



**JEPPIAAR INSTITUTE OF TECHNOLOGY**  
(An Autonomous Institution)  
*Self Belief | Self Discipline | Self Respect*  
Kunnam, Sunguvarchathiram, Sriperumbudur, Tamilnadu- 631 604  
Website: [www.jeppiaarinstitute.org](http://www.jeppiaarinstitute.org) | 044-27159000



# DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION REGULATION 2024





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# **JEPPIAAR INSTITUTE OF TECHNOLOGY**

**(An Autonomous Institution)**

## **REGULATION 2024**

### **CHOICE BASED CREDIT SYSTEM**

**(For the students admitted from the Academic Year 2024-2025 onwards)**



#### **Vision**

Jeppiaar Institute of Technology aspires to provide technical education in futuristic technologies with the perspective of innovative, industrial, and social applications for the betterment of humanity.

#### **Mission**

- To produce competent and disciplined high-quality professionals with the practical skills necessary to excel as innovative professionals and entrepreneurs for the benefit of society.
- To improve the quality of education through excellence in teaching and learning, research, leadership, and by promoting the principles of scientific analysis, and creative thinking.
- To provide excellent infrastructures, serene and stimulating environment that is most conducive to learning.
- To strive for productive partnership between the Industry and the Institute for research and development in the emerging fields and creating opportunities for employability.
- To serve the global community by instilling ethics, values, and life skills among the students needed to enrich their lives



## DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

The regulations here under are effective from the academic year 2024-2025 and applicable to students admitted in Jeppiaar Institute of Technology, an Autonomous Institution Affiliated to Anna University, Chennai and subject to amendments as may be made by the Academic Council of the Institution from time to time. Any or all such amendments will be effective from such date to such batches of students (including those already in the middle of the course) as may be decided by the Academic Council.

### 1.0. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies

i.	<b>“Programme”</b> means Degree Programme, i.e. MBA Degree Programme.
ii.	<b>Choice Based Credit System</b> : The choice based credit system provides a ‘cafeteria’ type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.
iii.	<b>“Specialization”</b> means a discipline of MBA Programme like Marketing, Finance, Human Resource Management, operations Management, Business Analytics, Logistics and Supply Chain Management etc.
iv.	<b>“Course”</b> means a theory or practical subject like Organizational Behaviour, Human Resource Management, etc. that is normally studied in a semester.
v.	<b>“Chairperson”</b> means the Head of the Faculty.
vi.	<b>“Head of the Institution”</b> means the Principal of a College / Institution who is responsible for all academic activities of that College / Institution and for implementation of relevant Rules and Regulations.
vii.	<b>“Head of the Department (HOD)”</b> means the Head of the Department concerned.
viii.	<b>“Controller of Examinations (COE)”</b> means the Authority of the University who is responsible for all activities of the University Examinations.
ix.	<b>“College”</b> Jeppiaar Institute of Technology.



2	ADMISSION PROCEDURE						
2.1	Learners for admission to the first semester of the MBA Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu single window counselling process. The Government of Tamil Nadu releases the updated eligibility criteria for the admission. Admission shall be offered only to candidates who possess the qualification prescribed and the eligibility criteria for the programme.						
2.2	However, the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.						
2.3	Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.						
2.4	Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.						
3.	PROGRAMMES OFFERED AND MODE OF STUDY						
3.1	<p><b>PROGRAMMES OFFERED</b></p> <p>A learner may be offered admission to the following programme of study approved by the University.</p> <p>M.B.A. (Full Time)</p> <table><tr><td>Program</td><td>Minimum Number of</td><td>Maximum number of semest</td></tr><tr><td>MBA</td><td>4</td><td>8</td></tr></table>	Program	Minimum Number of	Maximum number of semest	MBA	4	8
Program	Minimum Number of	Maximum number of semest					
MBA	4	8					
3.2	<p><b>MODES OF STUDY:</b></p> <p><b>Full-Time:</b></p> <p>Learners admitted under ‘Full-Time’ should be available in the College department during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities.</p> <p>The Full-time learners should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job during working hours in any Institution or company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.</p>						





