

**ORDINANCES  
AND  
REGULATIONS**

**for**

**Master of Business Administration (M. B.A.)**

**(Applicable for 2013 Admission Onwards)**



**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**

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## **ORDINANCES**

- 0.1** Eligibility for admission, admission policy and procedure shall be decided from time to time by the Senate/Board of Governors (BOG) of the National Institute of Technology Calicut (NIT Calicut) hereafter mentioned as Institute,, following the guidelines issued by MHRD, Government of India.
  
- 0.2** The duration of the M.B.A. programme shall be 4 semesters.
  
- 0.4** Award of M.B.A. shall be in accordance with the regulations of the Senate of the Institute.
  
- 0.5** The Senate of the Institute has the right to modify any regulations stated from time to time.

## REGULATIONS

### R.1.0 Admission

**R.1.1** The number of seats in each branch of the M.B.A. programme will be decided by the Senate/BOG of the Institute following the instructions from MHRD, Government of India. Reservation of seats for different states, castes, tribes and other categories shall be as per the directives from MHRD, Government of India. Some seats may be allotted by MHRD under DASA or any other category.

**R.1.2** Candidates seeking admission to M.B.A. Degree Programme under regular, sponsored and all other categories should have completed and passed regular full time **Graduation** in an discipline from an approved Institute/University with minimum 60% marks (or CGPA 6.5/10) in aggregate and for SC/ST candidates 55% marks (or CGPA 6/10) in aggregate in the qualifying examination

AMIE (approved by AICTE) holders in an appropriate area of study may also be considered eligible, subject to the condition that the candidate possesses eligible GATE score in the appropriate discipline.

Candidates with BE/B Tech under lateral entry should have passed the three year diploma in engineering from an approved Board/Organisation with minimum 60% marks and for SC/ST candidate minimum 55% marks.

**R.1.3** Candidates seeking admission shall have a valid IIM-CAT/AICTE-CMAT score in addition to the above.

**R.1.4** Candidates satisfying R 1.2 and sponsored by the established Industries/Institutes/R&D Organisations/approved Educational Institutions can apply under sponsored category.

**R.1.5** Candidates sponsored under Quality Improvement Programme (QIP) approved by MHRD are also eligible to apply. Eligibility of such candidates will be as per the rules and regulations of QIP scheme.

**R.1.6** Foreign nationals, satisfying R 1.2 or its approved equivalent, whose applications are received through Indian Council of Cultural Relations, Government of India are also eligible to apply

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**R.1.7** The eligibility criteria for admission including the minimum CAT/CMAT score required for admission as full time regular students will be decided by the Institute or any other body or organization entrusted for the admission by Director and may be published in the admission brochure if required.

**R.1.8** Reservation Policy as decided by the BOG following the directives of MHRD will be followed.

**R.1.9** Chairman of the Post-graduate Admissions Committee nominated by the Chairman, Senate will decide on the operational aspects of selection of candidates based on the criteria laid down by the Senate of the Institute.

**R.1.10** Vacancies, if required to be filled up after the admission date will be decided by the Chairman, Senate in line with the Institute norms published and reported to the senate for post-facto approval.

**R.1.11** The fee structure is as decided by the BOG following the directives of MHRD from time to time. The mode of payment is decided by the Senate from time to time.

**R.1.12** If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by Institute or any other body or organization entrusted for the admission by MHRD/ the Institute, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.

**R.1.13** In all matters related to admission to the M.B.A. programme, the decision of the Institute and its interpretation given by the Chairman, Senate shall be final and binding.

## **R.2.0 Structure of the M.B.A. Programme**

**R.2.1** The programme of instruction for each stream of specialization will consist of :

- 1) Core courses (compulsory)
- 2) Elective courses
- 3) Laboratory/Mini Project/Industrial Training &
- 4) Project work and dissertation

**R.2.2** Every stream of specialization in the programme will have a curriculum and syllabi for the courses approved by the Senate.

Curriculum revisions, when required, will be proposed by a committee nominated by the Dean (Academic). All revisions shall be recommended by the Department Consultative Committee (DCC) approved by the Senate.

