



**SRI MANAKULA VINAYAGAR  
ENGINEERING COLLEGE  
(Autonomous Institution)**


Puducherry

---

**ACADEMIC REGULATIONS 2020  
(R-2020)**


---

**MBA  
MASTER OF BUSINESS ADMINISTRATION  
PROGRAM**

  
(DR.S. ANBUMALAE)  
Dean Academics

**TABLE OF CONTENTS**

<b>1.</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>2.</b>	<b>PRELIMINARY DEFINITIONS AND NOMENCLATURE</b>	<b>4</b>
<b>3.</b>	<b>ADMISSION ELIGIBILITY</b>	<b>6</b>
<b>4.</b>	<b>ACADEMIC STRUCTURE</b>	<b>7</b>
<b>5.</b>	<b>CURRICULUM STRUCTURE</b>	<b>7</b>
<b>6.</b>	<b>COURSE ENROLMENT AND REGISTRATION</b>	<b>11</b>
<b>7.</b>	<b>EXAMINATION</b>	<b>12</b>
<b>8.</b>	<b>ASSESSMENT PROCEDURES FOR AWARDING MARKS</b>	<b>14</b>
<b>9.</b>	<b>DISTRIBUTION OF MARKS</b>	<b>14</b>
<b>10.</b>	<b>REQUIREMENTS FOR PASSING THE EXAMINATION</b>	<b>18</b>
<b>11.</b>	<b>EVALUATION AND GRIEVANCE REDRESSAL MECHANISM</b>	<b>19</b>
<b>12.</b>	<b>LETTER GRADE AND GRADE SHEET</b>	<b>19</b>
<b>13.</b>	<b>ELIGIBILITY FOR THE AWARD OF DEGREE</b>	<b>20</b>
<b>14.</b>	<b>TEMPORARY BREAK OF STUDY FROM THE PROGRAM</b>	<b>21</b>
<b>15.</b>	<b>TERMINATION FROM THE PROGRAM</b>	<b>22</b>
<b>16.</b>	<b>DISCIPLINE AND CONDUCT</b>	<b>22</b>
<b>17.</b>	<b>ACADEMIC CALENDAR</b>	<b>23</b>
<b>18.</b>	<b>VARIOUS COMMITTEES AND THEIR FUNCTIONS</b>	<b>24</b>
<b>19.</b>	<b>REVISION OF REGULATIONS AND CURRICULUM</b>	<b>31</b>

  
(DR.S. ANBUMALAE)  
Dean Academics



## SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

### MASTER OF BUSINESS ADMINISTRATION PROGRAM

(Four Semesters)

### REGULATIONS 2020

### CHOICE BASED CREDIT SYSTEMS (CBCS)


#### 1. INTRODUCTION

---

- 1.1** Sri Manakula Vinayagar Engineering College (SMVEC) envisions to foster knowledge, skills, attitude and values of the aspiring youth to enable them to become global citizens. To achieve this process, the institution has evolved a flexible integrated academic curriculum designed in line with the Outcome Based Education (OBE). This OBE is acquired by the learners of a programme under 'Learner Centric' Model.
- 1.2** The Master of Business Administration program shall be governed by the rules and regulations provided in this version of Academic Regulations (R-2020). The curriculum of the program provides broad based knowledge, quality content of courses, academic flexibility, scope for multi-disciplinary learning activities, and opportunity for industry-oriented projects.
- 1.3** The provisions made in this document shall govern the policies, procedures, curriculum, conduct of the examinations and evaluation systems.
- 1.4** The medium of instruction throughout the program shall be in English.
- 1.5** The semester system shall be adopted for academic activities in the college. Normally, all odd semesters of MBA program shall start in first week of August and even semester starts in third week of December.
- 1.6** Stringent evaluation norms will be followed to maintain quality of management education. The examination system shall be transparent and governed by rules, regulations and time bounded activities.

#### 1.6.1 Objectives of CBCS

- ❖ To shift focus from the teacher-centric to learner-centric education
- ❖ To allow students to choose inter-disciplinary, intra-disciplinary and skill-oriented courses to provide more flexibility in learning systems
- ❖ To make education broad-based on par with global standards
- ❖ To help students to earn credits by choosing unique combination of courses


  
(DR.S. ANBUMALAE)  
Dean Academics

- ❖ To offer flexibility for students to get business-world exposure by providing Internationally-recognized or Industry-Supported Certification as Value Added Courses.
- ❖ To provide necessary training to students for gaining vital life skills through skill development programmes
- ❖ To keep abreast of career demands and societal needs, students are equipped through internship and inculcate the skill of converting projects into feasible solutions for real-business problems


**1.7** The rules and regulations shall be subjected to amendment made by the Academic Council (AC) from time to time based on the recommendations of the Board of Studies (BoS).

## 2. PRELIMINARY DEFINITIONS AND NOMENCLATURE

Name	Definition
College	Sri Manakula Vinayagar Engineering College
University	Pondicherry University
Programme	M.B.A. Degree
Department	Management Studies
Course	Theory /practical subject that is normally studied in a semester
Core Course	Compulsory course in the curriculum
Elective Course	A course that can be chosen from the listed courses by a student based on his/her interest which is not covered in core courses.
Head of the Institution	The Director / Principal
Controller of Examinations (CoE)	The authority who is responsible for all Examinations related activities of the Institution
Credit	A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week
L – T – P – PW – C	Refers to <b>L</b> - Lecture, <b>T</b> - Tutorial, <b>P</b> - Practical, <b>PW</b> -Project Work and <b>C</b> - Credits respectively
Curriculum	The various components / courses studied in each program that provide appropriate outcome in the chosen branch of study
Semester Grade Point	The weightage of average of grade points of subjects in a semester

  
 (DR.S. ANBUMALAE)  
 DEAN Academics


Average (SGPA)	
Cumulative Grade Point Average (CGPA)	The weightage of average of grade points for all the semesters completed by a student
Odd semester	The semester that is typically from August to November
Even semester	The semester that is typically from December to April
Period	50 minutes duration of a theory / practical class
Day	8 periods of theory / practical classes in a calendar day
Enrolment	Enlistment of a student on roll in an academic year
Arrear	a course in which a student has not fulfilled the examination passing criteria in the end semester examination
CAT	Continuous Assessment Test
CAM	Continuous Assessment Marks
ESE	End Semester Examination
ESM	End Semester Examination Marks
EEC	Employability Enhancement Course
Regular Examination	End Semester examination conducted for course prescribed in the curriculum of that semester
Arrear Examination	End Semester examination conducted for the students who have not fulfilled the examination passing criteria in the previous attempt(s)
Supplementary Examination	An additional examination conducted exclusively in the second and fourth semester for the students with a maximum of two arrears
First Attempt	Appearance in the end semester examination of a course in a semester in which the student has registered for the course. If a student has registered for a course in a semester and 'Absent' for the semester examination conducted in that semester, it is also treated as the <i>First Attempt</i>
Academic Council (AC)	Apex academic body having the powers to scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc.