4.	STRUCTURE OF THE PROGRAMME							
4.1	<p><b>Categorization of Courses</b></p> <p>MBA Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:</p> <p><b>i. Professional Core Courses (PCC)</b> includes the core courses relevant to the chosen specialization/branch.</p>							
5.0.	DURATION OF THE PROGRAMME							
	<table><tr><td>Program</td><td>Minimum number of semesters</td><td>Maximum number of semesters</td></tr><tr><td>MBA</td><td>4</td><td>8</td></tr></table> <p>Each semester will normally have 75 working days.</p>		Program	Minimum number of semesters	Maximum number of semesters	MBA	4	8
Program	Minimum number of semesters	Maximum number of semesters						
MBA	4	8						
	<p>The Head of the Department may conduct additional classes for improvement, special coaching, model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the semester end examinations (as per clause 6) by the students, following method shall be used.</p> <p>Percentage of Attendance = <math>\frac{\text{Total no of periods attended in all the courses per semester}}{\text{Total no of periods allotted in that semester for all the courses as per the curriculum}} \times 100</math></p> <p>The Semester end Examination will normally follow immediately after last working day of the semester as per the academic schedule prescribed from time to time.</p>							
6.1	Categorization of Courses							
	<p>Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:</p> <p>i. Professional Core Courses (PCC) include the core courses relevant to the chosen specialization/branch.</p> <p>ii. Professional Elective Courses (PEC) include the elective courses relevant to the chosen specialization.</p> <p>iii. Non-Functional Elective Courses (NEC) include elective courses outside of the area of specialization</p> <p>iv. Employability Enhancement Courses (EEC) include Project Internship, Summer</p>							



	Internship, Management Practice, Managerial Skill development, Seminar, Professional Practices, Social Immersion Project, Rural Innovation Project, Business Application Lab, Data analysis and Business Modelling Lab, Online Certification Programs.												
v.	Mandatory Courses (MC) include the mandatory course that should be done												
6.2	<b>Credit Assignment</b>												
	Each course is assigned certain number of credits based on the following												
	<table><tr><th>S.No</th><th>Contact Period Per Week</th><th>Credits</th></tr><tr><td>1</td><td>1 Lecture Period</td><td>1</td></tr><tr><td>2</td><td>1 Tutorial Period</td><td>1</td></tr><tr><td>3</td><td>1 Practical Period (Laboratory / Seminar / Project Work etc)</td><td>0.5</td></tr></table>	S.No	Contact Period Per Week	Credits	1	1 Lecture Period	1	2	1 Tutorial Period	1	3	1 Practical Period (Laboratory / Seminar / Project Work etc)	0.5
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6.3	<b>Project work:</b>												
	<p>Every student is required to undertake a suitable project work independently in Industry/ Department in consultation with the faculty guide and Head of the Department and submit the project report on dates specified by the Department</p> <p>(a) Project work shall be carried out under the supervision of a faculty having PG degree with at least THREE years of teaching experience / Ph.D. degree in the Department concerned.</p> <p>(b) A student may, however, in certain cases, be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the Project work shall be jointly guided by a supervisor of the department and an expert as joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.</p> <p>(c) The Project work for MBA is to be undertaken during the final semester.</p> <p>(d) The Project work for MBA shall be pursued for a period of 12 weeks during the final semester. (e). The deadline for submission of final Project Report for MBA is 30 calendar days from the last working day of the FINAL semester. The students are encouraged to</p>												



	publish his/her project work in a reputed National / International journal before the viva voce examinations.
<b>6.4</b>	<b>Internship</b>
	The students need to undergo Internship for a period of continuous 4 weeks in an organization/ Research organization / Educational institution / industry (after due approval from the Head of the Institution) after the completion of the second semester examination. Students shall get approval from the Head of the Institution and the Certificate of completion of Internship shall be forwarded to CoE. Attendance Certificate signed by the competent authority of the industry, as per the format provided by Centre for Academic Courses shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to COE, Jeppiaar Institute of Technology by the Head of the Institution for processing results. The Internship for MBA shall be pursued for a period of 4 weeks.
<b>6.5</b>	<b>Value Added Courses</b>
	<p>The Students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. The credits earned through the Value Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by the Department with the prior approval from the Head of the Institution. The details of the syllabus, time table and course coordinator may be sent to the CoE at least one month before the course is offered for approval. Students can take a maximum of two/ one credit courses / one two credit course during the entire duration of the Programme.</p> <p>Value Added/One credit or two credit Courses will be handled by the department/Placement Cell. At the end of the Course completion, the COE will conduct an exam for the students. If the students pass in the exam, the credits will be given and mentioned in the certificate and otherwise, it will not be mentioned therein.</p>
<b>6.6</b>	<b>Online Courses</b>
	A student can avail a online courses conducted by agencies such as state and central government educational institutions like IIT, Anna University and other reputed



