DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING (AUTONOMOUS)

COIMBATORE – 641 105

REGULATIONS - 2024

(CHOICE BASED CREDIT SYSTEM)

(Common to MBA Programme)

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Regulations 2024 has been prepared in accordance with the guidelines given by the University Grants Commission, All India Council for Technical Education and affiliating University incorporating the features of the Choice Based Credit System (CBCS). The Regulations 2024 is applicable to the candidates admitted to the Master of Business Administration (M.B.A) Programmes of the Institution in the Academic Year 2024 - 2025 for Regular admission (Academic Year 2024 - 2025) and subsequently.

The regulations hereunder are subjected to amendments as may be decided by the Academic Council of the Institution from time to time.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Academic Regulations, unless the context otherwise requires,

1. **'Programme'** means Master of Business Administration
2. **Specialisation**" means a domain in which a student has specialized based on the choice of elective courses.
3. "**Course**" means Theory or Practical subject that is normally studied in a semester, like Business Research Methods, Marketing Management etc.
4. **"Head of the Institution"** mean the Principal of the Institution.
5. **"Dean Academic"** means the authority of the College who is responsible for all academic activities and for the implementation for relevant rules and regulations.
6. **"Head of the Department" HoD** means Head of the Department concerned.
7. **"Controller of Examinations"** means the Authority of the Institution who is responsible for all activities concerned with examinations conducted by DSCE
8. **"Institution"** means Dhanalakshmi Srinivasan College of Engineering
9. **'University'** means ANNA UNIVERSITY, CHENNAI

2 PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G.PROGRAMMES OFFERED

1. MASTER OF BUSINESS ADMINISTRATION- M.B.A

2.2 MODE OF STUDY

Candidates admitted under 'Full-Time' should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time candidates should not enrolin (or) attend any other Full-Time/Part-time/Distance education programme(s) that may lead to the award of a degree or diploma during the period of the PG programme nor take up any Full-Time / Part-Time job(s) in any Institution or Company during the period of this Full-Time PG programme. Violation of the above rules will result in cancellation of admission to this PG programme.

2.3 ADMISSION REQUIREMENTS

Candidates for admission to the first semester of the MBA degree programme shall be required to have passed any Under-Graduate degree examination in any discipline from a recognized university are eligible.

Students seeking admission to the first semester of MBA Degree Programme will be required to satisfy the conditions of admission prescribed by Anna University, Chennai and Government of Tamil Nadu at the time of admission and are prescribed in Table-1

Eligibility	A Pass in any recognized Bachelor's Degree (in any Discipline) of minimum 3 years duration with 10+2+3/4years pattern (ie.10th Std.+HSC + 3 years or 4 years Degree Programme) and obtained 50% (45% in case of candidate belonging to reserved category)at the qualifying examination as per current AICTE norms. **OR** A pass in any recognized Bachelor's Degree (in any Discipline) of minimum 3 years duration with10 + 3(Diploma) + 3 years Pattern (ie. 10th Std + 3 Years Diploma + 3 years Degree Programme) and obtained 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination as per current AICTE norms.

3 STRUCTURE OF THEPROGRAMME

The normal duration of the MBA program will be of two years consisting of four Semester.

All necessary courses must be completed with a pass mark within the maximum duration of the course. Each semester shall normally consist of 75 working days or 525 Hours. The Head of the Institution shall ensure that every faculty member imparts instruction as per the number of periods specified in the syllabus and that the faculty member teaches the full content of the specified syllabus for the courses being taught. The program will consist of 100 total credits as outlined in the curriculum.

3.1 Categorization of Courses

M.B.A programme will have a curriculum and syllabi consisting of theory and practical courses, project work etc. as given below:

i. **Foundation Courses(FC)** may include Mathematics or other basic courses

ii. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization.

iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization. For MBA this also includes Functional and Non-functional elective courses. Functional courses will be in Marketing, Finance and Human Resources management.

iv. **Employability Enhancement Courses (EEC)** include Internship, Projects Seminar, Professional Practices, Case Study and Industrial / Placement l Training.

v. **Non-Functional Elective (NEC)** are of importance in the context of Overall Managerial Skill Development and courses are offered during the first and second semesters of the PG Programme.