  
(DR.S. ANBUMALAE)  
Dean Academics

Board of Studies (BoS)	Apex academic body having the powers to approve syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration
Academic Standing Committee (ASC)	ASC shall perform the functions under emergent situations subject to ratification by the Academic Council (AC)
Academic Appeals Board (AAB)	If a student finds some anomaly in the award of marks in the continuous assessment and in the End Semester examination, he/she can make an appeal to the <i>Academic Appeals Board</i> for review of marks awarded.
Departmental Advisory Committee (DAC)	The Committee that formulates a process to review post implementation effects of curriculum and suggest various measures to ensure academic standard and the excellence of the courses offered by the department.
Board of Examinations (BoE)	Body of Academic Experts mandated to ensure proper performance of the various duties in conducting examinations, viz., question paper setting, time table preparation, assessment, evaluation and declaration of results.
Department Consultative Committee (DCC)	Reviews, revises and prepares curriculum structure based on the institutional policy, suggest improvements in syllabus of a course(s) prepared by course teacher(s) and forward the curriculum to BoS for further recommendation. It monitors the academic progress and conduct of classes throughout the semester and take appropriate corrective measures to improve the quality of curriculum delivery
Program Academic Coordinator (PAC)	Coordinates of all academic activities of the department, viz., Curriculum revision, framing of syllabus, time table, re-registration of course/s, display and submission of attendance status, and BOS meeting as a member secretary
AICTE	All India Council for Technical Education
UGC	University Grants Commission
NBA	National Board of Accreditation
NAAC	National Assessment and Accreditation Council

### 3. ADMISSION ELIGIBILITY

The norms for admission, eligibility criteria such as marks, and mode of admission will be as prescribed by the University from time to time.

  
(DR. S. ANBUMALAE)  
Dean Academics

### 3.1 Educational Eligibility

Candidates for admission to the first semester of the 4 semester M.B.A. Degree program should be required to have passed:

An Under-Graduate Degree from any Recognized University with a minimum of 50% aggregate marks (45% for OBC and SC/ST candidates) as per the norms of the Pondicherry University.

### 3.2 Age Limit

There is no age limit for the M.B.A. programme.

## 4. ACADEMIC STRUCTURE

---

### a. Duration of the Program

A student after securing admission shall pursue M.B.A program for a minimum period of 2 academic years (4 semesters) and a maximum period of 4 years (8 semesters) starting from the commencement of the first semester in which the student is admitted into the program.

### b. Medium of Instruction

The medium of instruction for the entire M.B.A program shall be only in English.

## 5. CURRICULUM STRUCTURE

---


In line with the National Board of Accreditation (NBA) and All India Management Association (AIMA), the MBA curriculum has to be evolved after finalizing the Program Educational Objectives (PEOs) and the corresponding Program Outcomes (POs). The POs have been directly listed by NBA for MBA program. The curriculum that evolves should broadly ensure the achievement of the POs, and thus the PEOs of the program.

### 5.1 Preparatory Courses

Graduates from various disciplines (such as Arts, Commerce, Engineering, Mathematics, Science, etc.) are eligible to join MBA program. On account of this, there may be a knowledge gap among the students on entry into the program. In order to bridge this gap, it is intended to offer certain basic courses as PREPARATORY COURSES for all the students who are admitted into MBA program from the Academic Year 2020-21. These courses are MANDATORY and require satisfactory completion by the students before the start of the First Semester of study.

### 5.2 Category of Courses and its Credit Distribution

Course work is measured in units called credit hours or simply credits. As per the Model Curriculum prescribed by the AICTE, each credit will have 10 hours of course delivery. While the Lecture hours and Tutorials are counted as one credit per hour, the Practical / Laboratory courses are counted as 0.5 credit per hour. The credit detail of a course and semester is shown in Table 1.


  
(DR.S. ANBUMALAE)  
Dean Academics

**Table 1: Credit Distribution among Types of Courses**

Sl.	Course Category	Credits per Semester				Total Credits	% of Credit
		I	II	III	IV		
<b>CORE COURSES</b>							
1	Foundation Core	19	0	0	0	19	<b>62</b> <b>56.36%</b>
2	Functional Core	0	24	0	0	24	
3	Applied Core	0	0	6	3	9	
4	Practical Courses	4	3	2	1	10	
<b>ELECTIVE COURSES</b>							
5	Foundation Electives	0	4	0	0	4	<b>42</b> <b>38.18%</b>
6	Applied Electives	0	0	4	0	4	
7	Functional Electives	0	0	12	20	32	
8	Online Certification	0	0	0	2	2	
<b>PROJECT/INTERSHIP</b>							
9	Project / Internship	0	0	6	0	6	<b>6</b> <b>5.45%</b>
<b>TOTAL</b>		<b>23</b>	<b>31</b>	<b>30</b>	<b>26</b>	<b>110</b>	100.00%

**Table 2: Description of Courses**

Sl.	Types of Courses	Description
1	Preparatory Courses	Courses to be undergone and get a satisfactory grade to take up 'Foundation Core Courses'
2	Foundation Core Courses	To be compulsorily studied as these courses give the foundational knowledge and skills for comprehensive understanding of business domain
3	Functional Core Courses	To be studied compulsorily as these courses give the functional domain knowledge in Managing Businesses
4	Applied Core Courses	To be studied compulsorily as these courses give integrated knowledge in Managing Businesses
5	Practical / Lab Courses	Courses that impart hands-on training on various necessary managerial, communication, and analytical skills

  
 (DR.S. ANBUMALAE)  
 Dean Academics




6	Employability Enhancement Courses	Courses that lead to Industry-recognized / International Certifications on various skill-sets in functional domains
7	General Elective Course	Course that enables the understanding of Emotional Intelligence and Managerial Effectiveness or Project Management or Total Quality Management
8	Applied Elective Course	Course that enables the learners to gain a deeper understanding of one of the four domain analytics, viz., Finance Analytics, HR Analytics, Marketing Analytics or Operations Analytics
9	Functional Electives (Major Specialisation) Courses	Courses which can be chosen from a pool of elective courses and which provide an extended scope or which enable exposure to related discipline or nurture the learner's proficiency or skill
10	Functional Electives (Minor Specialisation) Courses	
11	Functional Electives - ONLINE CERTIFICATION course (in Major Specialisation)	Course that can be completed as online course (e.g. MOOC, SWAYAM, NPTEL, etc.) based on a select list of courses that are recommended by the Department
12	Internship or Field Work	Internship or Field Work is the course to gain practical understanding of real-life business happenings by spending a minimum of 8 weeks in an organisation
13	Project	This special course involves the application of knowledge in analysing, solving and exploring a real-life business problem or situation.

### 5.3 Course Numbering Scheme

Each course is denoted by a unique code consisting of 9 alphanumeric characters. The details of the numbering scheme are shown in Table 3.