	universities, edX, Coursera, IIMBx, NPTEL etc, for which certificates are provided by the agencies offering the courses. and the prior permission is to be obtained from the Head of the Department before commencement of each semester.
<b>6.7</b>	<b>Electives:</b>
	Every student shall opt electives from the list of electives related to his/her degree program in consultation with the Course co-ordinator and the Head of the Department.
<b>7</b>	<b>COURSE REGISTRATION</b>
	A student shall normally be permitted to appear for SEE of the current semester if he / she has satisfied the semester completion requirements and has registered for examination in all courses of that semester by paying the prescribed fee. The courses dropped in earlier semesters can be registered in the subsequent semesters when offered. The registration details of the student shall be approved by the Dean – Academics and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the semester end examinations.
	<b>The courses that a student registers in a particular semester may include</b> i. Courses of the current semester. ii. Courses dropped in the lower semesters
<b>7.1</b>	<b>ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER</b>
	A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. Ideally every student is expected to attend all classes of all the courses and secure 100 % attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to attend at least 75% of the classes. Therefore, he/she <b>shall secure not less than 75%</b> (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.3.
	However, a student who secures overall attendance between 65% and 74% in the 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 student shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. If the student <b>secures overall attendance between 65% and 74 %</b> for other reasons, the student may or may not be allowed for the examinations by the head of the institution. If allowed in such cases condonation fee is applicable. The decision to levy the condonation fee for such cases is under the sole discretion of the head of the institution.





	The same shall be forwarded to the Controller of Examinations for record purposes.
	Students who <b>secure less than 65% overall attendance</b> shall not be permitted to write the semester end examinations at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.
<b>7.2</b>	<b>CLASS ADVISOR</b>
	<p>There shall be a class advisor for each class. The class advisor will be one among the course-instructors of the class. He / She will be appointed by the Head of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:</p> <ul style="list-style-type: none"><li>• To act as the channel of communication between the HOD and the students of the respective class.</li><li>• To collect and maintain various statistical details of students.</li><li>• To help the chairperson of the class committee in planning and conduct of the class committee meetings.</li><li>• To monitor the academic performance of the students including attendance and to inform the class committee.</li><li>• To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.</li></ul>
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	<b>CLASS COMMITTEE</b> <p>Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson, who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving</p>



	<p>the teaching- learning process. The functions of the classcommittee include:</p> <p>Solving problems experienced by students in the class room and in the laboratories.</p> <p>Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 5 and 7).</p> <ul style="list-style-type: none"><li>•Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.</li><li>•Informing the student representatives the details of Regulations regardingweightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.</li><li>•Analyzing the performance of the students of the class after each test andfinding the ways and means of solving problems, if any.</li><li>•Identifying the slow-learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.</li></ul>
	<p>The class committee for a class under a particular branch is normally constitutedby the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.</p>
	<p>The class committee shall be constituted within the first week of each semester.</p>
	<p>At least 4 student representatives (usually 2 boys and 2 girls) shall be included inthe class committee, covering all the elective courses.</p>
	<p>The chairperson of the class committee may invite the class adviser(s) and theHead of the Department to the class committee meeting.</p>
	<p>The Head of the Institution may participate in any class committee meeting of the institution.</p>
	<p>The chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes</p>



	requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.		
	The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairperson shall display the cumulative attendance particulars of each student on the Notice Board at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.		
	<p><b>COURSE COMMITTEE FOR COMMON COURSES</b></p> <p>Each common theory course offered to more than one discipline or group, shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as the course coordinator. The nomination of the course coordinator shall be made by the Head of the Department/ Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The ‘Course Committee’ shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the Course Committee may also prepare a common question paper for the internal assessment test(s).</p>		
<b>8</b>	<b>PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT</b>		
	For all theory, practical courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:		
<b>8.1</b>	<b>ASSESSMENT FOR THEORY COURSES</b>		
	Three assessments shall be conducted during the semester by <b>the Department concerned</b> . The total marks obtained in all assessments shall be proportionately reduced for 40 marks and rounded to the nearest integer as shown below.		
	<b>Continuous Internal Evaluation (CIE)</b>		<b>SEMESTER END EXAMINATION(SEE)</b>
	<b>CIE 1 &amp; CIE 2</b>	<b>CIE3 / MODEL EXAM</b>	
	CIE 1 : Units 1 & 2	All Five Units	SEE : All five Units
	CIE 2 : Units 3 & 4	Duration : 3.00 Hrs	Duration : 3.00 Hrs.
	Duration: 1.5 Hrs.	Total : 100 Marks	Total : 100 Marks



	<table><tr><td>TOTAL : 50 Marks</td><td></td></tr><tr><td><b>CIE Internal marks (Out of 40 Marks) will be calculated as follows</b> CIE 1 : 8 Marks (20%) CIE 2 : 8 Marks (20%) CIE3 / Model : 8 Marks (20%) Assignment 1 : 4 marks (10%) Assignment 2 : 4 marks (10%) Skill Assessment : 8 marks (20%) <b>Total : 40 Marks</b></td><td><b>Grade sheet will contain</b><table><tr><td>CIE</td><td>40 Marks</td></tr><tr><td>SEE</td><td>60 Marks</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table></td></tr></table>	TOTAL : 50 Marks		<b>CIE Internal marks (Out of 40 Marks) will be calculated as follows</b> CIE 1 : 8 Marks (20%) CIE 2 : 8 Marks (20%) CIE3 / Model : 8 Marks (20%) Assignment 1 : 4 marks (10%) Assignment 2 : 4 marks (10%) Skill Assessment : 8 marks (20%) <b>Total : 40 Marks</b>	<b>Grade sheet will contain</b> <table><tr><td>CIE</td><td>40 Marks</td></tr><tr><td>SEE</td><td>60 Marks</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table>	CIE	40 Marks	SEE	60 Marks	Total	100 Marks				
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	Assignment 1: After Unit I (Evaluated and submitted along with CIE 1)  Assignment 2: After Unit III (Evaluated and submitted along with CIE 2)  Skill Assessment: Note: Faculty members can choose a common method for evaluating all students under assignment such as case study / seminar / mini project / online certificate courses  (Assigned in the beginning of the semester, evaluated and submitted along with CIE3/Model Examination)														
8.2	<b>ASSESSMENT FOR PRACTICAL COURSES</b>														
	<p>The maximum marks for Internal Assessment shall be 60 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. The criteria for arriving at the Internal Assessment marks is as follows:</p> <table><tr><td><b>Continuous Internal Evaluation (CIE)</b></td><td><b>SEMESTER END EXAMINATION(SEE)</b></td></tr><tr><td><b>CIE3/MODEL EXAM</b></td><td></td></tr><tr><td>CIE3: All experiments Duration : One lab session Total : 100 Marks</td><td>SEE : All experiments Duration : 3.00 Hrs. Total : 100 Marks</td></tr><tr><td>CIE Internal marks will be converted into 60 Marks.</td><td><b>Grade sheet will contain</b><table><tr><td>CIE</td><td>60 Marks</td></tr><tr><td>SEE</td><td>40 Marks</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table></td></tr></table>	<b>Continuous Internal Evaluation (CIE)</b>	<b>SEMESTER END EXAMINATION(SEE)</b>	<b>CIE3/MODEL EXAM</b>		CIE3: All experiments Duration : One lab session Total : 100 Marks	SEE : All experiments Duration : 3.00 Hrs. Total : 100 Marks	CIE Internal marks will be converted into 60 Marks.	<b>Grade sheet will contain</b> <table><tr><td>CIE</td><td>60 Marks</td></tr><tr><td>SEE</td><td>40 Marks</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table>	CIE	60 Marks	SEE	40 Marks	Total	100 Marks
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8.3	<b>ASSESSMENT FOR PROJECT WORK</b>  Project work I, II may be allotted to a single student or to a group of students not exceeding 4 per group. The Head of the department shall constitute a review committee for project work for each branch of study. There shall be three reviews during the semester by the review committee. The student shall make presentation on the progress														