**R.2.3** The curriculum shall have a minimum total of 108 credits for successful completion of the M.B.A. programme.

**R.2.4** The complete programme will be of 4 semesters' duration. The academic programmes in each semester may consist of course (core and/or electives) work and/or laboratory/project/industrial training as specified in the approved curriculum.

**R.2.5** Credits will be assigned to the courses based on the following general pattern:

- 1) One credit for each lecture period
- 2) One credit for each tutorial period
- 3) One credit for each laboratory or practical session of two periods
- 4) Two credits for each laboratory or practical session of more than two periods
- 5) Credit for the seminar, project work and industrial/practical training will be as specified in the approved curriculum.

**R.2.6** A student will have to register for all the core courses listed in the curriculum of his/her selected area of specialization and successfully complete all of them.

However, Department Consultative Committee (DCC) may give recommendation to a student based on the his/her request not to register for some of the core courses and substitute them by some other courses (of equal credits) depending on the courses successfully completed by the student in the undergraduate programme at NITs or IITs within a period of two years. This needs approval from the Dean (Academic).

**R.2.7** Elective courses will have to be taken from the courses offered in a particular semester from among the list of approved courses as per the curriculum.

**R.2.8** Departments have to offer essentially all the core courses prescribed in the curriculum for any semester. Sufficient number of elective courses shall also be offered in line with the curriculum. Number of elective courses and other courses, if any, from the curriculum, to be offered in any semester can be decided by the DCC based on the requirement/pre-registration data.

**R.2.9** A Student who has acquired the minimum number of total credits for the award of the degree will not be permitted to register for more courses to improve his cumulative grade point average (CGPA) after completion of the course and project requirements.

**R.2.10** The medium of instruction, examination, seminar & project reports will be English

### **R.3.0 Programme Coordinator (PC)**

**R.3.1** To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned department will assign a 'Programme Coordinator' M.B.A. programme. In the case of M.B.A. programmes having more number of students, the Programme Coordinator in consultation with the HOD may avail the services of a few Faculty Advisers (FA). However, PC will be the overall in charge for all matters concerning the students' work and progress.

Students shall first approach their PC for all kinds of academic advices, course registrations, leave and all academic/study related matters in the Institute. Whenever required, he/she shall provide necessary advice to the students. PC shall make appropriate recommendations or remarks on the applications submitted by the students before forwarding to HOD/other concerned officials.

PC will keep the complete record of academics, attendance /leave, disciplinary actions if any, and any other relevant data of the students assigned to him/her.

### **R.4.0 Class Committee**

**R.4.1** For Semester I and II of M.B.A., a Class Committee for each programme will be constituted by the Head of the Department as follows:

Chairman : Professor or a Senior Faculty member/Programme Coordinator of the concerned M.B.A. programme nominated by the HOD.

Members :

- 1) All faculty instructors handling classes/courses for the M.B.A. programme.
- 2) Programme Coordinator of the concerned M.B.A. programme, if he/she is not the Chairman.
- 3) One or two student members as representatives from the M.B.A. programme, nominated by the PC/HOD.

**R.4.2** The term of the Class Committee shall be one semester.

The Director and Dean (Academic) or his/her nominee or HOD shall have the right to be present in any meeting of any class committees. The Chairman of the committee shall record the proceedings of each meeting and communicate a copy of each meeting to the concerned HODs for any further actions.

**R.4.3** The responsibilities of the Class Committees include the following:

- 1) Finalise the evaluation/assessment /course plan submitted by the faculty instructors

- 2) Review periodically the progress of the classes and with attendance of the students,
- 3) Identify students with poor performance in the tests and low attendance. The list of such students shall be reported to the PC. These students shall be motivated or given necessary advice/warning through PC/HOD.
- 4) Discuss problems concerning the conduct of the classes with reference to the curriculum and syllabi and make suitable suggestions and recommendations. These points shall be communicated to Dean (Academic).
- 5) Any other academic matters related to the concerned class.
- 6) Arrange/coordinate makeup examinations, if any, by the Chairman of the class committee for students in coordination with the examination cell.