**Table 3: Guideline for Course Numbering**

<b>Place</b>	<b>Letter used</b>	<b>Description</b>
1st	<b>P</b>	Post-Graduate Program
2nd & 3rd	<b>20</b>	Numbers indicating Year of Regulations
4th & 5th	<b>MS</b>	Management Studies (Department)
6th	<b>T</b>	Theory course
	<b>P</b>	Practical course
	<b>E</b>	Elective course
	<b>R</b>	Project course
	<b>O</b>	Online course
7th	<b>1</b>	First Semester courses
	<b>2</b>	Second Semester courses

  
(DR.S. ANBUMALAE)  
Dean Academics

	<b>3</b>	Third Semester courses
	<b>4</b>	Fourth Semester courses
	<b>B</b>	Entrepreneurship Specialisation courses
	<b>F</b>	Finance Specialisation courses
	<b>H</b>	Human Resources Specialisation courses
	<b>M</b>	Marketing Specialisation courses
	<b>S</b>	Information Analytics Specialisation courses
	<b>N</b>	Operations Specialisation courses
	<b>L</b>	Online courses (different specialisations)
8th & 9th	<b>Numbers</b>	Running serial numbers in course category (01, 02, 03, etc.)

#### 5.4 Electives

Every student shall choose specialisation courses from the list of electives relating to the domain in consultation with the Department. Two sets of electives (under Dual Specialisation) are to be chosen by each student – one is Major Specialisation, and another is Minor Specialisation.

- In respect of "Major Specialisation", a student has to complete 22 credits (comprising of 1 Applied Elective in Third Semester, 4 functional electives in Third and Fourth Semesters, and 1 Online Elective in the Fourth Semester).
- In "Minor Specialisation", a student has to gain 16 credits by taking up 4 functional electives in Third and Fourth Semesters.

#### 5.5 Project Work / Internship


Every student shall be required to undertake a suitable project/internship in a business enterprise, an industry, a research organization or a Government department in consultation with the Head of the Department and the Project Advisor and submit the project report thereon at the end of the third semester, on dates announced by the Department. A student shall register for Project Work / Internship in the 3<sup>rd</sup> semester. The Project Work / Internship is to be undertaken during the summer break at the end of first year. The internship, if undertaken, should be for a minimum period of 8 weeks. Normally no extension of time period is allowed. However, DCC may consider exception on a case to case basis.

##### 5.5.1 The Process and guidelines for General Projects

- Project work may be assigned to a single student under the supervision of faculty guide(s).
- Students execute their General Project with the proper approval from the HoD through the respective supervisor
- There shall be three assessments by a review committee. There will be due weightage for all the assessments (as per table 6). The student shall make presentation on the progress made before the committee.

##### 5.5.2 The process and guidelines for internships and projects

- Students undergoing major project (which is compulsory for all) should decide, identify and interact with relevant industry/organization in 2<sup>nd</sup> semester itself. Students may take necessary

  
 (DR.S. ANBUMALAE)  
 DEAN Academics

help from their department / Training and Placement Office (TPO) to establish contact with industries.


- Students shall submit the application attached with relevant details viz. correspondence with industry, area and nature of project, progress report to the department before end of the 2<sup>nd</sup> semester.
- Director/ Dean Academics shall issue permission letter to the students on the recommendation of HoD. Students shall be allowed to work in the industry for a minimum of 8 weeks and maximum of 10 weeks before the commencement of the 3<sup>rd</sup> semester.
- An internal guide from the department and mentor from the industry/organization where the project is to be undertaken shall be allocated to student. Both guides will discuss and finalize the scope of the project work and monitor the progress together.
- Internal guide is expected to visit the industry at least twice during the internship duration to see the progress of his/her student. The concerned Faculty is required to submit a brief report in this regard.
- Student should maintain a diary, regularly write progress and get the approval from both internal and external guides at least twice in a month either by physically reporting or through email communication. If the progress is not found satisfactory due to any reason, the corrective action should be taken by the concerned Project Advisor in consultation with the Project Coordinator and the HoD, which may include further extension of time period for successful completion of the project work.
- Progress report and certification of the project work undertaken shall be submitted by the student to the respective guide. The mode of evaluation shall be same as specified in table 6 above.

### 5.6 Managerial Skills Development Courses

A total of 3 credits have to be earned by the student in Managerial Skills Development courses. These courses named as – Communication Skills Lab, Career Planning, and Career Readiness will be conducted in I, II and III semesters respectively carrying 1 credit each. The focus of these courses is to enhance the managerial skill in the areas of Business Language, Critical thinking, Communication, Analytical and Team Working. There is no End semester examination and grades will be allotted based on continuous internal assessment.

### 5.7 Online Courses

It is mandatory for every student to register and earn credits for online courses like MOOC, SWAYAM, NPTEL, etc. approved by department committee consisting of HoD, Program Academic Coordinator, Class Advisor and Subject Expert. Students who complete relevant online courses successfully will gain 2 credits. The Committee will monitor the progress of the student and recommend the grade (100% Continuous Assessment pattern) based on the marks secured in online examinations. However, the online courses will not have any weightage in CGPA calculation. **The online specialization course should NOT have been similar or same one which has already been taken under Elective**

  
(DR. S. ANBUMALAE)  
Dean Academics

**specialization category by the student.** This has to be ensured by the Faculty Advisor, Class Advisor and the Head of the Department.

### 5.8 Employability Enhancement Courses

Students should pursue one credit Employability Enhancement Courses / International skill-based certification course of 40 -50 hours duration, which will be offered by experts from industry / other institution / Centre of Excellence, etc. Students can complete three such one-credit courses during each of the semesters 1 to 3. The marks scored in these EEC courses shall not be included in the computation of CGPA as well as Class Classification of the Passed Candidates.

## 6. COURSE ENROLMENT AND REGISTRATION

### 6.1 Course Registration

The registration process for each semester courses shall be done in online mode which will commence preferably 10 working days prior to the last working day of the current semester.

**6.1.1** After registering for all courses, the student must attend the classes, satisfy the attendance requirements, earn Continuous Assessment Marks (CAM) and appear for the End Semester Examinations (ESE).

**6.1.2** No Elective course shall be offered by the department unless a minimum 30 students registered for a course.

### 6.2 Option to retain CAM for Arrear Courses

In the first attempt of writing the End Semester Examination of a course if a student fails, he/she can retain the existing CAM and proceed to write the supplementary exams / End Semester Examinations as and when they are conducted. On the other hand, the existing CAM will get nullified, if a student wishes to re-earn the Continuous Assessment Marks (CAM), he/she has to re-register by paying the prescribed fee for the course when it is offered in the subsequent academic year. The student has to re-earn the CAM by taking-up all the internal tests, assignments and presentation as per the norms of regulations.


## 7. EXAMINATION

### 7.1 Requirements for Appearing for End Semester Examination

A student is expected to maintain 100% attendance in all courses. A student will be qualified to appear for end semester examinations in a particular course of a semester only if 75% attendance is gained (reckoned for each course individually).

**7.1.1** A relaxation of 15% in attendance shall be provided (after being recommended by Department Consultative Committee) for students who secure attendance greater than or equal to 60% and less than 75% in any course in the current semester due to the following reasons only:

- i. Medical reasons (hospitalization / accident and or illness)

  
(DR.S. ANBUMALAE)  
Dean Academics

- ii. Due to participation in sports events or any competitions or NCC and / or NSS activities with prior written permission from the Head of the Institution through the Head of the Department.