	made by him / her before the committee. The total marks obtained in the three reviews shall be reduced for 60 marks and rounded to the nearest integer																												
8.4	<p><b>The project report shall carry a maximum of 100 marks. The project report shall be submitted as per the approved guidelines as given by Dean – Academics</b></p> <table><tr><th colspan="3">Continuous Internal Evaluation (60 Marks)</th><th colspan="4">Semester End Examinations (40 Marks)</th></tr><tr><th>Re view I</th><th>Re view II</th><th>Re view III</th><th>Project Report</th><th colspan="3">Viva-Voce Examination</th></tr><tr><td>20</td><td>20</td><td>20</td><td>External</td><td>Internal</td><td>External</td><td>Supervisor</td></tr><tr><td></td><td></td><td></td><td>10</td><td>10</td><td>10</td><td>10</td></tr></table>	Continuous Internal Evaluation (60 Marks)			Semester End Examinations (40 Marks)				Re view I	Re view II	Re view III	Project Report	Viva-Voce Examination			20	20	20	External	Internal	External	Supervisor				10	10	10	10
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			10	10	10	10																							
	If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-register for the same in a subsequent semester.																												
	Internal Marks approved by the COE shall be displayed by the respective HoDs before the commencement of semester end examinations.																												
8.5	<p><b>ATTENDANCE AND ASSESSMENT RECORD</b></p> <p>Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. 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 test 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 Institution. The document must be kept in safe custody for a period of five years. Additionally, the attendance shall be entered in the ROVAN software at the end of each working day. The CIE/Assignment marks shall be entered in the ROVAN software .</p>																												
8.6	<p><b>REQUIREMENTS FOR APPEARING FOR SEMESTER END EXAMINATIONS</b></p> <p>A candidate shall normally be permitted to appear for the semester end Examinations for all the courses registered in the current semester (vide clause 6) if he/she satisfies the semester completion requirements (subject to Clause 7). A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.</p>																												
9	<p><b>PASSING REQUIREMENTS</b></p>																												



	<p>A candidate who secures not less than 50% of the total marks prescribed for the course [Internal Assessment + Semester End Examinations] with a minimum of 45% of the marks prescribed for the semester end Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).</p>
	<p>If a student fails to secure a pass in a theory course / practical course (except electives), the student shall register and appear only for the semester end examination in the subsequent semester(s). 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 (Internal Assessment + Semester End Examination), then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the Semester End Examinations alone.</p>
	<p>If the course, in which the student has failed, is a Professional Elective or an Open Elective course, the student may be permitted to complete the same course in the subsequent semester(s). In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (Internal Assessment + Semester End Examinations) as per clause 14.1, then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the Semester End Examinations alone.</p> <p>If any other Professional Elective or Open Elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or Open Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per clause 7 and appear for the Semester End Examinations.</p>
	<p>If a student is absent during the viva - voce examination of the project work, it will be considered as fail.</p>
	<p>The passing requirement for the courses which are assessed only through internal assessments (Internship / Technical seminar, etc), is 50% of the internal assessment (continuous assessment) marks.</p>
	<p>A student can apply for revaluation of the student's semester end examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with the prescribed application to the COE through the Head of the Department. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for practical course and project work.</p>



