



**GRT INSTITUTE OF ENGINEERING
AND TECHNOLOGY**

(An Autonomous Institution)

**Approved by AICTE, New Delhi | Affiliated to Anna
University, Chennai**

CHOICE BASED CREDIT SYSTEM

Regulation 2024

Master of Business Administration

(For Students Admitted from the Academic Year 2024-2025 Onwards)

	GRT INSTITUTE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)	
	Accredited by NAAC Approved by AICTE, New Delhi; Affiliated to Anna University, Chennai	
	Chennai Tirupathi Highway, Tiruttani - 631209	www.grt.edu.in

**REGULATION 2024
CHOICE BASED CREDIT SYSTEM**

COMMON TO ALL POST GRADUATE PROGRAMS

Post Graduate Degree - Master of Business Administration

This set of Regulations is applicable to the students admitted to all PG programs at GRT Institute of Engineering and Technology, Chennai, Affiliated to Anna University Chennai from the academic year 2024- 2025 onwards.

1	PRELIMINARY DEFINITIONS AND NOMENCLATURE
	In this Regulation, unless the context otherwise specifies:
1.1	“Program” means MBA Degree Program.
1.2	“Specialization” means a discipline of the Post Graduate Degree Program in Business Administration.
1.3	“Course” means a Theory or Practical subject that is normally studied in a semester, like Scientific Mathematics, Business Research Methods and Marketing Management etc.
1.4	“Head of the Institution” means the principal of the institution who is responsible for all the academic activities and for the implementation of relevant rules of this regulation.
1.5	“HOD” means Head of the Department of MBA
1.6	“Controller of Examinations” means the authority of the college who is responsible for all the activities of the examination centre.
1.7	“Department Advisory Committee” consists of Head of the Departments and senior faculties of different specializations
1.8	“College” means GRT Institute of Engineering and Technology, Chennai.
1.9	“University” means Anna University, Chennai.

1.10	“Curriculum” means the various components/ courses studied under each program that provides appropriate outcomes in the chosen discipline of study.				
1.11	“Credits” means a measure of a course.				
2	ADMISSION PROCEDURE				
	Candidates for admission to the first semester of the Post-Graduate Degree 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 Govt of Tamil Nadu releases the updated eligibility criteria for the admission. Admission shall be offered only to candidates who possess the qualification prescribed and the eligibility criteria for the programme.				
	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.				
	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.				
	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	PROGRAMS OFFERED				
	A student may be offered admission to any one of the following Full-Time programs of study approved by the University:				
	1. Master of Business Administration [M.B.A.]				
	The Full-time students should not attend any other Full-time program(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 program. Violation of the above rules will result in cancellation of admission to the PG program.				
	The minimum prescribed credits required for the award of the degree shall be within the limits specified below:				
	<table border="1"> <thead> <tr> <th>Programme</th> <th>Prescribed Credit Range</th> </tr> </thead> <tbody> <tr> <td>M.B.A</td> <td>102 - 105</td> </tr> </tbody> </table>	Programme	Prescribed Credit Range	M.B.A	102 - 105
Programme	Prescribed Credit Range				
M.B.A	102 - 105				
4	STRUCTURE OF THE PROGRAMS				
4.1	Categorization of Courses				
	Every Post Graduate Degree Program will have a curriculum with syllabi Consisting of theory and practical courses that shall be categorized as follows:				
I	Foundation Courses (FC) may include Mathematics or other basic courses.				