3.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course shall have credits assigned as per clause3.3.

3.3 Credit Assignment

Each course is assigned certain number of credits based on the following:

Contact Hour (s) per week	CREDITS
1 Lecture Hour	1
1 Tutorial Hour	1
2 Practical Hour (Laboratory /Seminar/Project Work etc)	1

3.4 Project Work

The Project Work has to be undertaken for the **MBA Programme** in the final semester.

3.4.1 The Project work for M.B.A shall be pursued for a 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.

3.4.2 The Project work shall be carried out under the supervision of a faculty member in the Department concerned. The faculty member must be possessing a M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D.degree.

3.4.3 A student shall 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 undertaking the project work in the department the student has to report every day to the supervisor either in physical mode or online mode.

3.4.4 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.

3.5 Internship

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 vacation, in lieu of Industrial training.

If Industrial Training / Internship is 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. The student is allowed to undergo a maximum of

four weeks Industrial Training / Internship during the summer vacation (After completion of second semester).

Attendance Certificate signed by the competent authority of the industry, as per the format provided by the college shall be submitted to the Head of the department.

Duration of the Internship	Credit(s)
2 weeks	1
4 weeks	2

3.6 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 before the commencement of the course. 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 calculation but will be indicated in the grade sheet.

3.7 Online Courses

Students may be permitted to optionally enrol and earn credits through online courses in the same domain (which are conducted and provided with a certificate by any reputed institution or SWAYAM / NPTEL platforms, approved by appropriate authorities of the college) and these credits may be transferred after due approval of the Head of the Institutions, **subject to a maximum of six** credits. The credits earned in such online course(s) can be 3+3 or 2+2+2 credits, which can be considered, instead of one elective course **subject to a maximum of two electives.** The duration of the course and corresponding number of credits are given below.

Sl. No.	No. of Weeks	No. of Credits
1	4	1
2	8	2
3	12	3

3.8 Medium of Instruction

The medium of instruction and assessment for the courses which can be written test, seminar presentations /project / thesis / dissertation reports will be in English.

4 DURATION AND STRUCTURE OF THE PROGRAMME

4.1 The Curriculum and Syllabi of the P.G. Programmes shall be approved by the Academic Council of the institution. 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. The minimum and maximum period for completion of the P.G. Programmes are given below:

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

4.2 Each semester shall normally consist of 75 working days for full-time mode of study The Head of the Institution shall ensure that every faculty member imparts instruction as per the number of periods specified in the syllabus and that the faculty member teaches the full content of the specified syllabus for the course being taught. For the purpose of calculation of attendance requirement for writing the end semester examinations (asperclause10) by students, following method shall be used.

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

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

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

Programme	Prescribed Credit Range
M.B.A	102 - 108

5. COURSE REGISTRATION

5.1 Flexibility to Drop courses

5.1.1 A student has to earn the total number of credits specified in the curriculum of the respective programme of study in order to be eligible to obtain the degree.

5.1.2 From the first semester 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 six for M.B.A (Full Time) programme. The student is permitted to drop the course(s) within 15 days of the commencement of the academic schedule.

5.2 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 the ll courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of six credits (vide clause 5.1).

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.

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.

6 EVALUATION OF PROJECT WORK

6.1 The evaluation of Project Work for Phase I and Phase II shall be done independently in the respective semesters and MBA in the final semester. The marks shall be allotted as per the weightages. The Project work shall be evaluated for a maximum of 100 marks out of which 40 marks will be through internal assessment. There should be three reviews for each phase in the case of MBA

The marks are to be distributed detailed as follows:

The evaluation of project work shall be done as per the weightages given in Table.

Continuous Internal Assessment Test 40 Marks			End Semester Examination 60 Marks				
Review I	Review II	Review III	Project Report Evaluation 20 marks			Viva – Voce 40 marks	
			Supervisor	Internal	External	Internal	External
10	15	15	5	5	10	20	20

6.2 There shall be three assessments during the semester by a review committee. The student hall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor, project coordinator and another faculty member from Department. The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer.