	<p>The passing requirement for NCC Credit courses shall be 50% of the marks prescribed for the course (Internal assessment only). The grades O, A+, A, B+, B and C obtained shall figure in the Mark sheet under the title ‘NCC Credit Courses’. The other grades U, SA will not figure in the mark sheet. The credits earned through NCC Credit courses shall not be considered for calculating GPA and CGPA. The credits earned through NCC credit courses shall not be considered for classification of degree. If the course is offered during any semester, it will appear in that semester's mark sheet.</p>																												
9.1	<p><b>ASSESSMENT FOR MANDATORY COURSES</b></p>																												
	<p>For all mandatory courses (except Induction program and Personality and character development) Continuous internal evaluation will be similar to theory examination as per clause vide 12.</p> <p>Mandatory induction program WITHOUT ASSESSMENT will be conducted for the UG students admitted in the institution. Normal classes start only after the induction program. Its purpose is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature.</p>																												
9.2	<p><b>AWARD OF LETTER GRADES</b></p> <p>The award of letter grades for theory courses will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. For those students who have passed the theory course, the relative grading shall be done. The marks of those students who have passed only shall be given as input into the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student.</p> <p>For a given theory course, if the students’ strength is greater than 30, the relative grading method shall be adopted. However, if the students’ strength is less than 30 then the fixed grading shall be followed with the grade range as specified below.</p> <table><tr><td>O</td><td>A+</td><td>A</td><td>B+</td><td>B</td><td>C</td><td>U</td></tr><tr><td>91-100</td><td>81-90</td><td>71-80</td><td>61-70</td><td>56-60</td><td>50-55</td><td>&lt;50</td></tr></table> <p>Fixed grading shall be followed with the grade range as specified below for award of grades for online NPTEL courses</p> <table><tr><td>O</td><td>A+</td><td>A</td><td>B+</td><td>B</td><td>C</td><td>U</td></tr><tr><td>90-100</td><td>80-89</td><td>70-79</td><td>60-69</td><td>50-59</td><td>40-49</td><td>&lt;40</td></tr></table>	O	A+	A	B+	B	C	U	91-100	81-90	71-80	61-70	56-60	50-55	<50	O	A+	A	B+	B	C	U	90-100	80-89	70-79	60-69	50-59	40-49	<40
O	A+	A	B+	B	C	U																							
91-100	81-90	71-80	61-70	56-60	50-55	<50																							
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90-100	80-89	70-79	60-69	50-59	40-49	<40																							



For Practical courses and project work absolute grading method is to be followed as specified in the table above.

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

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

First Class: Should have secured a CGPA of not less than 6.50. A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”, “C”.

‘SA’ denotes shortage of attendance and hence prevented from writing the semester end examinations. ‘SA’ will appear only in the result sheet. “U” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades U and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to reappear for the Semester End Examinations.

If the grade U is given to **Theory Courses/ Practical Courses** it is not required to satisfy the attendance requirements, but has to reappear for the Semester End Examinations. and fulfil the passing requirements to earn a pass in the respective courses.

If the grade U is given to **EEC (Employability Enhancement Course)** (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfil the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied.

**9.3**

### **GRADE SHEET**

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





	<p>The college in which the student has studied</p> <p>List of courses studied for Hons., minor and any other additional courses in which the student has passed with the grades under the title additional courses.</p> <p>The Grade Point Average (GPA) for the semester considering only the courses of curriculum (not the additional courses) and</p> <p>The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards considering only the courses of curriculum (not the additional courses). However, for the students who have successfully completed the requirements of MBA grades scored in the six additional courses shall be taken into account for the computation of CGPA.</p> <p>During each semester, the list of curricular courses (not the additional 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 curricular courses (not the additional 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. U grades will be excluded for calculating GPA and CGPA.</p> $\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i \text{ GP}_i}{\sum_{i=1}^n C_i}$ <p>Where, <math>C_i</math> is the number of Credits assigned to the course  <math>\text{GP}_i</math> is the point corresponding to the grade obtained for each course  <math>n</math> 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.</p>
<b>10</b>	<b>ELIGIBILITY FOR THE AWARD OF THE DEGREE</b>
	<p>A student shall be declared to be eligible for the award of the M.B.A. provided the student has</p> <ol style="list-style-type: none"> <li>Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.</li> <li>a. M.B.A. (Full 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</li> </ol>



	<p>to which the candidate was admitted</p> <p>Successfully passed any additional courses prescribed by the Director, Centre for Academic Courses whenever readmitted under regulations other than R-2023</p> <p>iii. No disciplinary action pending against the student.</p> <p>Iv. The award of Degree must have been approved by the Academic council.</p>
<b>11</b>	<b>CLASSIFICATION OF THE DEGREE AWARDED</b>
<b>11.1</b>	<p><b>FIRST CLASS WITH DISTINCTION:</b></p> <p>A Student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction: M.B.A.(Full Time) • 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 authorised break of study of one year (if availed). Withdrawal from examination will not be considered as an appearance.</p> <ul style="list-style-type: none"><li>• Should have secured a CGPA of not less than 8.50.</li><li>• Should have passed the examination in all the courses of all the six semesters in the student's First Appearance within four years, which includes authorised break of study of one year (if availed). Withdrawal from examination will not be considered as an appearance.</li><li>• Should have secured a CGPA of not less than 8.50.</li><li>• Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.</li></ul>
<b>11.2</b>	<p><b>FIRST CLASS</b></p> <p>A student who satisfies the following conditions shall be declared to have passed the examination in First class:</p> <ul style="list-style-type: none"><li>• 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).</li><li>• Should have passed the examination in all the courses of all Four semesters within two</li></ul>