II	Professional Core Courses (PCC) includes the core courses relevant to the chosen specialization/branch.										
III	Professional Elective Courses (PEC) includes the elective courses relevant to the chosen functional and non-functional area.										
IV	Employability Enhancement Courses (EEC) includes Project Work, Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.										
V	Open Elective (OE) courses include the courses which a student can choose from the list specified in the curriculum of other branches of study.										
VI	Research Methodology and IPR Course (RMC) course provides the required knowledge in understanding the basic principles of doing a research and IPR.										
VII	Audit Courses (AC) includes courses related to social outreach, culture, Indian Constitution, Value Education, Stress Management, heritage of Indian society and induction program. This non-mandatory course does not play a role in the CGPA calculation.										
4.2	Courses per Semester										
	Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Course(s). Each course may have credits assigned as per clause 4.3.										
4.3	Credit Assignment										
	Each course is assigned certain number of credits based on the following:										
	<table border="1"> <thead> <tr> <th>Contact period per week</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>1LecturePeriod</td> <td>1</td> </tr> <tr> <td>1Tutorial Period</td> <td>1</td> </tr> <tr> <td>2 Laboratory Periods</td> <td>1</td> </tr> <tr> <td>2 Periods of EEC courses like seminar/case study/project etc.,</td> <td>1</td> </tr> </tbody> </table>	Contact period per week	Credits	1LecturePeriod	1	1Tutorial Period	1	2 Laboratory Periods	1	2 Periods of EEC courses like seminar/case study/project etc.,	1
Contact period per week	Credits										
1LecturePeriod	1										
1Tutorial Period	1										
2 Laboratory Periods	1										
2 Periods of EEC courses like seminar/case study/project etc.,	1										
	Table - 1										
4.4	Project Work										
4.4.1	The Project work is an important component of post-graduate programs. The Project Work has to be undertaken in the final semester.										
4.4.2	The Project work for MBA program shall be pursued for a continuous period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks in industries.										
4.4.3	The Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means a faculty member faculty member possessing (i) PG degree with a minimum of 3 years’ experience in teaching or (ii) Ph.D. degree.										
4.4.4	A student may be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress. In case the student is doing department project, the student has to report every day to the supervisor.										
4.4.5	The review meetings, if necessary, may also be arranged in online mode with prior										

	approval from the Head of the Institution and suitable record of the meetings shall be maintained. The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project is done.									
4.5	Industrial training/Internship									
4.5.1	For MBA students have to undergo a summer internship in a corporate or social entity for a period of four weeks immediately after completing the end semester examinations of Semester-II.									
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Duration of Training/ Internship</th> <th style="text-align: center;">Credits</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4 Weeks (01 week = 40 internship hours)</td> <td style="text-align: center;">2</td> </tr> </tbody> </table> <p style="text-align: center;">Table - 2</p>	Duration of Training/ Internship	Credits	4 Weeks (01 week = 40 internship hours)	2					
Duration of Training/ Internship	Credits									
4 Weeks (01 week = 40 internship hours)	2									
4.5.2	If Industrial Training / Internship are not prescribed in the curriculum, the student may undergo Industrial Training / Internship optionally and the credits earned will be indicated in the Grade sheet. Industrial Training / Internship need to be undergone continuously from one organization only.									
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">S.No</th> <th style="text-align: center;">Duration of Training /Internship</th> <th style="text-align: center;">Credits</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2 Weeks</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">4 Weeks</td> <td style="text-align: center;">2</td> </tr> </tbody> </table> <p style="text-align: center;">Table - 3</p>	S.No	Duration of Training /Internship	Credits	1	2 Weeks	1	2	4 Weeks	2
S.No	Duration of Training /Internship	Credits								
1	2 Weeks	1								
2	4 Weeks	2								
4.5.3	The students may undergo internship at a Research organization/ University (after due approval from the Department Advisory Board), for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.									
4.6	Value Added Courses									
	The Students may optionally undergo Value Added Courses apart from the courses mentioned in the curriculum and the credits earned through these optional Value-Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by the Department with prior approval from the Head of the Institution . The details of the syllabus, time table and faculty may be sent to the Controller of Examinations after approval from the Head of the department concerned at least one month before the course is offered. The students can take a maximum of two one credit courses or one two credit course. The credits earned through these optional courses will not be counted for CGPA computation.									
4.7	Online Courses									
	Students may be permitted to credit online courses with the approval of Department Advisory Committee and the Head of the Department to a maximum of three credits. The courses shall be considered in lieu of professional elective / open elective courses of curriculum as approved by DAC. The course may be an online course from SWAYAM platform / NPTEL portal. The number of credits and transfer of credits are based on Table 4 and the Mapping of the marks with the grades shall be as in Table 5. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of Swayam / NPTEL.									