**7.1.2** The student shall be considered for exemption from the prescribed attendance requirement for the reasons stated above and if exempted, the student shall be permitted to appear for the end semester examinations of that course. In all such cases, the students should have submitted the required documents on joining after the absence, to the Head of the Department through the Class Advisor.

**7.1.3** If any student suspended for any reason during the semester, the days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

## 7.2 Movement to Next Higher Semesters

**7.2.1** A student can move to the next semester provided only if he/she has fulfilled the minimum attendance requirement for appearing in the end semester examination.

**7.2.2** The student who has failed to fulfill the above conditions will not be permitted to move to the higher semester, and shall rejoin the program in the next academic year in the same semester after fulfilling all the requirements as per the regulations.

**7.2.3** A student who rejoins the program after the temporary break shall be governed only by the rules, regulations, courses of study and syllabi in force, at the time of rejoining the course.

## 7.3 Provision for Withdrawal from Examination


**7.3.1 Complete Withdrawal (applicable only for 'nil' arrear students):** A student, who is eligible to appear for the semester examinations, will be permitted to withdraw from appearing for the end Semester Examination as one unit (*Complete Withdrawal*) for valid reasons and on the recommendation of the Head of the Department and with the approval of the Dean (Academics). Complete Withdrawal application shall be made before the commencement of the first examination pertaining to the semester. Such withdrawal shall be permitted **only once** during the entire program.

**7.3.2** A student who has completely withdrawn from appearing for end semester examinations in a particular semester should appear for the examinations of all the withdrawn subjects in the next semester itself.

**7.3.3** If all the conditions are satisfactory, the candidate who withdraws is also eligible to be awarded DISTINCTION grade whereas he/she is not eligible to be awarded a Rank.

## 7.4 Scribe for End Semester Examination

**7.4.1** If any student is not in position to write End Semester Examination on account of temporary physical disability or injury due to accident and applies for a scribe (writer) with

  
(DR.S. ANBUMALAE)  
Dean Academics

medical certificate obtained from a medical officer not below the rank of Assistant Director level, then a scribe shall be allowed / assigned by CoE to such student. Normally, such scribe shall neither be a student nor a degree holder having similar competency. The student shall, however, apply in a prescribed proforma to CoE requesting permission for using the scribe well in advance, not on the day of examination, to make necessary arrangements (Scriber, Separate Examination Hall etc.). CoE shall take the undertaking from the scribe in a prescribed proforma. Such student shall produce the permission letter from the CoE for using scribe to the invigilator. He/She should pay the TA/DA and other charges to the scribe. Scribe shall be allowed extra time as per the norms specified by the Controller of Examinations.

- 7.4.2** Students admitted with differently abled category/similar case those who can write but at much slower speed as compared to normal student, he/she may be allowed an extra time of 60 minutes for 100 marks paper to write the examination for all the courses, provided he/she seeks permission from CoE for extra writing time on account of his/her disability by producing medical certificate from medical officer not below the rank of Assistant Director.

### **7.5 Supplementary Examinations**


In order to complete the program within 2 years, only the student with a maximum of two arrears will be permitted to appear for supplementary examination. The supplementary examination will be conducted at the end of second and fourth semesters only. For supplementary examination the continuous assessment marks of the last attempt will be considered.

### **7.6 Malpractice in Examinations**

If any student caught red-handed due to malpractices in examinations, then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by CoE with the approval of Head of the Institution. The CRC shall inquire and decide the punishment by following guidelines for imposing punishment on examinees /others involved in unfair means. However, depending on the situation, committee may quantify the severity of the punishment based on Controller of Examination (CoE) Manual.

## **8. ASSESSMENT PROCEDURES FOR AWARDING MARKS**

The total marks for each course generally 100 for Theory subjects, comprising of two components namely Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM). In respect of Social Immersion Project and Minor Project, the total marks will be 50, that is awarded through Continuous Assessment without End-Semester Examination. The Major Project (in the third semester) will be assessed for 150 marks, comprising of 100 marks in Continuous Assessment and 50 marks in End Semester Viva-Voce Examination by Internal and External Examiners. In addition to these, there are practical courses that have only continuous assessment without an End-Semester Examination as illustrated in Table 4.

  
(DR.S. ANBUMALAE)  
Dean Academics

**Table 4 Assessment components**

Sl. No	Category of Course	Continuous Assessment Marks(CAM)	End Semester Examination Marks(ESM)
1	Preparatory Courses (not computed for CGPA / Credits)	50	0
2	Foundation Core, Functional Core, Applied Core, General Electives, Functional Electives Courses	50	50
3	Practical Courses	50	0
4	Social Immersion Project and Minor Project	50	0
5	Major Project	100	50
6	Employability Enhancement Courses (not included for CGPA computation)	100	0

Students may take National/International reputed professional certification courses after due approval from Department Consultative Committee (DCC). After completion of the course, the DCC has to verify the relevant documents and certificates. The credits and grades shall be mapped by the DCC and recommended to CoE through the HoD.


## 9. DISTRIBUTION OF MARKS

### 9.1 Marks Distribution of Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM)

The scheme of assessment for Continuous Assessment Test and weightage for each assessment is shown in Table 5, 6 and 7 respectively. Table 8 shows the scheme for End Semester Examinations.

**Table 5 Weightage for each of the Continuous Assessment Components**

S. No.	Course Type	Continuous Assessment Components											Total Marks
		CAT 1 & 2 (Best of 2)	CAT-3	Experiment & Record Work	Internal Viva-voce	Assessment Activities (as per Table 7)	Review-1	Review-2	Review-3	Presentation in Conference / Publication of Paper	Project Report	Attendance	
1	Theory	10	10	-	-	25	-	-	-	-	-	05	<b>50</b>
2	Practical	-	10	25	10	-	-	-	-	-	-	05	<b>50</b>
3	Social Immersion Project & Minor Project	-	-	-	-	-	20	20	-	-	10	-	<b>50</b>
4	Major Project	-	-	-	-	-	20	20	30	10	20		<b>100</b>

  
(DR.S. ANBUMALAE)  
Dean Academics

**Table 6 Weightage of Assessment for Theory Course (Part-I)**

S. No.	Test	Portion for Test	Test Marks	Duration of Test	Weightage for Internal
1	CAT – 1	1 ½ Units	50	1 ½ hours	10 (Best of CAT-1 and CAT-2)
2	CAT – 2	1 ½ Units	50	1 ½ hours	
3	CAT – 3	5 Units	100	3 hours	10
4	Attendance				05
<b>Continuous Assessment Test Scores for Theory course</b>					<b>25</b>

**Table 7 Marks Weightage for Assessment Activities (Part-II)**

Blooms Taxonomy	Assessment Activities	Theory Courses
Analyze, Evaluate, Create (Higher Order Thinking Skill)	Mini Project, Field study, Off-campus assignments, Industry/ Company/ Economy Analysis, On-line Trading, TermPaper, etc.	10
Apply and Analyze	Simulation, Presentation, Seminars, Assignments, Case analysis, etc.	10
Remember and Understand	Assignment, Short Test/ Quiz – Open book, on-line, oral, Debates, In-class activities, etc.	5
<b>Total</b>		<b>25</b>

**Table 8 Scheme of Evaluation for End Semester Examinations**

S. No.	Course Type	Written Exam	Viva -voce	Total Marks
1	Theory	50	-	50
2	Major Project	-	50	50


The total marks of 50 (25 from Continuous Assessment Tests (CAT) and 25 from Other Assessment activities, shown in Table 7 above) shall form the Continuous Assessment Marks (CAM) for each course. Table 5 shows the weightage for each of the Continuous Assessment Components, Table 6 shows the weightage of assessment for theory courses. Table 8 shows the Scheme of Evaluation for End Semester Examinations.