6.3 The Project Report shall be prepared according to approved guidelines as given by the Head of the Institution and duly signed by the supervisor(s), Project Co-coordinator and shall be submitted to the Head of the Department. The evaluation of the Project works a Viva- Voce Examination by a team consisting of the supervisor, internal examiner (other than the supervisor) and External Examiner. The external examiner shall be appointed by the Controller of examinations from the panel of Examiners submitted by the HOD

6.3.1 If a student has submitted the project report but did not appear for the viva-voce examination it is considered as fail and he/she will be permitted to resubmit the report within 30 days from the declaration of results and permitted for reappearance in viva-voce examination.

6.3.2 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college/institution.

7 STUDENT COUNSELOR

To help the students in planning their course of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher of the Department who shall function as Student Counselor for those students throughout their period of study. The Student Counselor shall advise the students in

registering and reappearance of courses authorizes process, monitor their attendance and progress and counsel them periodically. If necessary, the Student Counselor may also discuss with or inform the parents about the progress / performance of the students concerned. The responsibilities for the Student Counselor shall be:

(i) To inform the student's about the various facilities and activities available to enhance the students curricular and co-curricular activities.

(ii) To guide students on enrollment and registration of the courses.

(iii) To authorize the final registration of the courses at the beginning of each semester.

(iv) To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

7.1 Class Advisor

There shall be a class advisor for each 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:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson (refer clause 8.1) of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students welfare activities like awards, medals, scholarships and industrial visits etc.,

8 CLASS COMMITTEE

8.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the respective class. It is like the "Quality Circle" (more commonly used in industries) with the overall goal of improving the teaching-learning process.

The functions of the class committee include

- Solving problems experienced by students in the class room, laboratories and within the campus
- Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 5 to 7) which should be displayed in the College Notice-Board.
- Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In 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.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such slow learners.

8.2 The class committee for a class under a particular branch is normally constituted by 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 Science and Humanities.

8.3 The class committee shall be constituted within the first week of each semester.

8.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.

8.5 The Chairperson of the class committee may invite the class advisor(s) and the Head of the Department to the class committee meeting.

8.6 The Head of the Institution may participate in any class committee meeting of the institution.

8.7 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.

8.8 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 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 these Regulations. 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.

9 COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one programme or same programme shall have a "Course Committee" comprising all the faculty teaching the common course with one of them nominated as 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 faculty 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.

10 ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

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

Ideally every student is expected to attend all classes and earn100% 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.

10.1 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.

10.2 Candidates who could secure less than 65% overall attendance and **Candidates who do not satisfy the clauses 10.1 & 10.2** will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the in complete semester in the next academic year.

11 PROCEDURES FOR AWARDING MARKS FOR CONTINUES INTERNAL ASSESSMENT TEST (CIAT)

For all theory, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

11.1 Evaluation of Students for a Theory Course

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal Weightage to the two assessments).

Assessment I(100Marks)		**Assessment II (100Marks)**		**Total**
Individual Assignment/ Case Study / Seminar /Mini Project	Written Test	Individual Assignment/ Case Study / Seminar /Mini Project	Written Test	Internal Assessment
40	60	40	60	200*

******The weighted average shall be converted into 40 marks for internal Assessment.*

Two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for100 marks and will have to be distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

Two tests will be conducted as per schedule given in the academic calendar. Each test carries a maximum of 50 Marks. Duration of each test will be 90 minutes.

The components for continuous assessment and respective marks for each will be announced to the students at the beginning of the semester.

The Controller of Examinations will conduct the end-semester examinations. The end-semester exam will be for the duration of 3 hours and for 100 marks. The marks obtained will be reduced to 60 marks for computing the total marks obtained in the course. Continuous assessments will be conducted by the department.

11.2 Evaluation Of Students for a Laboratory Course

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records are to be maintained. The criteria for arriving at the Internal Assessment marks of 60 are as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Test
60	40

**Internal assessment marks shall be converted into 60 marks*

Internal assessment will be done as specified by the faculty conducting the course at the commencement of the course. The maintenance of a record of exercises done is mandatory for all evaluations.