S.No	No. of Weeks	No. of Credit
1	4	1
2	8	2
3	12	3

Table - 4. Duration of the Course and Number of Credits

S.No	Letter Grade	Marks
1	0	90-100
2	A+	80-89
3	A	70-79
4	B+	60-69
5	B	50-59
6	C	40-49

Table - 5. Mapping of Marks scored in NPTEL and Credits earned

In case of credits earned through online mode from any institution / industry approved by appropriate authorities of the college, the credits may be transferred after due approval of the Head of the Institution.

4.8 Self-Study Courses

4.8.1 Students may be permitted to credit almost one Self Study course with the approval of the Department Advisory Committee and the Head / Dean of the department concerned.

4.8.2 The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the Head of the Institution, preferably before the commencement of the semester. The self-study course of 3 credits will not be less than 40 hours of study and can be considered as one elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the self-study course.

4.9 Medium of Instruction

The medium of instruction is English for all the courses of the program.

5 DURATION OF THE PROGRAMS

The minimum and maximum period for the completion of the P.G Programme (MBA) are given below:

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

The Curriculum and Syllabi of the P.G. Programmes shall be approved by the BoS and Academic Council. The number of Credits to be earned for the successful completion of the Programme shall be as specified in the Curriculum of the P.G. Programme.

5.2 Each semester shall normally consist of 80 working days or 540 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

5.3 The total duration for completion of the program reckoned from the commencement of the

	first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.4) in order that the student may be eligible for the award of the degree (vide clause 14).
6	COURSE REGISTRATION
6.1	Each student has to register for:
	I. Courses of the current semester. II. The core (Theory/ Laboratory / EEC) courses that the student has not cleared in the previous semesters. III. Elective courses in which the student has failed. IV. Project work
	A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA. The student shall register for the project work in the IV semester for M.B.A. program.
6.2	No Elective course shall be offered by a Department unless a minimum of 40% of the students register for that course, subject to the approval of Dean / Head of the Department.
6.3	After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
6.3.1	Each student on admission shall register for all the courses prescribed in the curriculum for the first semester of study.
6.3.2	The enrolment for the courses of the Semesters II to IV will commence 5 working days prior to the commencement of the succeeding semester. The student shall enroll for the courses with the guidance of the respective mentor. If the student wishes, the student may drop or add courses (vide clause 6.5) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Head of the Department.
6.4	Registration for reappearance
	If a student fails to secure a pass in any course(s) he/she has to register for reappearance for those courses in a subsequent semester, till he/she secures a pass in such courses. In such a case he/she can carry forward the continuous assessment marks earned in the last attempt and appear for end semester exam.
6.5	Flexibility to Add or Drop course
6.5.1	A student has to earn the total number of credits specified in the curriculum of the respective Program of study in order to be eligible to obtain the degree. However, if a student wishes, then he/she is also permitted to register for courses offered in a higher semester, in advance, to earn more than the total number of credits prescribed in the current semester in the curriculum of the student's program with the approval of Head of the Institution and Controller of Examinations.

6.5.2	From the first to pre-final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6 for M.B.A (Full Time) programmes. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.
6.5.3	The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits).
6.5.4	The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.
6.5.5	The courses that a student registers in a particular semester may include. i. Courses of the current semester. ii. Courses dropped in the lower semesters. The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination.
	Each student has to register for: I. Courses of the current semester. II. The core (Theory/ Laboratory / EEC) courses that the student has not cleared in the previous semesters. III. Elective courses in which the student has failed, IV. Project work
	A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA. The student shall register for the project work in the IV semester for M.B.A. program.
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	Each student on admission shall register for all the courses prescribed in the curriculum for the first semester of study.
	The enrolment for the courses of the Semesters II to IV will commence 5 working days prior to the commencement of the succeeding semester. The student shall enroll for the courses with the guidance of the respective mentor. If the student wishes, the student may drop or add courses (vide clause 6.5) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Head of the Department.
7	ATTENDANCE REQUIREMENT FOR COMPLETION OF THE SEMESTER
	A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.
7.1	For writing the end semester examination the attendance is calculated as:

	$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{\{(\text{No. of periods /week as prescribed in the curriculum}) \times \text{No. of Weeks taken together for all courses of the semester}\}} \times 100$
7.2	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 75% attendance to become eligible to write the End-Semester Examinations.
7.3	Therefore, every student shall secure not less than 75% of overall attendance in that semester. However, a candidate who secures overall attendance between 65% and 74% 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.
7.4	Candidates who secure less than 65% overall attendance and candidates who do not satisfy the clause 7.2 and 7.3 shall not be permitted to write the University examination 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.
8	CLASS ADVISOR AND CLASS IN CHARGE
8.1	Class Advisor
	The Head of the Department of the students will attach a class of students to a teacher of the Department who shall function as class counselor for those students throughout their period of study to help the students in planning their course of study and for general advice on the academic program.
	The responsibilities of the class counsellor include:
	<ol style="list-style-type: none"> I. Advise the students in registering and reappearance registering of courses. II. Authorize the final registration of the courses at the beginning of each semester. III. Monitor the attendance and progress and counsel them periodically. IV. Inform the students about the facilities and activities available to enhance the student's curricular and co-curricular activities. V. Discuss with or inform the parents about the progress/performance of the students concerned.
8.2	Class in charge
	The Head of the Department concerned appoint a class in charge for each class, who is one among the course-instructors of the class. The class-in-charge is the ex-officio member and the convener of the class committee.
	The responsibilities of the class in charge include:
	<ol style="list-style-type: none"> I. Acting as a channel of communication between the HoD and students of respective classes. II. Collecting and maintaining various statistical details of students

	<p>III. Helping the chairperson of the class committee in planning and conduct of the class committee meetings.</p> <p>IV. Monitoring the academic performance of the students including attendance and to inform the class committee.</p> <p>V. Guiding the students in various welfare activities like awards, medals, scholarships and industrial visits etc.</p>
9	CLASS COMMITTEE
9.1	Every class will have a class committee constituted by the Head of the Department concerned. The members of the class committee will include:
9.1.1	Chairperson (a senior faculty who is preferably not teaching any course for the class)
9.1.2	All faculty handling courses for the class
9.1.3	Students (usually of 4 consisting of 2 boys and 2 girls on pro-rata basis)
9.2	The functions of the class committee shall include the following:
9.2.1	Clarify Solving problems experienced by students in the class room and in the laboratories.
9.2.2	Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
9.2.3	Clarifying the regulations of the degree program and the details of rules.
9.2.4	Informing the student representatives, the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
9.2.5	Analysing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
9.2.6	Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
9.3	The class committee for a class under a particular branch is normally constituted by the Dean/ Head of the Department.
9.4	The class committee shall be constituted within the first week of each semester.
9.5	The Head of the Institution may participate in any class committee meeting of the institution.
9.6	The chairperson is required to prepare the minutes of every meeting, submit the same to 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 requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.
9.7	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 Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 7 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.																		
10	COURSE COMMITTEE FOR COMMON COURSES																		
	<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 Course Coordinator. The nomination of the Course Coordinator shall be made by the Dean/ 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.</p> <p>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.</p> <p>Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).</p>																		
11	SYSTEM OF EXAMINATION																		
11.1	Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) End Semester examination at the end of the semester.																		
11.2	Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.																		
11.3	For all theory and practical courses including project work, the continuous internal assessment and the End - Semester examination weightage will be as follows:																		
	<table border="1"> <thead> <tr> <th>Category</th> <th>Continuous Assessment</th> <th>End-Semester Examination</th> </tr> </thead> <tbody> <tr> <td>Theory Courses</td> <td>40 Marks</td> <td>60 Marks</td> </tr> <tr> <td>Laboratory Courses</td> <td>60 Marks</td> <td>40 Marks</td> </tr> <tr> <td>Project Work</td> <td>60 Marks</td> <td>40 Marks</td> </tr> <tr> <td>Theory Courses with Laboratory Component</td> <td>50 Marks</td> <td>50 Marks</td> </tr> <tr> <td>All other EEC courses</td> <td>100 Marks</td> <td>-</td> </tr> </tbody> </table>	Category	Continuous Assessment	End-Semester Examination	Theory Courses	40 Marks	60 Marks	Laboratory Courses	60 Marks	40 Marks	Project Work	60 Marks	40 Marks	Theory Courses with Laboratory Component	50 Marks	50 Marks	All other EEC courses	100 Marks	-
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Theory Courses with Laboratory Component	50 Marks	50 Marks																	
All other EEC courses	100 Marks	-																	
11.4	Industrial training/orientation shall carry 100 marks and shall be evaluated through continuous internal assessment only.																		
11.5	The seminar/Case study shall carry 100 marks and shall be evaluated through continuous assessment only.																		
11.6	The End Semester examination (theory and practical) of 3 hours duration shall ordinarily be conducted in November / December for the odd semesters and in April / May for the even semesters.																		
11.7	The End semester examination for project work shall consist of evaluation of the final report submitted by the student by an external examiner and an internal examiner, followed by a viva-voce examination conducted for each student by a committee																		