## 9.2 Question Paper Pattern– Theory

Question paper pattern for CAT 1, 2, 3 and ESE will be based on the patterns shown in Table 9 and shall be informed to students by the faculty.

**Table 9 Question Paper patterns for CAT**

Test Type	Short-Answer (5 Marks)	Long-Answer (10 Marks)	Case Study (15 Marks)	Total Marks
<b>CAT 1</b> (1 ½ units)	3 (out of 5)	2 (out of 3)	1 (No choice)	50
<b>CAT 2</b> (1 ½ units)	3 (out of 5)	2 (out of 3)	1 (No choice)	
<b>CAT 3</b> (5 units)	5 (out of 7)	6 (out of 8)	1 (Case Study)	100

  
 (DR.S. ANBUMALAE)  
 Dean Academics



The question paper pattern for the End Semester Examination shall be as shown in Table 10 below.

**Table 10 Question Paper patterns for ESE**

Exam	Short-Answer Type (5 Marks each)	Long-Answer Type (10 Marks each)	Case Study Question (15 Marks)	Total Marks
ESE	5 questions (out of 7 questions – Open Choice)	6 questions (out of 8 questions – Open Choice)	1 compulsory question	50 (100*)

\*The end semester examination will be conducted for 100 marks and converted into 50 marks for final computation.

### 9.3 Distribution of Marks for Attendance

Theory and Practical courses for which there is an internal mark of 50 that includes 5 marks for attendance as shown in Table 5.


The distribution of 5 marks for attendance is as follows:

- 5 Marks for 95% and above
- 4 Marks for 90% and above but below 95%
- 3 Marks for 85% and above but below 90%
- 2 Marks for 80% and above but below 85%
- 1 Mark for 75% and above but below 80%

### 9.4 Criteria for Assessment of Project Work / Internship

The Project Work will have to be submitted at the end of third semester and will be evaluated for 150 marks – the maximum marks for Continuous Assessment is 100 marks and that for the End Semester Examination (project report evaluation, and viva-voce examination) is 50 marks. The assessments are based on (i) the progress of the project work, (ii) the Final Report of the Project Work, and (iii) Viva-Voce, as specified in Table 5. If a student does not carry out the project or is absent through the project period, the project should be carried out in the fourth semester. If the student has carried out the project work but fails to submit the report on Project Work on or before the specified date, he/she is deemed to have failed in it. The project may be submitted before the supplementary exam and supplementary viva-voce may be conducted based on the approval of the HoD. If a student gets less than 50% in the project, he/she will either (1) redo the project in the subsequent semester, or (2) submit a redrafted project report with additional information as instructed by the examiners and appear for the viva voce examination as a supplementary exam. In case, the examiners are satisfied with the project report, but not with the oral viva-voce, the candidate will appear for viva-voce alone as a supplementary exam.


- Project work / Internship may be assigned to a single student under the supervision of faculty guide(s).

  
 (DR.S. ANBUMALAE)  
 Dean Academics

- The Head of the Department shall constitute a review committee for Project Work / Internship. There shall be a minimum of three faculty members in the review committee. There shall be three reviews (as per Table 11) in total, during the semester by the review committee.
- In respect of Internships, the students who intend to undergo internships may obtain a letter of requisition from the Head of the Department / Project Advisor, and seek permission to undergo the internship from the companies/ organizations/ departments. The internship period will normally be 8 weeks (not more than 10 weeks in any case), and will start immediately after the completion of the second semester examinations.
- The students who undergo internships will maintain an internship record which will be duly filled and signed by the External Guide (an appropriate authority in the company/organization/department, who is assigned to guide the student during the period of internship), and the Internal Guide (the project advisor assigned by the Department). The student should facilitate and help the Project Advisor who is required to make two visits during the entire duration of internship. Good conduct and behaviour of the student during the entire period of internship in the company/organization/department is mandatory.
- The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department.
- The End Semester Examination for project work shall consist of evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted separately for each student, by a committee consisting of the external examiner, and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.
- The Continuous Assessment Marks (CAM) and End Semester Examinations marks(ESM) for Project Work and the Viva-Voce Examination will be distributed as indicated in Table 11.

**Table 11 CAM & ESM break-up for Project work**

Sl. No	Description			Marks
<b>1</b>	<b>Continuous Assessment</b>			
a	Review 1(Research Proposal)	Review Committee <sup>#</sup>	10	20
		Project Advisor	10	
b	Review 2 (Review of Literature, Objectives and Methodology)	Review Committee <sup>#</sup>	10	20
		Project Advisor	10	
c	Review 3 (Data Analysis and Interpretation)	Review Committee <sup>#</sup>	15	30
		Project Advisor	15	
d	Presentation in Conference / Publication in reputed journals##	Review Committee <sup>#</sup>	10	10
e	Project Report Evaluation	Project Advisor	20	20
	<b>Total CAM</b>			<b>100</b>

  
 (DR.S. ANBUMALAE)  
 Dean Academics

2	End Semester Examination			
a	Major Project (Viva-Voce)	Internal Examiner	25	50
		External Examiner	25	
			<b>Total ESM</b>	<b>50</b>
			<b>Total Marks</b>	<b>150</b>

# Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.

## Every student is expected to present his/her research work in Conferences / Seminars organized by NAAC/NBA Accredited reputed institutions (with at least B Grade) and/or publish in reputed journals. For the purpose of 'publication', in-principle acceptance letter/mail from the publisher will be construed as actual publication. In this regard, the Department Research Coordinator, in consultation with the subject experts and the HoD, will make available a list of approved journals for publication.

## 10. REQUIREMENTS FOR PASSING THE EXAMINATION

10.1 A student is declared to have successfully passed a theory-based course if he/she has secured:

- A minimum of 50% marks (out of 100 marks) in the end semester examinations.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM). (Refer Table 5)

10.2 A student is declared to have successfully passed a practical / Social Immersion Project / Minor Projectcourse if he/she has secured: (Refer Table 5)

- A minimum of 50% marks in Continuous Assessment Marks (CAM). (Refer Table 5)

10.3 A student is declared to have successfully passed the major project if he/she has secured:

- A minimum of 50% marks (out of 50 marks) in the Project Viva Voce.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and Project Viva Voce. (Refer Table 11).


