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

Puducherry

# Regulations R -2023
# for
# MBA Degree Programme

(With effect from academic year 2023-24)

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## VISION

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To be globally recognized for excellence in quality education, innovation and research for the transformation of lives to serve the society.

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## MISSION

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**M1: Quality Education:** To provide comprehensive academic system that amalgamates the cutting edge technologies with best practices.

**M2: Research and Innovation:** To foster value-based research and innovation in collaboration with industries and institutions globally for creating intellectuals with new avenues.

**M3: Ability and Entrepreneurship:** To inculcate the Ability and entrepreneurial skills through value and skill based training.

**M4: Ethical Values:** To instill deep sense of human values by blending societal righteousness with academic professionalism for the growth of society.

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**(An Autonomous Institution)**
MASTER OF BUSINESS ADMINISTRATION
(Four Semesters)

**REGULATIONS 2023 (R-2023)**
**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 academic curriculum designed in accordance with the Outcome Based Education (OBE) which is acquired by the learners of a programme under 'Learner Centric' Model.

1.2 The Master of Business Administration programme shall be governed by the rules and regulations provided in this version of Academic Regulations (R-2023). The curriculum of each programme provides broad based knowledge, quality course content, academic flexibility, and scope for multi-disciplinary learning activities and opportunities 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 semester system shall be adopted for academic activities in the college. Normally, odd semester starts in second week of June and even semester starts in second week of December.

1.5 Stringent evaluation norms will be followed to maintain quality of education. The examination system will be transparent and governed by the rules and regulations with time bounded activities.

**Objectives of CBCS**

- To shift focus from the teacher-centric to student-centric education.
- To allow students to choose inter-disciplinary, intra-disciplinary and skill oriented courses from the choices to provide more flexibility in learning system.
- To make education broad-based on par with global standards.
- To help the students to earn credits by choosing unique combination of courses.
- To create a worldwide exposure to students by providing International Certificate Courses.
- To provide necessary training to students for gaining vital life skills through skill development programme.
- To keep abreast of industrial requirements and societal needs, students are equipped through internship and inculcate the skill of converting Project into Product.

1.6 The rules and regulations shall be subjected to amendment made by the Academic Council (AC) from time to time.

## 2. PRELIMINARY DEFINITIONS AND NOMENCLATURE

| | | |
|---|---|---|
| College | : | Sri Manakula Vinayagar Engineering College |
| University | : | Pondicherry University |
| Programme | : | M.B.A. Degree |
| Discipline/ Department | : | Management Studies |
| Course | : | Theory/ Practical courses that is normally studied in a semester. |
| Professional Core Course | : | Compulsory course in the curriculum |
| Professional 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 professional core courses. |
| Head of the Institution | : | The Director cum Principal |
| Controller of Examinations (CoE) | : | The authority who is responsible for all Examination related activities of the institution |
| L – T – P – PW – C | : | **L** - **L**ecture, **T** - **T**utorial, **P** - **P**ractical, **PW** – **P**roject **W**ork and **C** - **C**redits respectively |
| Curriculum | : | The various components / courses studied in each programme that provides an appropriate outcome in the chosen branch of study. |
| Semester Grade Point Average (SGPA) | : | Weightage of average grade points of courses in a semester. |
| Cumulative Grade Point Average (CGPA) | : | Weightage of average grade points of all courses in all semesters completed by a student |
| Odd semester | : | The Semester that is typically from August to December |
| Even semester | : | The Semester that is typically from January to May |
| Period | : | 50 minutes duration of a Theory / Practical class |
| Day | : | 8 periods 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 |
| AEC | : | Ability Enhancement Course |
| Regular Examination | : | End semester examination conducted for the courses 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 exclusively conducted in the second and fourth semester for the students with a maximum of two arrears in that particular semester alone. |
| First Attempt | : | Appearing for the end semester examination of a course in a semester for which the students have registered. If a student failed to appear for the end semester examination after registration, it is also treated as first attempt. |

| Academic Council (AC) | : | An Apex academic body having the power to scrutinize and approve the proposals with or without modification of the Board of Studies with regard to programme of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, and procedures relevant thereto, etc., |
|---|---|---|
| Board of Studies (BoS) | : | An Apex academic body having the powers to approve the various courses, suggest teaching methodologies, coordinate research and other academic activities keeping in view the objectives of the college. |
| Academic Standing Committee (ASC) | : | ASC shall perform the functions under emergent situations which are subject to ratification by the Academic Council (AC). |
| Academic Appeal Board (AAB) | : | If a student finds some anomaly in the award of marks in the Continuous Assessment Test /End Semester examination, he/she can make an appeal to the *Academic Appeal Board* for review of marks awarded. |
| Department Advisory Committee (DAC) | : | The Committee that formulates a process to review the post implementation effects of curriculum and suggest various measures to ensure academic standard and its excellency of the course offered by the department. |
| Department Consultative Committee (DCC) | : | Reviews, revises and prepares curriculum structure based on the institutional policy and suggests improvements in syllabus of a course(s) prepared by course teacher(s) and forwards the curriculum to BoS for further recommendations. It monitors the academic progress and conduct of classes throughout the semester and takes appropriate corrective measures to improve the quality of curriculum delivery. |
| Programme Academic Coordinator (PAC) | : | Coordinates all the 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. |
| NEP | : | New Education Policy |
| QCM | : | Quality Circle Meeting |
| AICTE | : | All India Council for Technical Education |
| UGC | : | University Grants Commission |
| NBA | : | National Board of Accreditation |
| NAAC | : | National Assessment and Accreditation Council |
| CRC | : | Complaint Redressal Committee |

## 3. ELIGIBILITY FOR ADMISSION

All candidates seeking admission to the First year of MBA Programme shall be required to satisfy the eligibility rules prescribed by All India Council for Technical Education (AICTE) and Pondicherry University, and Government of Puducherry as notified from time to time.