	consisting of the external examiner and an internal examiner.																												
11.8	For all the End semester examinations, wherever necessary, the internal and external examiners shall be appointed by the Controller of Examinations.																												
12	PROCEDURE FOR CONTINUOUS INTERNAL ASSESSMENT & AWARDING MARKS CONTINUOUS INTERNAL ASSESSMENT SCHEME FOR THEORY COURSES.																												
12.1	CONTINUOUS INTERNAL ASSESSMENT SCHEME FOR THEORY COURSES																												
	The internal assessment procedure for theory courses are as follows:																												
	<table border="1"> <thead> <tr> <th>Assessment</th> <th>Portions</th> <th>Duration</th> <th>Maximum Marks</th> <th>Maximum CIA Marks</th> </tr> </thead> <tbody> <tr> <td>First Internal Assessment Test</td> <td>2/3 or 3/2 Units</td> <td>3 Hours</td> <td>100 Marks</td> <td rowspan="2">20 (200 marks is converted to 20 marks and rounded off to the nearest integer)</td> </tr> <tr> <td>Second Internal Assessment Test</td> <td>3/2 or 2/3 Units</td> <td>3 Hours</td> <td>100 Marks</td> </tr> <tr> <td rowspan="2">Other Assessment</td> <td colspan="3">Assignments</td> <td>10</td> </tr> <tr> <td colspan="3">Multiple Choice Questions / Mini projects / Quiz / Seminars / Case study others</td> <td>10</td> </tr> <tr> <td colspan="4">Total Continuous Internal Assessment Marks</td> <td>40</td> </tr> </tbody> </table> <p style="text-align: center;">Table VIII - Awarding Marks for Theory Course</p>	Assessment	Portions	Duration	Maximum Marks	Maximum CIA Marks	First Internal Assessment Test	2/3 or 3/2 Units	3 Hours	100 Marks	20 (200 marks is converted to 20 marks and rounded off to the nearest integer)	Second Internal Assessment Test	3/2 or 2/3 Units	3 Hours	100 Marks	Other Assessment	Assignments			10	Multiple Choice Questions / Mini projects / Quiz / Seminars / Case study others			10	Total Continuous Internal Assessment Marks				40
Assessment	Portions	Duration	Maximum Marks	Maximum CIA Marks																									
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Total Continuous Internal Assessment Marks				40																									
	*Assignment, Solving Open Ended Problems, Quiz, Seminar, Case Study, Mini Project, Activity Points or any method approved by PAC and AEC.																												
	Always, Faculty handling the course/HoD has to submit the marks out of 100 for each assessment component of CIA and along with overall mark distribution (out of CIA) to CoE. CoE will calculate total IA marks of the student using appropriate formula. The total CIA mark is rounded to the nearest integer (out of 40 marks).																												
	Reassessment test shall be conducted for the students who were absent for CIA due to medical reasons like hospitalization for accident/illness or participation in the college/ University/ State/National/International level sports event/ other genuine reasons and also marks shall be considered with a Weightage of 80 % with prior permission from Principal through Head of the Department.																												
12.2	CONTINUOUS INTERNAL ASSESSMENT SCHEME FOR PRACTICAL COURSES																												
	The total IA marks for laboratory courses shall be 60 marks. Each experiment will be evaluated for maximum of 10 marks based on the performance of the students and record work. The average of all the experiments will be converted to 45 marks. There shall be model practical exam for 100 marks, and the mark obtained will be converted to 15marks. The total IA marks will be rounded to the nearest integer (out of 60 marks).																												