The viva-voce will be conducted along with the end-semester exam. The Controller of Examinations will conduct the end-semester examinations and viva-voce. The end semester exam will be for duration of 3 hours for 100 marks.

11.3 Other Employability Enhancement Courses

(i) Evaluation of Seminar

The seminar is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. A three member committee appointed by Head of the Institution consisting of course coordinator and two experts from 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 (40%), presentation (40%) and response to the questions asked during presentation (20%).

(ii) Evaluation of Summer Internship

The normal duration of Summer Internship will be eight weeks. For many students, this will be the first exposure to an external organization and to identify real life issues, analyze, and suggest ways to resolve them. Some of the internships might involve field work and primary data collection. The student will be assigned a guide in the organization and also be linked to a faculty guide internally.

In the extreme event of a student not being able to get an opportunity in an external organization, an internal project will be assigned under the guidance of a faculty member.

The evaluation will be done for 100 on the following basis:

Parameter	Marks	Evaluated by
Guide	40	Internal
Report	30	External Guide
Viva-Voce	30	External Guide
Total	100	

*In the case of internal projects, viva-voce will be for 40 marks.

The panel will be constituted by the HOD and will consist of faculty members.

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

A commitment letter from an external organization at the start of the internship and a certificate of completion are mandatory requirements. The responsibility of identifying external opportunities and finalizing the same will be largely that of the student.

In case of irregularity in the progress of the internship or inability to do the internship, the student will do a special project in the third semester under the guidance of a faculty member. The decision on irregularity or inability will be made by a committee of faculty members formed for this purpose by the HOD.

The evaluation pattern for the special project will be conveyed to the students at the start of the internship. The grade sheet will indicate that the student has failed in the summer internship and the grade for the special project will be indicated separately.

(iii) Assessment for Value Added Course

From time to time, these will be offered by the Institution to students to enhance their knowledge in their areas of specialization. These courses will be conducted by experts in the industry and academia. Theory courses of 14 hours duration, with a qualifying assessment, will be treated as equivalent to one credit. These courses will be conducted outside the regular class hours.

The credits earned through Value Added Courses will be over and above the prescribed credits in the curriculum and the grades will not be used for computing the CGPA. However the grades will be mentioned in the grade sheet.

11.4 Assessment For Online Courses

From time to time, online courses offered by reputed platforms (NPTEL, Swayam, Coursera etc) and institutions may be announced as alternatives to electives in the fourth semester. The courses will be identified and finalized by a team of faculty members and approved by the Board of Studies before they are offered. One or more online courses may be required to be completed to earn the credits of one elective. A student can choose to complete the online course(s) with prior approval from HOD and earn credits that can be exchanged for electives in the final semester up to six credits. The method of evaluation in these courses will be announced by the HOD at the time of attending the courses.

11. 5 Internal Marks Approved by the Head of the Institution shall be Displayed by the Respective HODS Within 5days from the last working day.

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. 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 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

(i) 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 10.1&10.2 and has registered for examination in all courses of the current semester.

(ii) 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.

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

13 UNIVERSITY EXAMINATIONS

(i) 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.

For the practical examinations (including project work), both internal and external examiners shall be appointed by the COE.

(ii) The following will be the weightage for different courses:

Lecture or Lecture cum Tutorial based course:

Internal Assessment	-	40%
End Semester Examination	-	60%
ii)Laboratory based courses		
Internal Assessment	-	60%
End Semester Examination	-	40%
iii)Project work		
Internal Assessment	-	40%
Evaluation of Project Report		
By External Examiner	-	15%

Viva-Voce Examination	-	45%
iv)Industrial Training/Internship/Practical training/Summer project/Seminar (All Employability Enhancement Courses except Project Work)		
Internal Assessment	-	100%

14 PASSING REQUIREMENTS

(i) 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).

(ii) 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 (CIAT + 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.

(iii) 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 cours**e.** 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 (CIAT + End Semester Examination) 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 university end semester examinations alone.