## 4. DURATION OF THE PROGRAMME

A student after securing admission shall pursue M.B.A. programme 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 programme.

## 5. PROGRAMME STRUCTURE

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

**5.2** A student admitted to the M.B.A. programme will earn the degree by fulfilling all the requirements prescribed in the regulations during the course of study.

## 6. CURRICULUM STRUCTURE

**6.1** The New Education Policy envisages several transformative initiatives in higher education. These includes
- The introduction of holistic and multidisciplinary postgraduate education that would help develop all capacities of human beings - intellectual, aesthetic, social, physical, emotional, ethical, and moral - in an integrated manner; soft skills, such as complex problem solving, critical thinking, creative thinking, communication skills; and rigorous specialization in a chosen field (s) of learning.
- Adoption of flexible curricular structures in order to enable creative combinations of disciplinary areas for study in multidisciplinary contexts that would also allow flexibility in course options that would be on offer to students, in addition to rigorous specialization in a course or courses.

**6.2** According to the National Board of Accreditation (NBA), the curriculum has to be evolved after finalizing the Programme Educational Objectives (PEOs) and the corresponding Programme Outcomes (POs). The POs have been directly listed by NBA for PG MBA programme. Programme Specific Outcomes (PSOs) are to be evolved based on the knowledge and skills to be developed over the duration of Programme. The curriculum that evolves should broadly ensure the achievement of the POs and PSOs, and thus the PEOs of the programme.

**6.3 Category of Courses and its Credit Distribution**
Course work is measured in units called credit hours or simply credits. The number of hours of a course per week is the number of credits for that course. One credit per lecture/ Tutorial hour per week are assigned for each theory course. Practical courses are assigned for an hour with 0.5 credits per week. The credits detail of courses is shown in Table 6.1

**Table 6.1 Credits detail of courses**

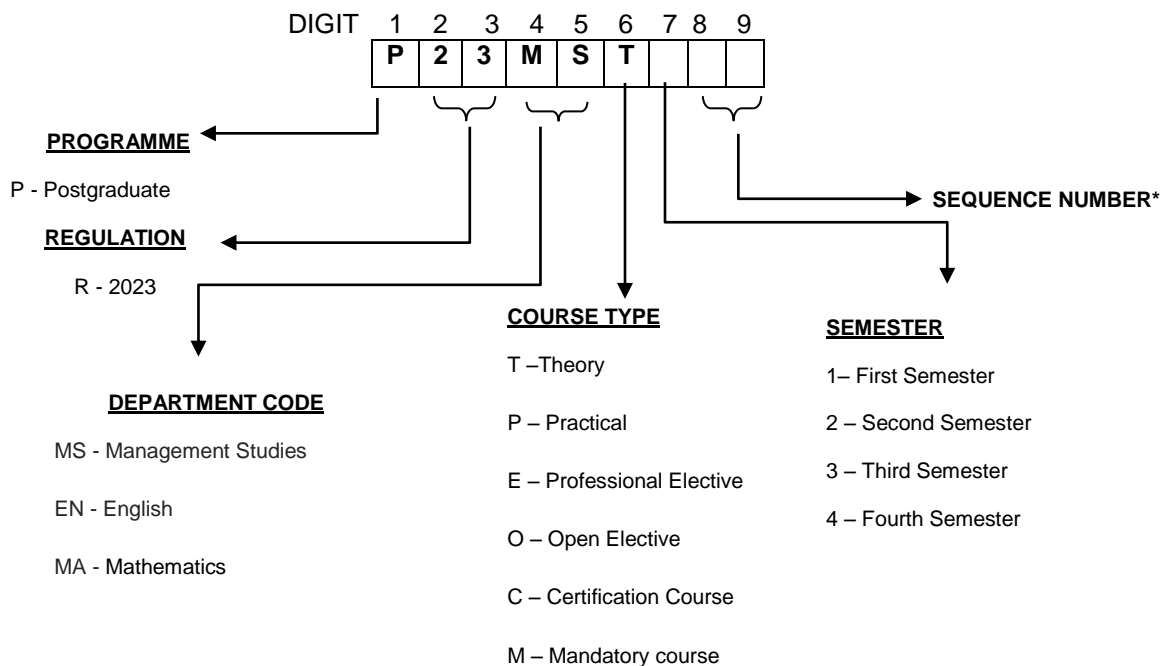| Sl.no | Course Category | Credits per Semester | | | | Total Credits | % of Credit |
|---|---|---|---|---|---|---|---|
| | | I | II | III | IV | | |
| | **CORE COURSES** | | | | | | |
| 1 | Foundation Core | 22 | 0 | 0 | 0 | 22 | |
| 2 | Functional Core | 0 | 23 | 0 | 0 | 23 | **60** | **58.25%** |
| 3 | Applied Core | 0 | 0 | 6 | 3 | 9 | |
| 4 | Practical Courses | 2 | 2 | 1 | 1 | 6 | |
| | **ELECTIVE COURSES** | | | | | | |
| 5 | General Electives | 0 | 3 | 0 | 0 | 3 | |
| 6 | Applied Electives | 0 | 0 | 3 | 0 | 3 | **34** | **33.00%** |
| 7 | Functional Electives | 0 | 0 | 9 | 17 | 26 | |
| 8 | Online Certification | 0 | 0 | 0 | 2 | 2 | |
| | **PROJECT/INTERNSHIP** | | | | | | |
| 9 | Project / Internship | 1 | 2 | 6 | 0 | 9 | **9** | **8.73%** |
| | **TOTAL** | **25** | **30** | **25** | **23** | **103** | 100.00% |