## 11. EVALUATION AND GRIEVANCE REDRESSAL MECHANISM

### 11.1 Evaluation of End semester examination Answer scripts:

End Semester examination answer scripts (theory) will be evaluated independently by two examiners appointed by the Controller of Examinations and if the difference in marks awarded to an answer script by the examiners is less than 15 percent of the total marks earmarked for the End semester examination, then the average of the marks awarded by the two examiners is taken as the mark scored in the examination. If the difference in marks is greater than 15 percent, then the answer script will be evaluated by a third examiner and the mark awarded by the third examiner is taken as the final score.

### 11.2 Photocopy of Answer Scripts and Re-totaling:

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory Courses for regular and arrear examinations can seek redressal as follows:

  
 (DR.S. ANBUMALAE)  
 DEAN Academics

- After declaration of results, photocopy of valued answer scripts with the marks awarded to individual answers shall be made available to the students on submission of an application along with the prescribed fees to Controller of Examinations.
- Students can get their answer scripts re-totaled by submitting an application along with the prescribed fees to the Controller of Examinations.
- The provision for getting the photocopy of valued answer scripts and re-totaling is extended to all the students.

The Controller of Examinations shall get the answer script re-totaled and revise the grade accordingly.

## 12. LETTER GRADE AND GRADE SHEET

All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range given in Table 13, based on the percentage of marks obtained by the candidate in each subject:

**Table 13 Letter Grade and its range**


S.No	Range of percentage of total marks	Letter Grade	Grade Points
1	90 to 100	S	10
2	80 to 89	A	9
3	70 to 79	B	8
4	60 to 69	C	7
5	55 to 59	D	6
	50 to 54	E	5
6	0 to 49	F	0
7	Absent	FA	0
8	Withdrawal from examination	W	0
9	Pass in Employability Enhancement Course	P	0

F – denotes Failure of the course and FA – Failure due to Absent

### 12.1 GRADE SHEET

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

- The College Name and Affiliating University.
- The list of courses registered during the semester and the grades scored.
- The Semester Grade Point Average (SGPA) for the semester.
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered for, by the student during that semester

  
(DR.S. ANBUMALAE)  
Dean Academics

$$\text{Semester Grade Point Average} = \frac{\sum(C_i \times GP_i)}{\sum C_i} \quad i=1 \text{ to } n;$$

where  $C_i$  is the credit for a course in that semester and  $GP_i$  is the Grade Point earned by the student for that course. The SGPA is rounded off to two decimals.

The overall performance of a student at any stage of the Degree program is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time.

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum(C_i \times GP_i)}{\sum C_i} \quad i=1 \text{ to } n;$$

where  $C_i$  is the Credit for each course of the completed semesters at that stage and  $GP_i$  is the Grade Point earned by the student for that course.

**12.2 Scheme for conversion of CGPA to Percentage (%) marks:** There are some employers / institutions that require the students to provide the details of the percentage (%) of marks scored in the semester examination / degree program. In this regard, a scheme to convert the Cumulative Grade Point Average (CGPA) to Percentage (%) of marks is shown below:

$$\text{Percentage (\%) marks} = \text{CGPA} \times 10$$

### 13. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the M.B.A. Degree provided the student has:

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's program within the stipulated time.
- Successfully completed the course requirements and has passed all the prescribed examinations in all the four semesters within a maximum period of 4 years reckoned from the commencement of the first semester in which the candidate was admitted.


#### 13.1 Classification of Degree

After successful completion of the program, degree will be awarded as per the following classifications based on the final CGPA:

##### 13.1.1 First class with Distinction

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

- a) Students who have successfully completed the program within four consecutive semesters and obtained a final CGPA of 7.5 or above by passing all the prescribed courses from first to fourth semester in the *first attempt* will be declared to have passed in **First Class with Distinction**.
- b) Students who have secured a final CGPA of 7.5 or above but failed to clear the courses offered from first to fourth semester in the first attempt are not eligible for *First Class with Distinction* classification. However, those students who have opted for authorized complete withdrawal (only one time) from examination will be eligible for *First Class with Distinction* classification but it will not be considered for Rank Determination.

  
(DR. S. ANBUMALAE)  
Dean Academics

**13.1.2 First class**

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

- a) Should have passed the examination in all the courses of all four semesters with in five semesters, and have obtained a final CGPA of 6.0 or above, but below 7.5 CGPA. One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of five semesters.
- b) Students who have lost the eligibility for **First Class with Distinction** classification by failing to clear the courses offered from first to fourth semester in the first attempt but securing a final CGPA of 7.5 or above shall also be declared to have passed in **First Class**.

**13.1.3 Second class**

All other students (not covered in clauses at S.No.13.1.1 & 13.1.2 under Clause13.1) who qualify for the award of the degree shall be declared to have passed the examination in Second Class.

**13.2 Gold Medals and Ranks**


For the Award of Gold Medal and ranks, the CGPA secured from 1<sup>st</sup> to 4<sup>th</sup> semester alone should be considered and it is mandatory that the candidate should have passed all the subjects from 1<sup>st</sup> to 4<sup>th</sup> semester in the first attempt. Rank certificates would be issued to the first five candidates.

**14. TEMPORARY BREAK OF STUDY FROM THE PROGRAM**

A student shall be permitted to withdraw temporarily from the college for the reason beyond his/her control. The applicable rules are:

- i. The withdrawal shall be considered for one or two complete semesters. The student shall rejoin next year in the same semester during which the students has withdrawn.
- ii. The student shall apply to Dean Academics through HoD for such a withdrawal stating the reasons for such withdrawal, along with supporting documents consent of his/her parent/guardian and clearance/no due from the all the concerned department.
- iii. Dean Academics shall peruse the case and recommend for the approval from Academic Council (AC) /Academic Standing Committee (ASC).
- iv. A student availing of temporary withdrawal from the college under the above provision shall be required to pay such fees and/or charges as may be fixed by the AC/ASC unit

such time as his/her name appears on the students roll list. However, it may be noted that the fees/charges once paid shall not be refundable.

  
(DR.S. ANBUMALAE)  
Dean Academics

- v. The total period of completion of the course reckoned from the commencement of the first semester to which the candidate was admitted shall not in any case exceed 4 years, including of the period of discontinuance.

## 15. TERMINATION FROM THE PROGRAM

---

A student shall be terminated from the program in the following cases:


- i. Involved in ragging and not obeying discipline rules stipulated by college
- ii. Not completing program in prescribed period; Students shall have to complete M.B.A. program in the maximum period of 4 years (8 semesters) from the date of admission. Such student will be declared as Failed to Complete Management Education (FCME). However, genuine cases with proper justification may be referred to AC for extending program completion period.