If any other professional elective or open elective course is opted by the student, the previous registration is cancelled and hence forth 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 10 and appear for the end semester examination.

(iv) 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 (6.3), **the student shall register** for the course again.

(v) 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.

(vi) 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 the 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

(i) The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

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

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains anyone of the following grades: "O","A+","A","B+","B","C".

'SA' denotes shortage of attendance (as per clause 10) and hence prevention from writing the end semester examinations. **'SA'** will appear only in the result sheet.

"RA" denotes that the student has failed to pass in that course. "**W**" denotes **withdrawal** from the examination of the particular course.The grades RA and W will figure both in Grade Sheet as well as in Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

If the grade RA is given to **Theory Courses/ Laboratory Courses it is not required to satisfy the** attendance requirements (vide clause 10), but has to appear for the end semester examination and fulfill the norms specified in clause 14 to earn a pass in the respective courses. If the grade RA is given to **Project work,** the course has to be registered again and attendance requirement (vide clause10) should be satisfied.

If the grade RA is given to **EEC course (except project work), which are evaluated only through internal assessment,** the student shall register for the course again in the subsequent semester fulfill the norms as specified in Clause 14 to earn pass in the course. However, attendance requirement need not be satisfied.

(ii) The grades O, A+, A, B+, B, C obtained for the one/two credit courses (not part of curriculum) under the title **'Value Added Courses' and 'internship/industrial training' (if not part of curriculum)** shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA then it shall **not figure in the Grade Sheet.**

(iii) GRADE SHEET

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

- The college in which the candidate has studied.
- The list of courses enrolled 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 enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses 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.

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

where

Ci is the number of credits assigned to the course

GPi is the Grade point corresponding to the grade obtained for each Course

n is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of **CGPA.**

16 ELIGIBILITY FOR THE AWARD OF MBA

A student shall be declared to be eligible for the award of the M.B.A. provided the student has successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted

17 CLASSIFICATION OF THE DEGREE AWARDED

(i) FIRST CLASS WITH DISTINCTION:

A student who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction**:

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years, which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.5.**

- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

(ii) FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in **First class**:

- Should have passed the examination in all the courses of all four semesters **within three years,** which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than 6.5

(iii) SECOND CLASS:

All other students (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree **(**vide Clause 16.1) shall be declared to have passed the examination in **Second Class**.

A student 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 (except approved withdrawal from end semester examinations as per clause18) for the purpose of classification.

(iv) PHOTO COPY/REVALUATION:

A student can apply for photocopy of his / her semester examination answer paper in a theory course, as per the guidelines of COE on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the student 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 student concerned through the Head of the Institutions.

A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

(v) 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 Examinations through the Head of the Institution. Candidates applying for Revaluation only are eligible to apply for Review.

18 PROVISIONS FOR WITHDRAWAL FROM EXAMINATION:

(i) A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Head of the Institution) be granted permission to withdraw from appearing for the End Semester Examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to COE through the Head of the Institutions with required documents. Withdrawal application is valid if the student is otherwise eligible to write the examination(Clause10)and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a course/courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 10) and earned continuous assessment marks.

(ii) 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. In case of withdrawal from a course / courses, it will figure both in Marks Sheet as well as in Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.

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

(iv) If a student applies for withdrawal from Project work, he/she will be permitted only after the submission of project report before the deadline. However, the candidate may appear for the vivavoice examination within 30 days after the declaration of results and the same is not considered as reappearance.

(v) Withdrawal is permitted for the end semester examinations in the final semester, as perclause17.1.

19. PROVISION FOR AUTHORISED BREAK OF STUDY

19.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.

19.2 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 student may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a student 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 Head of the Institution in advance, but not later than the last date for registering for the End Semester Examinations, with the approval of the Head of the Institution stating the reasons thereof and the probable date of rejoining the programme.

19.3 The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Head of the Institution 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.

19.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification

19.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

19.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized “Break of Study”

20. DISCIPLINE

20.1 Every student is required to observe discipline 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.

20.2 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.

21. 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 after due approval of the Academic Council.