Method	Lab Experiment Performance	Model Practical Exam	Total CIA	Total ESE	Total Marks (CIA+ESE)
Details	Completion of experiment and evaluation of laboratory record.	Model examinations	-	End Semester Exam	-
CIA Marks	40	20	60	40	100

Table IX Continuous Internal Assessment Scheme for Practical Courses

12.3

CONTINUOUS INTERNAL ASSESSMENT SCHEME FOR THEORY CUM PRACTICAL COURSES

The internal assessment procedures for theory cum practical courses are as follows:

Assessment	Portions	Duration	Maximum Marks	Maximum CIA Marks
First Internal Assessment Test	2/3 or 3/2 Units	3 Hours	100 Marks	20 (200 marks is converted to 20 marks and rounded off to the nearest integer)
Second Internal Assessment Test	3/2 or 2/3 Units	3 Hours	100 Marks	
Other Assessment	Assignments			10
	Multiple Choice Questions / Mini projects / Quiz / Seminars / Case study others			10
Total Continuous Internal Assessment Marks				40
Lab Component	Each lab experiment: 10 marks. Average of all experiments are taken and converted to 20 marks			20
Total Continuous Internal Assessment Marks (CIA)				50
End semester examinations (ESE)				50
Total marks (CIA + ESE)				100

Table X- Continuous Internal Assessment Scheme for Theory Cum Practical Courses

12.4

Project Work

Each student has to perform an individual Project work during the period of course. The Head of the department shall constitute a review committee for project work. 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.

12.4.1

The project work shall be evaluated for a maximum of 100 marks, of which continuous Assessments carry 60 marks (total) and the End Semester Examination (Project report evaluation and Viva- Voce Examination) carries 40 marks. The project report shall be submitted as per the approved guidelines as given by the controller of Examinations. The evaluation of the project reports will carry 10 marks and the viva-voce examination shall carry 30 marks. The marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

	Continuous Assessment (60 marks)			End Semester Examination (40 marks)			
	Review I	Review II	Review III	Project Report Evaluation	Viva-Voce		
	10	20	30	External	Internal	External	Supervisor
				10	05	20	05
12.4.2	If a student 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.						
12.4.3	A copy of the approved project report after the successful completion of viva-voice examinations shall be kept in the library of the college / institution.						
12.4.4	The evaluation procedure for project related courses in curriculum shall be followed as 12.4.1.						
12.4.5	<p>Assessment for Seminar / Professional Practices / Case Study</p> <p>The seminar / Case study shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 seminars per semester (in the first 3 semesters) before the evaluation committee and for each seminar, marks can be equally apportioned. The three-member committee appointed by Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%).</p>						
12.5	Employability Enhancement Courses						
12.5.1	<p>The Industry Orientation and Technical Seminar / Case study / Creative and Innovative Project shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 presentations / demonstration per semester before the evaluation committee and for each presentation / demonstration, marks can be equally apportioned. The three-member committee consisting of one co-coordinator and two members appointed by the Dean / Head of the Department will evaluate the seminar and at the end of the semester, the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation / demonstration (40%) and response to the questions asked during presentation / demonstration (20%).</p>						
12.5.2	<p>The Industrial / Practical Training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three-member Departmental Committee constituted by the Dean/Head of the Institution. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examinations.</p>						