**Table 6.2 Credits distribution of various courses grouped under different categories**

| 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 |
| 6 | **Ability 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. |

## 6.4 Course Numbering Scheme

Each course is denoted by a unique code consisting of 9 alphanumeric characters. The details of the numbering scheme is shown in Fig. 1



DIGIT 1 2 3 4 5 6 7 8 9

P 2 3 M S T

**PROGRAMME**

P - Postgraduate

**REGULATION**

R - 2023

**SEQUENCE NUMBER***

**DEPARTMENT CODE**

MS - Management Studies

EN - English

MA - Mathematics

**COURSE TYPE**

T – Theory

P – Practical

E – Professional Elective

O – Open Elective

C – Certification Course

M – Mandatory course

**SEMESTER**

1– First Semester

2 – Second Semester

3 – Third Semester

4 – Fourth Semester

*Separate sequence of numbers for theory and practical courses

**Fig. 1 Course code formation**

## 6.5 Mandatory Two Weeks Induction Programme

Graduates from various disciplines (such as Arts, Commerce, Engineering, Mathematics, Science, etc.) are eligible to join MBA programme. On account of this, there may be a knowledge gap among the students on entry into the programme. 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 programme from the Academic Year 2023-24. These courses are Mandatory and require satisfactory completion by the students before the start of the First Semester of study.

**6.6 Professional Elective Courses**

- Every student shall choose specialization courses from the list of electives relating to the domain in consultation with the Department. Two sets of electives (under Dual Specialization) are to be chosen by each student – one is Major Specialization, and another is Minor Specialization.
- In respect of "Major Specialization", 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 Specialization", a student has to gain 16 credits by taking up 4 functional electives in Third and Fourth Semesters.

**6.7 Project Work**

**6.7.1 SIP – Social Immersion Project**

A Social immersion project involves fully immersing oneself in a specific social environment or community to gain a deeper understanding of its culture, customs and way of life. It typically entails actively participating in the activities, interacting with community members, and observing the dynamics of the group.

**6.7.2 Minor Project**

Student group (Maximum of 3 members) may be formed to undertake a suitable project in a business enterprise, an industry, a research organization or a Government department in consultation with the project guide, Head of the Department and the Project Co- coordinator and submit the project report before the dates announced by the Department.

**6.7.3 Major Project / 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 $3^{rd}$ semester. The Project Work / Internship are 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.

**6.7.1.1 The process and guidelines for Social Immersion Project**

- Students not exceeding 4 may be formed as a group, under the supervision of Faculty Guide(s).
- Students execute their Social Immersion project with the proper approval from the HoD through the respective supervisor.
- Students should maintain a record on the progress and get the approval from supervisor at least once in a week.
- There shall be two assessments by a review committee. There will be due weightage for all the assessments (as per table 8.10). The student shall make presentation on the progress made before the committee.

**6.7.2.1 The process and guidelines for Minor project**

- Project work may be assigned to a group of students not exceeding 3 per group, under the supervision of Faculty Guide(s).
- Students execute their Minor Project with the proper approval from the HoD through the respective supervisor.
- Students should maintain a record on the progress and get the approval from supervisor at least once in a week. If the progress is not found satisfactory due to any reason, the supervisor should take the corrective action, after consulting with Dean Academics through HoD for further extension of the project completion.
- There shall be two assessments by a review committee. There will be due weightage for all the assessments (as per table 8.12). The student shall make presentation on the progress made before the committee.

**6.7.3.1 The process and guidelines for General projects/ Major Project**

- 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 8.15). The student shall make presentation on the progress made before the committee.

**The Process for major project**

- Students undergoing major project (which is compulsory for all) should decide, identify and interact with relevant industry/organization in 2nd semester itself. Students may take necessary 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 2nd 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 3rd 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 8.15.

**6.8 Ability Enhancement Courses**

**6.8.1. Certification Courses:** Students should pursue one credit Ability 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 AEC courses shall not be included in the computation of CGPA as well as Class Classification of the Passed Candidates.