## 16. DISCIPLINE AND CONDUCT

---

**16.1.1** Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include:

- (a). Disruption of teaching, examination, administrative work, curricular or extra-curricular activity and any act likely to cause such disruption.
- (b). Damaging or defacing the property inside or outside the college campus.
- (c). Engaging in any attempt at wrongful confinement of teachers, employees and students of the college.
- (d). Use of abusive and derogatory slogans or intimidators' language or incitement of hatred and violence.
- (e). Ragging in any form ("Ragging means causing, inducing, compelling or forcing a student whether by way of a practical joke or otherwise to do any act with detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offense. Supreme Court of India has defined ragging as a criminal offense)
- (f). Eve teasing or disrespectful behavior to women or girl students.
- (g). An assault upon or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
- (h). Getting enrolled in more than one program course of study simultaneously.
- (i). Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
- (j). Organizing instant agitation/meetings without prior permission in the campus.
- (k). Viewing/downloading obscene information/data, images and executable files, sending obscene mails/messages via Facebook/tweeter/other social sites using college servers.
- (l). Sharing the login and password & other details of IT facilities provided to other students/ outsiders.

  
(DR.S. ANBUMALAE)  
Dean Academics

- (m). Refusing to provide an identity can't when demanded by my college authority.
- (n). Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicates in the college campus.
- (o). Possessing or using any weapons and fire arms in the college campus.
- (p). Unauthorized occupations of hostel, Accommodating guests or other persons in hostels without permission.
- (q). Malpractice in examination
- (r). Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.
- (s). Any other act which may be considered by the Head of the Institution or the Discipline Committee to be an act of violation of discipline.

**16.2** Any act of indiscipline of a student reported to Director/Concerned authority shall be referred to Redressal and Disciplinary Committee of the college. The Committee shall enquire into the charges and recommended suitable punishment if the charges are substantiated. The penalties/punishment/actions may include.


- (a). Written warning and information to the parents/guardian.
- (b). Imposition of fine
- (c). Suspension from the College/Hostel/Mess/Library/or availing of any other facility.
- (d). Suspension or cancellation of scholarship/fellowship or any financial assistance from any source.
- (e). Recover of loss caused to college property.
- (f). Debarring from participation in sports/NSS/student club.
- (g). Disqualifying from holding any representative position in the Class/College/Hostel Mess/Sports/Clubs and in similar other bodies.
- (h). Disqualifying from appearing in placement and receiving any awards.
- (i). Expulsion from the Hostel/Mess/Library/Club/College for a specified period by forfeiting fees.
- (j). Debarring from appearing for an examination.

**16.3** Student/s involved in act of indiscipline /malpractice in examination shall be issued notice asking him/her asked to be present before the Complaint Redressal Committee (CRC) on the day at specified time and venue with his/her parents/guardian. He/She shall give written reply /oral explanation to the charges leveled against him/her for consideration. If the implicated student/s fails to appear before the committee, then decision shall be taken in absentin, on the basis of available evidence/documents which shall be binding on the concerned student.

**16.4** Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at SMVEC. The student must have valid ID card with him/her while in the institute.

## **17. ACADEMIC CALENDAR**

**17.1** The academic activities of the college shall be governed by academic calendar prepared for each academic semester and approved by the AC/ASC. It shall be notified at the beginning of

  
(DR.S. ANBUMALAE)  
Dean Academics



each academic semester. Academic calendar shall incorporate schedule of admission, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, compensation of holidays in case of academic loss, meetings (AC, ASC, IQAC, BoS, and Alumni), Academic audit and vacation.

- 17.2** The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 18 weeks (approximately 90 working days) duration, including evaluation, grade moderation and result declaration. Generally, 12-13 weeks (62-68 days) for course content delivery and 3-5 weeks (16 – 24 days) for examination /evaluation shall be assigned in each semester. The academic session in each semester shall be provided with around 60 teaching days with 40 hours per week. The odd and even semesters of an academic year normally shall begin from second week of August and third week of December respectively.
- 17.3** The academic calendar should be strictly adhered to and all other activities including co-curricular and extra-curricular activities that should be scheduled so as not to interfere with the curricular activities as stipulated in the academic calendar.

## **18. VARIOUS COMMITTEES AND ITS FUNCTIONS**

### **18.1 Academic Council (AC)**

#### **Composition of Academic Council:**

1. The Director/ Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teaching staff of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).


**Term:** The term of the nominated members shall be three years.

**Meetings:** Academic Council shall meet at least twice a year.

#### **Functions of the Academic Council:**

The Academic Council shall have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

  
(DR.S. ANBUMALAE)  
Dean Academics

- (b). Make regulations regarding the admission of students to different programs of study in the college keeping in view the policy of the Government.
- (c). Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d). Recommend to introduce the new program of study to the Governing Body proposals.
- (e). Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f). Advise the Governing Body on suggestions(s) pertaining to academic affairs framed by it.
- (g). Perform such other functions as may be assigned by the Governing Body.

### 18.2 Board of Studies (BoS)

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
  - a. Experts from outside the college whenever special courses of studies are to be formulated.
  - b. Other members of staff of the same faculty.

**Term:** The term of the nominated members shall be three years.

**Meetings:** The Board of Studies shall meet at least twice a year.


### Functions of BoS

The Board of Studies of a Department in the college shall:

- (a). Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b). suggest methodologies for innovative teaching and evaluation techniques;
- (c). suggest panel of names to the Academic Council for appointment of examiners; and
- (d). coordinate research, teaching, extension and other academic activities in the department/college.

### 18.3 Academic Standing Committee (ASC)

Composition of Academic Standing Committee is the same as that of AC, except external members. ASC shall perform the functions under emergent situations subject to ratification by the AC.

  
(DR.S. ANBUMALAE)  
Dean Academics

#### 18.4 Academic Appeal Board (AAB)

The entire process of Continuous Assessment shall be made transparent, and the course instructor shall explain to a student why he/she gets whatever marks awarded, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the *Academic Appeal Board* for review of marks awarded. Before appealing for such review, a student shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options and in situations where satisfactory actions / remedial measures have not been taken, the student may appeal to the Academic Appeal Board.

The Academic Appeal Board is constituted with Dean (Academics) as convener, and two senior level professors as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievance/complaints in writing from the aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Director / Principal, for necessary action.

#### 18.5 Departmental Advisory Committee (DAC)

DAC is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAC are given below

- i. Chairman: Head of the concerned Department
- ii. Internal Members: Two senior faculty members of the department
- iii. Industry Representative: One representative from industry/corporate sector / allied are related to the placement
- iv. One academician from other institutions
- v. One meritorious alumnus
- vi. One parent
- vii. One student
- viii. Member secretary: Program Academic Coordinator


**Term:** The term of the nominated members shall be three years.

**Meetings:** The meeting may be scheduled as and when necessary, but at least once a year.

#### Functions of DAC

The DAC of a department in the college shall

- (a). Formulate a process to review post implementation effects of curriculum
- (b). Suggest measures to ensure academic standard and excellence of the course offered by the department.
- (c). Suggest the methodologies for innovative teaching and evaluation techniques; enhancement of industry institute interaction
- (d). Identify and recommend the record of new program
- (e). Review target set for attainment of course outcomes and program outcome
- (f). Guide and provide support to department for enhancing interaction with outside world.