	Report	Presentation	Viva-Voce
		40	30
12.6	Value Added Courses		
	The one/two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations.		
12.7	Online Course		
	Students may be permitted to credit online courses from SWAYAM platform / MOOC Courses with Proctored Examinations with the approval of Department Advisory Committee and the Head of the Department to a maximum of three credits. Any one course of 3 credits can be considered instead of one elective course. These online courses shall be chosen from the SWAYAM platform, provided the offering organization conducts regular examination and provides marks. In case of credits earned through online mode from any institution approved by appropriate authorities of the college, the credits may be transferred after due approval of the Head of the Institution. The Head of the Department may identify a faculty member as coordinator for the course, who is responsible for the evaluation process. The credits earned through online mode may be transferred and grades shall be assigned by a committee consisting of the Head of the Department and a senior faculty member.		
12.8	Attendance Record		
	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 (topics 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 put 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 who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may inspect the records of attendance and assessments of both current and previous semesters.		
12.9	Summer Internship		
	For MBA Students, summer internship shall be for a period of 4 weeks as specified in the curriculum. At the end of internship, the student shall submit a brief report on the training undergone and a certificate of successful completion of the project work or internship from the organization concerned is to be submitted along with the report duly signed by the student, internship supervisor and the Head of Department. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a two-member Departmental Evaluation Committee constituted by the Head of the Department. The evaluation shall be done as:		

		Report	Presentation	Viva-Voce
		40	30	30
13	REQUIREMENTS FOR APPEARING END SEMESTER EXAMINATION			
13.1	A candidate shall normally be permitted to appear for the University examinations of the current semester if he/she has satisfied the semester completion requirements as per clause-7 and has registered for examination in all courses of the current semester.			
13.2	Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the university examinations failing which, the candidate will not be permitted to move to the higher semester.			
13.3	A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enrol to improve his/her marks in a course or the aggregate marks / CGPA.			
13.4	There shall be an End- Semester Examination of 3 hours duration in each lecture-based course. The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters.			
13.5	For the practical examinations (including project work), both internal and external examiners shall be appointed/approved by the COE.			
14	PASSING REQUIREMENTS			
14.1	A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).			
14.2	If a student fails to secure a pass in a theory course (except electives)/ laboratory courses, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the university end semester examinations alone.			
14.3	If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone.			

14.4	If any other professional elective or open elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new professional elective or open elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per Clause 13 and appear for the end semester examination.																				
14.5	If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing clause (12.4), the student shall register for the course again.																				
14.6	The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.																				
14.7	A student can apply for revaluation of his/her semester examination answer paper in a theory course as per the guidelines of COE, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and EEC courses.																				
15	AWARD OF LETTER GRADES																				
15.1	<p>The award of letter grades 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 not passed the examination, Reappearance (RA) shall be awarded as shown in the below Table.</p> <p>For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted in 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. For a given 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 border="1" data-bbox="545 1464 1224 1556"> <tr> <td>O</td> <td>A+</td> <td>A</td> <td>B+</td> <td>B</td> <td>C</td> <td>RA</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><50</td> </tr> </table>	O	A+	A	B+	B	C	RA	91-100	81-90	71-80	61-70	56-60	50-55	<50						
O	A+	A	B+	B	C	RA															
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15.2	The performance of a student shall be reported using letter grades, each carrying certain points as detailed below:																				
	<table border="1" data-bbox="256 1738 718 2007"> <thead> <tr> <th>Letter Grade</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>O (Outstanding)</td> <td>10</td> </tr> <tr> <td>A+(Excellent)</td> <td>9</td> </tr> <tr> <td>A (Very Good)</td> <td>8</td> </tr> <tr> <td>B+(Good)</td> <td>7</td> </tr> <tr> <td>B (Average)</td> <td>6</td> </tr> </tbody> </table> <table border="1" data-bbox="820 1762 1287 1942"> <tbody> <tr> <td>C (Satisfactory)</td> <td>5</td> </tr> <tr> <td>RA (Re-appearance)</td> <td>0</td> </tr> <tr> <td>SA (Shortage of Attendance)</td> <td>0</td> </tr> <tr> <td>W(Withdrawal)</td> <td>0</td> </tr> </tbody> </table>	Letter Grade	Grade Points	O (Outstanding)	10	A+(Excellent)	9	A (Very Good)	8	B+(Good)	7	B (Average)	6	C (Satisfactory)	5	RA (Re-appearance)	0	SA (Shortage of Attendance)	0	W(Withdrawal)	0
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15.3	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".
15.4	'SA' denotes shortage of attendance and hence prevented from writing the end semester examinations. 'SA' will appear only in the result sheet.
15.5	"RA" denotes that the student has failed to pass in that course. "W" denotes withdrawal from the exam for the particular course. The grades RA and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.
15.6	If the grade RA is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfil the passing requirements to earn a pass in the respective courses.
15.7	If the grade RA is given to EEC (Employ ability 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.
15.8	For the students who complete the Mandatory Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet as CS (Completed Successfully). If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet.
15.9	GPA and GGPA Calculation and Grade Sheet
	After results are declared, Grade Sheets will be issued to each student which will contains the details like Name of the college, The list of courses registered during the semester and the grades scored, The Grade Point Average(GPA)for the semester and the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.
	GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.
	CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.
	$GPA/CGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$ <p>Where, C_i is the credit assigned to the course GP_i is the point corresponding to the grade obtained for each course n is number of all the courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.</p>