**6.8.2. Skill Enhancement Courses:** A total of 3 credits have to be earned by the student in Managerial Skills Enhancement 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.

**6.9 Mandatory Courses:**

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

## 7. COURSE ENROLMENT AND REGISTRATION

**7.1** 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.

**7.2** All the students of the MBA programme shall register for the courses during a specified period in the beginning of the semester provided he/she fulfills the eligibility criteria prescribed for enrolment and registration of courses in that particular semester.

**7.3** A student will be eligible for enrolment only if he/she had not been debarred from enrolment by disciplinary action committee of the Institute.

**7.4** List of students enrolled in a particular semester of a branch of study shall include

**7.4.1** Students who rejoin the programme after temporary break (vide Regulation 14)

**7.4.2** Students who rejoin the programme after having been stopped from moving to next higher semester due to non-fulfillment of attendance requirement (vide Regulation 9.2)

**7.4.3** Students who are otherwise eligible for enrolment (vide Regulation 9.1)

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

**7.5 Arrear Course Registration**

 (i) 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 proceeds to write the supplementary exams / End Semester Examinations as and when it is conducted.

 (ii) The students will be allowed to write their arrear courses as per their Regulations till its existence and also the CAM will be valid till the existence of their regulations. There after students will be assessed for 100. If a Student fails to get a pass in the arrear courses, then he/she has to register only for the equivalent paper(s) prescribed by the respective board as per the Regulations in-force.

**7.6 Rejoining**

 (i) The candidate at the time rejoining should follow the regulations which exists in-force.

 (ii) The candidate rejoining in new Regulations shall apply to the Head of the Institution in the prescribed procedure through the Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses in the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

**7.7 Re-earn the Continuous Assessment Marks (CAM)**

If a student wishes to re-earn the Continuous Assessment Marks (CAM), He / She have to re-register by paying the prescribed fee for the course in the subsequent semester. The student has to re-earn the CAM by taking-up all the internal tests, assignments and presentation as per the norms of regulations. However, the higher marks scored by the students in his/her attempts for CAM shall be considered.

## 8. ASSESSMENT PROCEDURES FOR AWARDING MARKS

The total marks for each course Theory will be 100 and for the Major Project Work will be 150, comprising of two components namely Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM). However, Social Immersion Project, Practical courses, Ability Enhancement Courses (certification course and skill enhancement course) has only continuous assessment for 50 marks without an End Semester Examination and Minor Project has only continuous assessment for 100 marks without an End Semester Examination.

**Table 8.1  Weightage for each of the Continuous Assessment Components**

| S. No. | Course Type | CAT-1 | CAT-2 | CAT-3 | Conduction of Practical | Project report | Internal Viva-voce | Assessment Activities (as per Table 8.3) | Review-1 | Review-2 | Review-3 | Presentation in Conference / Publication of Paper | Project Evaluation | Attendance | Total Marks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Theory | 5 | 5 | 10 | - | - | - | 25 | - | - | - | - | - | 5 | **50** |
| 2 | Practical | - | - | - | 20 | 15 | 10 | - | - | - | - | - | - | 5 | **50** |
| 3 | Social Immersion Project | - | - | - | - | | - | - | 20 | 20 | - | - | 10 | - | **50** |
| 4 | Minor Project | - | - | - | - | | 50 | - | 20 | 20 | | - | 10 | - | **100** |
| 5 | Major Project | - | - | - | - | | - | - | 20 | 20 | 30 | 10 | 20 | - | **100** |

### 8.1. Theory Courses

All theory courses shall be assessed as per Table 8.2.

**Table 8.2 Assessment Method for Theory Courses**

| Assessment | Continuous Assessment Marks (CAM) | | | | | End Semester Examination (ESE) Marks | Total Marks |
|---|---|---|---|---|---|---|---|
| | CAT 1 | CAT 2 | Model Exam | Assessment Activities* | Attendance | | |
| Marks | 5 | 5 | 10 | 25 | 5 | 100* | 100 |

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

**i) Continuous Assessment:**

Continuous Assessment shall be based on attendance, Continuous Assessment tests and Assessment Activities.

### a. Attendance:

Attendance carries 5 marks and the distribution of marks 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%

### b. Continuous Assessment Tests:

Continuous Assessment test carries 20 marks. Performance in three tests will be taken for assessment as follows:

**Table 8.3 Weightage of Assessment for Theory Courses**

| S. No | Test | Portion for Test | Test Marks | Duration of Test | Weightage for Internal Marks |
|---|---|---|---|---|---|
| 1 | CAT - 1 | 2 Units | 50 | 1 hour 30 Minutes | 5 |
| 2 | CAT - 2 | 2 Units | 50 | 1 hour30 Minutes | 5 |
| 3 | Model Exam | All 5 Units | 100 | 3 hours | 10 |
| Continuous Assessment Tests Marks for Theory courses | | | | | 20 |

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### c. Assessment Activities:

- Assessment Activities carry 25 marks.
- The Assessment Activities should be in the form of content beyond the syllabus.