  
(DR.S. ANBUMALAE)  
Dean Academics

- (g). Plan strategically to enhance the academic quality of department.
- (h). Address concerns of stakeholders expressed through feedback.
- (i). Defining and redefining the Program Educational Objectives (PEOs) and Program Outcomes (POs) based on the recommendations by departmental academic committee.
- (j). Study the achievement of PEOs and Pos reported by department academic committee and suggest measures for improvement.

### 18.6 Board of Examinations (BoE)

#### Composition:

- i. Director (Chairman)
- ii. Dean Academic
- iii. Controller of Examination(CoE): Member Secretary
- iv. University Nominee
- v. One expert possessing ten years of industrial/ field experience nominated by the chairman
- vi. Coordinators (Examinations, Assessment, Results and Tabulation)


#### Functions of BoE:

- (a). The BoE shall.
  - i. Ensure proper performance of the various duties in conducting examinations viz paper setting, time table preparation, assessment and declaration of results.
  - ii. Recommend examination reforms and shall implement them after approval of academic council.
  - iii. Prepare the detailed time table of examinations as per the schedule approved by academic council.
  - iv. Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators.
- (b). Chairman, BoE shall constitute Complaint Redressal Committee(CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
- (c). The recommendations of the CRC shall be approved by Chairman, BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE.
- (d). The BoE shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

### 18.7 Department Consultative Committee(DCC)

#### Composition:

- i. Head of Department (Chairman)
- ii. Five faculty members (at least one from each specialization) nominated by HOD
- iii. Member Secretary: Program Academic Coordinator / Program Evaluation Coordinator

  
(DR.S. ANBUMALAE)  
Dean Academics

**Functions of DCC:**

- (a). Review, revise and prepare curriculum structure following institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s and forward the curriculum to BoS for further recommendation.
- (b). Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications.
- (c). Monitor the academic progress throughout the semester, conduct of classes and take appropriate corrective measures to improve quality of curriculum delivery.
- (d). Review academic performance of students.
- (e). Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports.
- (f). Verify the attainment level of course outcomes and program outcomes.
- (g). Formulate strategy to collect feedback from stake holders, analyze the collected feedback and forward the analysis to DAC.
- (h). Contribute to maintain academic standard, improve quality of the courses offered by the department and enhancement of industry –institute interaction.
- (i). Suggest open and professional electives considering societal needs.
- (j). Recommend methodologies for innovative teaching and evaluation techniques to BOS.
- (k). Coordinate research, teaching, extension and other academic activities in the department/college.
- (l). Carry out preparatory work for defining /redefining the Program Educational Objectives(PEOs) and Program Outcomes(POs)periodically.
- (m). Monitor evaluation of course attainments leading to achievement of program outcomes and report the results of assessment to BoS.

**18.8 Program Academic Coordinator (PAC)**


There shall be Departmental Academic Coordinator whose functions and duties are:

- (a). Coordinating of all academic activities of the department, viz Curriculum revision, framing of syllabus, time table, BOS meeting as member secretary, re-registration of course/s, display and submission of attendance status.
- (b). Coordination to conduct internal academic audit and departmental advisory board meeting as a member secretary.
- (c). Monitoring academic activities and conduct of classes.
- (d). Extending necessary help to departmental academic and evaluation committee.
- (e). Recording and forwarding all academic related documents to Dean Academics.
- (f). Working in association with Dean Academics.

**18.9 Departmental Evaluation Coordinator (DEC)**

There shall be Departmental Evaluation Coordinator. The functions and duties of DEC are:

- (a). Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni/student) and feedback analysis.
- (b). Monitoring assessment of course outcome.

  
(DR.S. ANBUMALAE)  
Dean Academics

- (c). Computation /assessment /evaluation/achievement of PEOs and POs as per NBA/NAAC requirements.
- (d). Compilation of information required for Annual Quality Assurance Report(AQAR) of the Internal Quality Assurance Cell(IQAC).
- (e). Extend necessary help to departmental academic and evaluation committee.

#### 18.10 Class Advisor

Head of the Department will allot one faculty member to be the class advisor for a particular batch of students throughout their period of study. The role of class advisors is as follows:

- i. To motivate and closely monitor the performance of the students.
- ii. To build a strong alumni base for the institution by maintaining a meaningful rapport with students and parents.
- iii. To maintain all important documents of the students for reference/inspection by all committees.
- iv. To work closely with the student counsellors on matters related to students attached to the student counsellors and update the details of the students from time to time.

#### 18.11 Student Counsellor (Mentor)

By guiding and counselling students, faculty can create a greater sense of belongingness amongst our student community. To help the students in planning their courses and for general guidance on the academic program, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as student counsellor throughout their period of study.

The student counsellor will guide / monitor the courses chosen by the students, check attendance and progress of the students and counsel them periodically. The student counsellors should ensure that each student is made aware of the various options for progress. Students are monitored and guided to become overall performers. Students select and work for career choices of their interest. The student counsellors shall update and maintain the student counsellor record of each student attached to them. The student counsellors shall also help the class advisors to update the students' details attached to them.

The student counsellor may also discuss with the class advisor, HoD and parents about the progress of the students.

#### 18.12 Class Committee


Every class will have a class committee constituted by the HoD. The members of the class committee will be as follows: -

1. Chairperson (a senior faculty who is preferably not teaching any course for the class)
2. All faculty handling courses for the class
3. Students (a minimum of 6 consisting of 3 boys and 3 girls on pro-rata basis)

#### Functions

The functions of the class committee shall include the following: -

- (a). Clarify the regulations of the program and the details of rules therein.

  
(DR.S. ANBUMALAE)  
Dean Academics

- (b). Inform the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- (c). Inform the student representatives about the details of Regulations regarding marks assigned 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
- (d). Analyze the performance of the students of the class after each assessment test and initiate steps for improvement.
- (e). Identify slow learners, if any, and request the faculty concerned to provide additional help / guidance / coaching to such students.
- (f). Verify the attainment level of course outcomes and program outcomes.
- (g). The class committee shall be constituted within the first week of commencement of any semester.
- (h). The chairperson of the class committee may invite the class advisor / student counsellor and the Head of the Department to the meeting of the class committee.
- (i). The Director/ Principal may participate in any class committee meeting.
- (j). The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and faculty concerned. Points requiring action by the management shall be brought to the notice of the management by the Principal.

### Meetings


The class committee meetings are to be conducted as scheduled below.

Meeting 1	Within one week from the date of commencement of the semester
Meeting 2	One week before the 1 <sup>st</sup> Continuous Assessment Test
Meeting 3	One week before the 2 <sup>nd</sup> Continuous Assessment Test

During the first meeting of the class committee, the students are to be informed about the nature and marks of assessments as per the framework of these Regulations. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching-learning process.

### 19. REVISION OF REGULATIONS AND CURRICULUM

The college may revise, amend, or change the regulations of curriculum and syllabus from time to time as and when found necessary.

  
 (DR. S. ANBUMALAE)  
 Dean Academics