16	ELIGIBILITY FOR THE AWARD OF THE DEGREE
16.1	A student shall be declared to be eligible for the award of the P.G Degree MBA. Degree provided the student has:
	<ul style="list-style-type: none"> i. Successfully gained the required number of total credits as specified in the curriculum within the stipulated time. ii. Successfully completed the course requirements, appeared for the End- Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted. iii. No disciplinary action pending against the student.
16.2	Classification of the Degree Award
16.2.1	First Class with Distinction
	A Student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:
	<ul style="list-style-type: none"> i. Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorized break of study of one year (if availed). ii. Withdrawal from examination will not be considered as an appearance. iii. Should have secured a CGPA of not less than 8.50. iv. Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.
16.2.2	First Class
	A student who satisfies the following conditions shall be declared to have passed the examination in First class:
	<ul style="list-style-type: none"> i. 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). ii. Should have secured a CGPA of not less than 6.5.
16.2.3	Second Class
	All other students who qualify for the award of the degree shall be declared to have passed the examination in Second Class.
	A candidate who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

16.3	PHOTOCOPY /REVALUATION OF ANSWER SCRIPTS
	A student shall apply for revaluation (in a prescribed format) of his / her semester examination answer script in a theory course within 1 week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations. The Controller of Examinations shall arrange for the revaluation and the results shall be intimated to the candidate concerned. Revaluation is not permitted for practical courses and project work
	A student can apply for the Photocopy of his/her end semester examination answer script on payment of the prescribed fee through proper application to the Controller of Examinations after the end semester/revaluation results are announced to get himself / herself convinced of the valuation/revaluation.
	A student can apply for revaluation of answer scripts for all the theory appeared.
	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 Institution. Candidates applying for Revaluation only are eligible to apply for Review.
17	PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION
17.1	A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree program. The application shall be sent to Controller of Examinations through the Dean / Head of the Department and Head of the Institutions with required documents.
17.2	Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) 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 Institution and approved by the Controller of Examinations.
17.3	Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal of special cases under extraordinary conditions will be considered on the merit of the case.
17.4	In case of withdrawal from a course / courses (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 end semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.
17.5	Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years as per clause 16.2.1.

18	PROVISION FOR AUTHORISED BREAK OF STUDY
18.1	A student is permitted to go on break of study for a maximum period of one year as a single spell.
18.2	Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree program. 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 program in the middle of the semester for valid reasons, and to rejoin the program in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the Institution in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the program.
18.3	The candidates permitted to rejoin the program 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 Head of the Institution through the Head of the in the prescribed format through Head of the Institution 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.
18.4	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).
18.5	The total period for completion of the Program 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.
18.6	If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1).
18.7	No fee is applicable to students during the Break of Study period.
19	DISCIPLINE
19.1	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 College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and initiate necessary action.
19.2	If a student indulges in malpractice in any of the end semester / internal examination he / she shall be liable for punitive action as prescribed by the college from time to time.
20	REVISION OF REGULATIONS, CURRICULUM AND SYLLABI
	The College may from time-to-time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council with the approval of Governing Council.