## 8.4 Marks Weightage for Assessment Activities*

| 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, Term Paper, etc. | 10 |
| Apply and Analyze | Simulation, Presentation, Seminars, Assignments, Case analysis, etc. | 10 |
| Remember and Understand | Short Test/ Quiz – Open book, on-line, oral, Debates, In-class activities, etc. | 5 |
| | Total | 25 |

## 8.5 Assessment Method for Assignment

| Assignment | |
|---|---|
| **Criteria** | **Marks** |
| Introduction of the of given topic and significance | 1 |
| Body of the content and flow of content | 3 |
| Relevance to the content | 3 |
| Conclusion, Reference and recent updated & | 2 |
| Grammar/ Spelling | 1 |
| **Total** | **10** |

## 8.6 Assessment Method for Seminar

| Seminar | |
|---|---|
| **Criteria** | **Marks** |
| Content & Knowledge | 2 |
| Methods / Results (figures/graphs/tables,etc) | 2 |
| Creativity & Originality | 3 |
| Presentation Skills | 2 |
| Comprehension and interaction | 1 |
| **Total** | **10** |

**ii) End Semester Examination:**

The duration of examination shall be 3 hours with a maximum of 100 marks.

**iii) Question Paper Pattern – Theory**

The question paper pattern of CAT, Model and End Semester Examination for, Theory courses as per the table 8.7 and 8.8 shall be followed.

**Table 8.7 Question Paper pattern for CAT 1 and 2**

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

**Table 8.8 Question Paper pattern for Model and End Semester Examinations**

| 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 – one Question from each unit and two questions open choice) | 6 questions (out of 8 questions – one Question from each unit and three questions open choice) | 1 compulsory question(open choice from 5 units ) | 100* |

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

**8.2 Practical Courses:**

All practical courses shall be assessed as per Table 8.9.

**Table 8.9 Assessment method for practical courses**

| Assessment | Continuous Assessment Marks (CAM) | | | | |
|---|---|---|---|---|---|
| | Performance in practical classes | | | Attendance | Total Marks |
| | Conduction of practical /Periodic work | Record work | Viva | | |
| Marks | 20 | 15 | 10 | 5 | 50 |

**i) Continuous Assessment:**

Continuous Assessment shall be based on attendance, regular performance of the student in practical classes and a Viva conducted at the end of the semester.

- **Attendance:**
  Attendance carries 5 marks and the distribution of marks 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%
- **Performance in practical classes**
    - The regular performance in the practical class (conduction of practical, Record work, viva and attendance) will be evaluated for 50 marks.

## 8.3  Project work:
### 8.3.1  Social Immersion Project:
The Project work carried out in the first semester shall be assessed as follows:

**Table 8.10 Assessment Method for Social Immersion Project**

| Assessment | Continuous Assessment Marks (CAM) | | | Total Marks |
|---|---|---|---|---|
| | Review 1 | Review 2 | Project Evaluation | |
| Marks | 20 | 20 | 10 | 50 |

- Project work may be assigned to a group of students (maximum of 4 students) under the supervision of faculty guide(s).
- The Head of the Department shall constitute a review committee for Project Work. There shall be a minimum of three faculty members in the review committee. There shall be two reviews in total, during the semester by the review committee, followed by the project evaluation (as per Table 8.10).
- 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.

**Table 8.11 CAM break-up for Social Immersion Project**

| Sl. No | Description | | | Marks |
|---|---|---|---|---|
| **1** | **Continuous Assessment** | | | |
| a | Review 1 (Problem Identification) | Review Committee[#] | 10 | 20 |
| | | Project Advisor | 10 | |
| b | Review 2 (Data Collection) | Review Committee[#] | 10 | 20 |
| | | Project Advisor | 10 | |
| c | Project Report Evaluation | Project Advisor | 10 | 10 |
| | | | **Total CAM** | **50** |

*# 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.*

### 8.3.2 Minor Project

The Project work carried out in the second semester shall be assessed as follows:

**Table 8.12 Assessment Method for Minor Project work**

| Assessment | Continuous Assessment Marks (CAM) | | | | Total Marks |
|---|---|---|---|---|---|
| | Review1 | Review 2 | Project Evaluation | Project Presentation | |
| Marks | 20 | 20 | 10 | 50 | 100 |

- Project work may be assigned to a group of students(max 3 students) under the supervision of faculty guide(s).
- The Head of the Department shall constitute a review committee for Project Work. There shall be a minimum of three faculty members in the review committee. There shall be two reviews (as per Table 8.12) in total, during the semester by the review committee.
- 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 evaluation of the Minor project report is done by an internal examiner, followed by a presentation and viva-voce conducted separately for each group, by a review committee consisting of internal faculty members.