Finalization of the semester results (without the student members). Final results will be submitted to the academic section in the prescribed format, published in the web/notice board, copy given to PC and HOD by the Chairman of the class committee.

**R.4.4** The method of evaluation/assessment /course plan will be decided by the concerned Faculty Instructor/ Course Coordinator and will be announced in the class in the beginning of the semester. These details will be presented/ discussed in the first class committee (to be conducted within two weeks from the beginning of the semester) by the Faculty Instructors and modifications if any, based on the discussions shall be made. All such records shall be filed and kept by the Chairman of the class committee.

**R.4.5** The class committee is required to meet at least twice in a semester once at the beginning of the semester and another after the end-semester examination to finalize the grades.

### **R.5.0 Registration & Enrolment**

**R.5.1** For the first semester every student has to enroll and register for the courses he/she intends to undergo once he/she is admitted by the admission office and joins the department. The Programme Coordinator will guide the students in the registration process.

**R.5.2** For the subsequent semesters, registration and enrolment shall be done at the beginning of the semester as per the schedule and procedure announced by the academic section.

A student shall be eligible for enrolment only if he/she completely satisfies the minimum requirement to continue the programme as per rule **R.6.0** and shall be permitted to enroll only if **(i)** he/she has cleared all the dues in the Institute, hostel & library up to the end of the previous semester and **(ii)** he/she is not debarred from enrolment by a disciplinary



action of the Institute **(iii)** he/she has paid all the tuition fees and all other relevant fees, if any, prescribed by the Institute.

Students shall complete formalities like teaching evaluation of the courses registered in the previous semester, pre-registration etc, if any, as notified by the academic section before the registration into the next semester.

Students shall submit the course registration form duly filled in, in consultation with his/her PC, fee receipt and registration chit or any other forms in the prescribed format with all necessary enclosures, as required and notified by the academic section.

If for any compelling reasons a student is unable to register on the day of registration, he/she can register on or before the late registration day specified in the academic calendar on payment of late registration fee together with the usual fees.

**R.5.3** Maximum number of courses that can be registered by a student in any semester corresponds to the total courses prescribed for the semester as per curriculum plus two courses (or 6 credits). See also **R 2.9**

**R.5.4** Student has to ensure that his/her name is included in the list of registered students with each course faculty at the beginning of the semester on the first instructional day itself. If not, he/she has to contact PC.

**R.5.5** Course adjustment by adding/dropping course(s) to/from the initial registration is permitted on valid reasons, within three weeks of the commencement of the semester *or as mentioned in the academic calendar, whichever is earlier*, with the written approval of his/her PC and HOD.

However the student should ensure that the total number of credits registered for in any semester should satisfy the maximum and minimum credits limits as per rule **R.5.3** and also should enable him/her to earn the minimum number of credits per semester as per **R.6.0** .

Courses dropped will have to be taken when they are offered in the following semesters, if they belong to the list of core courses, which are compulsory.

## **R.6.0 Minimum requirement to continue the programme**

**R.6.1** A student should have earned not less than 26 **successful credits and a SGPA of 4.0 or above** in the first semester, 52 **successful credits and a CGPA of 4.0 or above** at the end of second semester and 75 **successful credits and a CGPA of 5.0 or above** at the end of third semester; failing to satisfy this requirement, the student will be asked to leave the programme anytime after first, second or third semester.

**R.6.2** The above stipulation can be relaxed if the student is permitted by the Dean(Academic) to discontinue temporarily any semester on medical reasons, based on his/her request with the recommendation of PC,HOD and DCC.

### **R.7.0 Maximum Duration of the Programme**

**R.7.1** A student is, normally, expected to complete the M.B.A. programme in four semesters. The Maximum duration to complete the M.B.A. programme is **four years** from the date of admission. This is inclusive of all the periods including the period of temporary discontinuation or any other period of absence permitted.

### **R.8.0 Temporary Discontinuation**

**R.8.1.** A student may be permitted by the Dean (Academic) to discontinue temporarily from the programme for a semester or a longer period for reasons of ill health or other medical reasons, based on the recommendation from PC and HOD.

