project is a mandatory requirement and the student is expected to be engaged in the area specified by the director prior to the start of the immersion project.

### **24. EVALUATION OF SUMMER INTERNSHIP:**

The normal duration of Summer Internship will be six weeks. The internships will involve industrial 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 evaluation 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 the report.

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 approval from the faculty guide and Director.

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.

## **25. EVALUATION OF FINAL SEMESTER PROJECT:**

There will be continuous assessment and a final assessment. The continuous assessment will be linked to various milestones achieved during the major 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 submission of the report. Deviations from dates due to inevitable and justifiable reasons would need to be approved by the faculty guide and Director.

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**

<b>Internal Assessment (20 marks)</b>				<b>End Semester Examination (80 marks)</b>			
<b>Review I</b>	<b>Review II</b>	<b>Review III</b>	<b>Review IV</b>	<b>Thesis Submission (30 marks)</b>	<b>Viva-Voce (Rounded to 50 marks)</b>		
				External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
5	5	5	5	30	15	20	15

## **26. COURSES WITH ONLY CONTINUOUS EVALUATION**

As specified in the curriculum, the below mentioned course will have only continuous evaluation. There will be no end-semester examination conducted for the course. 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 by the faculty.

A student who fails to meet the satisfactory level specified by faculty will need to reappear the course in the consecutive semester.

The current curriculum specifies Stock Trading Lab as belonging to this category.

## **27. Photocopy / Review:**

A candidate can apply for a photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommended for review with breakup of marks for each question. Based on the recommendation, the candidate can register for the review through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the review and the results will be intimated to the candidate concerned through the Head of the Institutions. Review is not permitted for practical courses and for project work.

A candidate can apply for review of answer scripts for not exceeding 5 subjects at a time.

## **28. 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.

## **29. 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:

<b>Total Marks</b> (Continuous assessment + End Semester Examinations)	<b>Letter Grade</b>	<b>Grade Point</b>
$91 \leq TM \leq 100$	O	10
$81 \leq TM \leq 90$	A+	9
$71 \leq TM \leq 80$	A	8
$61 \leq TM \leq 70$	B+	7
$50 \leq TM \leq 60$	B	6
$0 \leq TM < 50$	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:

$$GPA = \frac{[\sum (Course\ credits)'GradePoint] \text{ for all courses registered in that semester}}{[\sum (Course\ credits)] \text{ for all courses registered in that semester}}$$

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

$$CGPA = \frac{[\sum (Course\ credits)'GradePoint] \text{ for all courses registered from the first semester}}{[\sum (Course\ credits)] \text{ for all courses registered from the first semester}}$$

The Grade sheets will be issued, through the Director 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.

### **30. 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 re-join the program, the student shall apply in advance to the Principal, through the Director. Once approved, the student can withdraw and re-join the program in the next academic year for the same semester on payment of fees as applicable for the year.

The candidate permitted to re-join the program after the break shall be governed by the curriculum and regulations in force at the time of re-joining.

The authorized break of study will not be counted for the purpose of classification of 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 six 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. Only once a break of study is allowed in the entire duration of the course.

### **31. 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 and securing 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 minimum of two years and maximum of three 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.

Final semester Students who have a maximum of three arrears in any of the previous semesters are entitled to apply for instant supplementary examinations which will be conducted within a month after the publication of results of the Final Semester Examination results.

### **32. 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.

### **33. CO-CURRICULAR / EXTRA 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 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.

### **34. DISCIPLINE**

Every student is required to observe a disciplined and decorous behaviour 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 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.

### **35. 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 of the semester concerned at the beginning and end of the semesters. The committee can invite Faculty Advisors and students.

**36. REAPPEARANCE IN FAILED COURSES:**

A student who fails in a subject can re-write the end-semester exam of a theory course or laboratory course whenever the exam is held next. There will be no attendance requirement for re-writing the exam.

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

**37. REVISION OF REGULATIONS, CURRICULUM AND SYLLABUS:**

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 syllabus from time to time if found necessary.

**38. 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 cases 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 at the next meeting of the Academic Council.