**Table 8.13 CAM Break-up for Minor Project**

| Sl. No | Description | | | Marks |
|---|---|---|---|---|
| 1 | **Continuous Assessment** | | | |
| a | Review 1 (Research Proposal, Review of Literature, Objectives and Methodology) | Review Committee[#] | 10 | 20 |
| | | Project Advisor | 10 | |
| b | Review 2 (Data Analysis and Interpretation) | Review Committee[#] | 10 | 20 |
| | | Project Advisor | 10 | |
| c | Project Report Evaluation | Project Advisor | 10 | 10 |
| d | Presentation& Viva Voce | Internal Review Committee[#] | 50 | 50 |
| | | Total CAM | | 100 |

**#** *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.*

### 8.3.3 Major Project /Internship

The Project work carried out in the third semester shall be assessed as follows:

**Table 8.14 Assessment Method for Project work**

| Assessment Method | Marks |
|---|---|
| Continuous Assessment (Internal Evaluation) | 100 |
| End Semester Examination – (Viva – Voce -  External Evaluation) | 50 |
| Total | 150 |

**Criteria for Assessment of Major Project Work**

- 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 8.14.
- 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
    - (i)  Redo the project in the subsequent semester, or
    - (ii) 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 faculty guide(s).
- 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 8.15) 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 behavior 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 8.15

**Table 8.15 CAM & ESM break-up for Major Project**

| Sl.No | Description | | | Marks |
|---|---|---|---|---|
| 1 | **Continuous Assessment** | | | |
| a | Review 1 (Research Proposal) | Review Committee[#] | 10 | 20 |
| | | Project Advisor | 10 | |
| b | Review 2 (Review of Literature, Objectives and Methodology) | Review Committee[#] | 10 | 20 |
| | | Project Advisor | 10 | |
| c | Review 3 (Data Analysis and Interpretation) | Review Committee[#] | 15 | 30 |
| | | Project Advisor | 15 | |
| d | Presentation in Conference / Publication | Review Committee[##] | 10 | 10 |
| e | Project Report /Evaluation | Project Advisor | 20 | 20 |
| | | **Total CAM** | | **100** |
| 2 | **End Semester Examination** | | | |
| a | Evaluation of final report | Report | 25 | 50 |
| | | Presentation | 15 | |
| | | Viva-voce | 10 | |
| | | **Total ESM** | | **50** |
| | | **Total Marks** | | **150** |

*# 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.*

## 8.4 Skill Enhancement Courses

**8.4.1** The evaluation of 'Skill Enhancement Courses' is through internal assessment only (continuous assessment).

**8.4.2** A committee comprising of two internal faculty members will assess the skill development course for 100 marks, by evaluating the report (50 marks) and the oral presentation (50 marks) by the student. The Head of the Department shall constitute this committee and take the approval of the Controller of Examinations through Dean Academics.

**8.5 Ability Enhancement Courses (AEC)**:

**8.5.1** Ability Enhancement Courses are required to be completed to fulfill the degree requirements. All Ability Enhancement Courses are assessed internally for 100 marks.

The pass mark is 50%.

**8.5.2** The marks scored in these courses will not be taken into consideration for the SGPA / CGPA calculations.

## 9. ELIGIBILITY FOR APPEARING END SEMESTER EXAMINATION

**9.1 Requirements for Appearing End Semester Examination**

The students are expected to maintain 100% attendance in all courses because attendance carries internal marks. A student will be qualified to appear for end semester examinations in a particular course of a semester only if he/she satisfies the below mentioned requirements.

**9.1.1.** The student is permitted to appear for End Semester Examinations, only if he/she maintains minimum 75% of attendance. If he/she secured attendance greater than or equal to 60 % and less than 75% in any course in the current semester can be considered in case of the following reasons:

- Medical reasons (hospitalization / accident and or illness)

- 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/Dean Academics through the Head of the Department

- He/she has to pay the necessary Condonation prescribed by the college authority with necessary supporting documents for his/her absence.

**9.1.2.** 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 Examination 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.

**9.1.3.** If any student is 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.

**9.2. Movement to Next Higher Semesters**

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

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

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

**9.3. Provision for Withdrawal from Examination**

**9.3.1 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 entire End Semester Examinations 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 and Head of the Institutions. 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 programme.

**9.3.2** 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.

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

**9.4. Scribe for End Semester Examination**

**9.4.1.** If any student is not in a position to write end semester examination on account of temporary physical disability or injury due to accident and applies for a scribe (writer) with 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 of any technical programme having similar competency. The student shall, however, apply in a prescribed proforma to CoE and 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.

**9.4.2.** Student admitted with differently abled category and those who can write, but at much slower speed as compared to normal student, he/she may be allowed an extra time of 30 minutes for 50 marks paper and 60 minutes for 100 marks paper to write the examination for all the courses. He / She shall seek permission from CoE for the extra time on account of his/her percentage of disability by producing necessary medical certificate from medical officer not below the rank of Assistant Director.

**9.5. Supplementary Examinations**

In order to complete the programme 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 fourth semester only. For supplementary examination the continuous assessment marks of the last attempt will be considered

**9.6. 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 for the unfair means as specified in the Examination manual.

## 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 and a minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

**10.2 A student is declared to have successfully passed a practical / Social Immersion Project / Minor Project course if he/she has secured:**
- A minimum of 50% marks in Continuous Assessment Marks (CAM).

**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 and a minimum of 50% mark on combining both Continuous Assessment Marks (CAM) and Project Viva Voce.

## 11. GRIEVANCE REDRESSAL MECHANISM IN EVALUATION

**11.1.** Grievances related to the entire process of Continuous Assessment shall be addressed to Academic Appeal Board as given in Regulations under Clause 18.4.