	<p>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).</p> <ul style="list-style-type: none"><li>• Should have secured a CGPA of not less than 6.0</li></ul>
<b>11.3</b>	<p><b>SECOND CLASS</b></p> <p>A student who satisfies the following conditions shall be declared to have passed the examination in First class:</p> <ul style="list-style-type: none"><li>• 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).</li><li>• Should have passed the examination in all the courses of all two semesters within four 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).</li></ul>
<b>11.4</b>	<p><b>Photocopy / Revaluation</b></p> <p>A candidate can apply for 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 Department. The answer script is to be valued and justified by a faculty member, who handled the subject and recommended for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Department. Revaluation is not permitted for practical courses and for project work. A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.</p>
<b>11.5</b>	<p>Review Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Department. Candidates applying for Revaluation only are eligible to apply for Review.</p>
<b>12</b>	<p><b>PROVISION FOR WITHDRAWAL FROM SEMESTER END EXAMINATION</b></p>
<b>12.1</b>	<p>A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from</p>



	appearing for the semester end examinations in any course or courses in ANY ONE of the semester end examinations during the entire duration of the degree programme. The application shall be sent to the Principal through the Head of the Department with required documents.
12.2	Withdrawal application is valid if the student is otherwise eligible to write the examination and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Department and approved by the Principal .
12.3	Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
12.4	In case of withdrawal from a course / course (Clause 13) the course will figure both in Marks Sheet as well as in Result Sheet. Withdrawal essentially requires the student to register for the course/courses The student has to register for the course, fulfill the attendance requirements (vide clause 7), earn continuous assessment marks and attend the semester end examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.
12.5	If a student withdraws from writing semester end examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the semester end examination(s).
12.6	If a student applies for withdrawal from Project Work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work I and II respectively and the same shall not be considered as reappearance.
12.7	Withdrawal is permitted for the semester end examinations in the final semester, as per clause 16.2.1.
13	<b>PROVISION FOR AUTHORISED BREAK OF STUDY</b>
13.1	A student is permitted to go on break of study for a maximum period of one year as a single spell.
13.2	Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Principal, in advance, but not later than the last date for





	registering for the semester end examination of the semester in question, through the Head of the Department stating the reasons therefore and the probable date of rejoining the programme.
<b>13.3</b>	The candidates 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 Principal in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
<b>13.4</b>	The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.2).
<b>13.5</b>	The total period for completion of the Programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
<b>13.6</b>	If any student is prevented from appearing the semester end examination for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1) 18.8 No fee is applicable to students during the Break of Study period.
<b>14</b>	<b>DISCIPLINE</b>
<b>14.1</b>	Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of Institution shall constitute a disciplinary committee consisting of one Head of Department and other senior faculty from the faculty of the student, to enquire into acts of indiscipline and notify the head of institution about the disciplinary action recommended for approval.
<b>14.2</b>	If a student indulges in malpractice in any of the semester end or internal examination, he / she shall be liable for punitive action as prescribed by the Institution from time to time.
<b>15</b>	<b>RANK OF A STUDENT</b> A Candidate who qualifies for the Degree by passing the examination in all courses of the entire Programme in first attempt within a period of two consecutive academic years can be given his/her position in the class as rank. The Rank is determined through CGPA from I Semester to VI Semester. The candidate who secures first position in the examination based on CGPA in corresponding programme will be given a rank certificate.
<b>16</b>	<b>SPECIAL CASES</b>  In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Academic Appeals Board. The Academic Appeals Board will offer



	suitable interpretations/ clarifications / 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 will be final
17	<b>REVISION OF REGULATIONS, CURRICULUM AND SYLLABI</b>  The institution may from time-to-time revise, amend or change the Regulations, Curriculum, Syllabi and the scheme of examinations through the Academic Council