**11.2.** Grievances related to End Semester Examination of Theory Courses for regular and arrear examinations can be redressed as follows:

**11.2.1. Photocopy of the Answer Script:**
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.

**11.2.2. Revaluation:**
Students can get their answer scripts revalued by submitting an application along with the prescribed fees to the Controller of Examinations. The revaluation is extended to the students those who have maximum of two arrears in theory papers and the practical arrears are not taken into the account.

## 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 12, based on the percentage of marks obtained by the candidate in each subject:

**Table 12 Letter Grade and its range**

| S.No | Range of percentage of total marks | Letter | 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 |
| 6 | 50 to 54 | E | 5 |
| 7 | 0 to 49 | F | 0 |
| 8 | Absent | FA | 0 |
| 9 | Withdrawal from examination | W | 0 |
| 10 | Pass in Ability 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

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

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 programme is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time.

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

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 programme. In this regard, a scheme to convert the Cumulative Grade Point Average (CGPA) to Percentage (%) of marks is shown below:

Percentage (%) marks = CGPA x 10

## 13. ELIGIBILITY AND CLASSIFICATION 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 programme 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 programme, 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 programme 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.

### 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 within four years, 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 four years.

b) Should have obtained a final CGPA not less than 6.5 shall be declared to have passed in First Class.

c) 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.1 & 2 under Clause 13.1) 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 $1^{st}$ to $4^{th}$ semester alone should be considered and it is mandatory that the candidate should have passed all the subjects from $1^{st}$ to $4^{th}$ semester in the first attempt. Rank certificates would be issued to the first five candidates.

## 14. TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

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 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.

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 PROGRAMME

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

i. Involved in ragging and not obeying disciplinary rules structured by college.

ii. Not completing programme in prescribed period; Students shall have to complete M.B.A. programme 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 programme completion period.

## 16. DISCIPLINE AND CONDUCT

**16.1** 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:

i. Interference to teaching, examination, administrative work, curricular or extra–curricular activities and any act likely to cause disruption.

ii. Damaging or defacing the property inside or outside the college campus.

iii. Engaging in any attempt at wrongful confinement of teachers, employees and students of the college.

iv. Use of abusive and derogatory slogans or intimidators' language or incitement of hatred and violence.

v. 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 that detracts human dignity or violates 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), as per the directions of Supreme Court of India, is a criminal offence.

vi. Eve teasing or disrespectful behavior to a student.

vii. An assault upon or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.

viii. Getting enrolled in more than one programme /course of study simultaneously.

ix. Committing forgery, tampering the documents or records, identity cards, furnishing false certificate or false information.

x. Organizing instant agitation/meetings without prior permission in the campus.

xi. Viewing/downloading obscene information/data, images and executable files, sending obscene mails/messages via Face book / twitter / other social sites using college servers/personal electronic gadgets in the college premises.

xii. Sharing the login and password and other details of IT facilities provided to other outside students.

xiii. Refusing to provide an identity card when demanded by any teacher / college authority.

xiv. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.

xv. Possessing or using any weapons and fire arms in the college campus.

xvi. Encroachment of hostel, accommodating guests or other persons in hostels without permission.

xvii. Malpractice in examination

xviii. Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.

xix. 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 the Head of the Institution shall be referred to Redressal and Disciplinary Committee of the college. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The penalties / punishment / actions may include:

- Written warning and information to the parents / guardian.

- Imposition of fine
- Suspension from the College / Hostel / Mess / Library or availing of any other facility.
- Suspension or cancellation of scholarship/fellowship / studentship or any financial assistance from any source.
- Recover of loss caused to college property.
- Debarring from participation in sports / NSS / student club activities.
- Disqualifying from holding any representative position in the Class / College / Hostel Mess / Sports / Clubs and in similar other bodies.
- Disqualifying from appearing in placement and receiving any awards.
- Expulsion from the Hostel / Mess / Library / Club / College for a specified period by forfeiting fees.
- Debarring from appearing for an end semester examination.

**16.3** Student(s) involved in any act of indiscipline / malpractice in examination shall be issued notice to 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 levied against him/her for consideration. If the implicated student(s) fails to appear before the committee, then decision shall be taken as absent, 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 worn by the students when he/she is inside in the college campus / college bus.

## 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 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 Principal (Chairman)
2. All the Heads of Departments in the Autonomous College.
3. Four teachers of the Autonomous 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 Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
5. Three nominees of the University, not less than Professors.
6. The Controller of Examination of the Autonomous College
7. A faculty member nominated by the Principal (Member Secretary).

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

**Meetings**: Meetings of the Academic Council shall be held atleast once every six months

**Functions of the Academic Council:**

(a) To scrutinize and approve the proposals with or without modification of the Board 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.
(b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
(c) To make regulations for sports, extracurricular activities, and proper maintenance and functioning of the play grounds and hostels.
(d) To recommend to the Governing Body proposals for the institution of new programmes of study.
(e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
(f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.
(g) To 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 (Chairperson).
2. All faculty members of the Department.
3. Two subject experts from outside the parent University are to be nominated by the

Academic Council.

4. One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Autonomous College Principal.
5. One representative from industry/corporate sector/allied are as to be nominated by the Principal.
6. One member of the College alumni to be nominated by the Principal.
7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.

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

**Meetings:** Meetings of the Board of Studies shall be held atleast once every six months.

**Functions:**

The Board of Studies shall recommend the following to the Academic Council:

1. Courses of studies
2. Measures for the improvement of the standards of teaching and research
3. Any other academic matter.

### 18.3 Academic Standing Committee (ASC)

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

### 18.4 Academic Appeal Board (AAB)

The entire process of Continuous Assessment shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, 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 grievances/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 Head of the Institutions, 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:

1. Chairperson : Head of the concerned Department
2. Internal Members : Two senior faculty members of the department
3. Industry Representative : One representative from industry/corporate sector / is related to the placement
4. One academician from other Institution
5. One meritorious alumnus
6. One parent
7. One student
8. Member secretary : Programme 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 twice a year.

**Functions of DAC**

The DAC of a department in the college shall

- Formulate a process to review post implementation effects of curriculum.
- Suggest measures to ensure academic standard and excellence of the course offered by the department.
- Suggest the methodologies for innovative teaching and evaluation techniques; enhancement of industry institute interaction.
- Identify and recommend the record of new programme.
- Review target set for attainment of course outcomes and programme outcomes.
- Guide and provide support to department for enhancing interaction with outside world.
- Plan strategically to enhance the academic quality of department.
- Resolve the address issues express by the stakeholders through feedback.
- Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by departmental academic committee.
- Study the achievement of PEOs and POs reported by department academic committee and suggest measures for improvement.

## 18.6 Board of Examinations (BoE)

**Composition**

- Head of the Institutions (Chairperson)
- Dean Academics
- Controller of Examination(CoE): Member Secretary
- One expert possessing ten years of industrial/ field experience nominated by the Chairman
- Coordinators (Examinations, Assessment, Results and Tabulation)

**Functions of BoE:**

(a). The BoE shall
  - Ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
  - Recommend examination reforms and shall implement after the approval of academic council.
  - Prepare the detailed time table of examinations as per the schedule approved by academic council.
  - 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 for the BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE.

(d). The BoE shall perform duties and responsibilities that are assigned by Academic Council of the institute from time to time.

### 18.7 Department Consultative Committee (DCC)

**Composition**

- Head of Department (Chairperson)
- Five faculty members (at least one from each specialization) nominated by HOD
- Member Secretary: Programme Academic Coordinator / Programme Evaluation Coordinator

**Functions of DCC**

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

### 18.8 Programme Academic Coordinator (PAC)

The functions and duties of PAC are:
- Coordinating all academic activities of the department viz Curriculum revision, framing of syllabus, time table, member secretary for BoS meeting, re-registration of course/s, display and submission of attendance status.
- Conducting internal academic audit and departmental advisory committee meeting as a member secretary.
- Monitoring the academic activities and conduct of classes.
- Extending necessary help to departmental academic and evaluation committee.
- Recording and forwarding all academic related documents to Dean Academics.
- Working in association with Dean Academics.

**18.9  Departmental Evaluation Coordinator (DEC)**

The functions and duties of DEC are:

- Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni/student) and feedback analysis.
- Monitor the assessment of course outcome.
- Compute / assess / evaluate the achievement of PEOs and POs as per NBA/NAAC requirements.
- Compile the information required for the preparation of Annual Quality Assurance Report (AQAR) by the Internal Quality Assurance Cell (IQAC).
- 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:

- To motivate and closely monitor the performance of the students.

- To build a strong alumni base for the institution by maintaining a possible rapport with students and parents.

- To maintain all important documents of the students for reference/inspection by all committees.

- To work closely with the student counselors on matters related to students and update the details from time to time in student's profile for further reference.

**18.11 Student Counselor (Mentor)**

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

The student counselor will guide / monitor the courses chosen by the students, check attendance and progress of the students and counsel them periodically. The student counselors should ensure that each student is made aware of the various options for progress. Students are monitored and guided to become overall performers. Students can select and work for career choices of their interest. The student counselors shall update and maintain the student counselor record of each student under his guidance attached to them. The student counselors shall also help the class advisors to update the students details attached to them. The student counselor may also discuss with the class advisor, HoD and parents about the progress of the students.

**18.12  Quality Circle Meeting**

Every class will have a class committee constituted by the HoD to discuss about the various Academic activities through Quality Circle Meeting (QCM). 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 the course handling staff of the class
3. Students (a minimum of 6 consisting of 3 boys and 3 girls on pro-rata basis)

**Functions**

The functions of the QCM shall include the following: -

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

(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 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). Discuss and sort out problems experienced by students in the classroom and in the laboratories.

(g). The class committee shall be constituted within the first week of the commencement of any semester.

(h). The chairperson of the class committee may invite the class advisor / student counselor and the Head of the Department to the meeting of the class committee.

(i). The Head of the Institution 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**

Quality Circle Meeting (QCM) are to be conducted as scheduled below.

| Meeting 1 | One week before the 1st assessment test |
|-----------|------------------------------------------|
| Meeting 2 | One week before the 2nd assessment test |
| Meeting 3 | One week before the 3rd assessment test |

During the first meeting of the class committee, the students are to be informed about the assessment procedure as per the framework of the 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 syllabi from time to time as and when found necessary as per the requirements of Industry.