In case of ill health or other medical reasons, students must produce a medical certificate from a Registered Medical Practitioner stating that he/she is not in a position to continue with the studies temporarily specifying the period, and the same should be duly endorsed by parent /guardian of the student and also by the Institute medical officer.

Normally, a student shall be permitted to discontinue from the programme only for a maximum duration of two semesters.

**R.8.2** In case of change in the curriculum/ syllabus, a student has to register for the approved equivalent courses (meeting the same credits) as per the revised curriculum/syllabus in line with the advice of PC, whenever he/she is allowed to continue the programme after the period of discontinuation.

### **R.9.0 Discontinuation from the Programme to Take up a Job**

**R.9.1** Students will not normally be permitted to discontinue the programme unlike the M.Tech. Programme of the institute. However the student can appeal to the Dean (Academic) or Director for the same and the same may be permitted only after the concurrence of Chairman Senate

## **R.10.0 Project Work in Industry or other Organisations**

**R.10.1** All the categories of students are permitted to do the project work within the institute under the guidance of a faculty from within the institute. However the students can link their project with an industrial problem and with an organization of high repute for continuing the project work without affecting the regular attendance of other courses in the fourth semester.

**R.10.2** DCC shall examine the requests submitted from all such students with the recommendation from PC along with following documents:

- (i) Details of the proposed work
- (ii) Work plan of completion of project
- (iii) Name of R&D Organization/Industry in which the project is to be linked in
- (iv) Letter from the competent authority from the Organization/Industry granting permission to do the project with or without fellowship/internship.
- (v) Name and designation of an external guide from the proposed Organization/Industry (Scientists or Engineers with a minimum post graduate degree in the related area) his/her profile and willingness letter.
- (vi) Name of a faculty member of the Institute as internal guide with his/her consent

## **R.11.0 Discipline**

**R.11.1** Every student is required to observe a disciplined and decorous behaviour both inside and outside the campus and not to indulge in any activities, which shall tend to bring down the prestige of the Institute.

**R.11.2** Any act of indiscipline or misbehaviour of a student reported to the Dean (Academic) shall be referred to a Discipline & Welfare Committee constituted by the Chairman, Senate. The Committee shall enquire into the charges and decide suitable punishment, if the charges are substantiated. The Committee will also authorize the Dean (Academic) to implement the decision.

**R.11.3** The punished students, if any, may appeal to the Chairman, Senate, whose decision shall be final & binding in all respect.

**R.11.4** Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the Institute. Each student of the Institute, along with his/her parent, is required to give

an undertaking every semester in this regard and the same is to be submitted at the time of registration.

### **R.12.0 Attendance and Leave**

**R.12.1** Students must attend all the classes for the courses which are registered by him/her without fail. If he/she cannot attend any class due to sickness or due to any unavoidable circumstances, same shall be informed to the faculty instructor and PC in advance, if possible or at the earliest. Student shall submit leave applications with recommendations of PC to the HOD in advance, if possible or at the earliest.

Application for medical leave, supported by medical certificate from a registered medical officer with the endorsement by the Institute Medical Officer, shall reach the HOD with recommendations from PC, within seven days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.

Every member of the faculty handling a class shall record attendance during all hours of instruction. The faculty instructor of the course is required to finalize the attendance on the last instructional day of the course in the semester.

**R.12.2** The percentage of attendance calculated on the last instructional day shall be indicated by a letter code as given below and shall be reported to the class committee.

#### **Attendance rounded to Code**

90% and above : **H**

80% and above but less than 90% : **N**

Less than 80% : **L**

The percentage shall be calculated for the classes conducted from the date of the beginning of the classes in the semester as per academic calendar. In case of late admission of first semester students, it may be counted from the date of his/her admission. .

**R.12.3** A student whose attendance is less than 80% for a course (L grade) is not eligible to appear for the end – semester examination for that course, if he/she has not been sanctioned condonation of shortage of attendance as per rule **R.12.6**.

**R.12.4** The details of all students who have attendance less than 80% in a course (L grade) shall be announced by the faculty instructor on the last instructional day in the class. These details shall be sent to the concerned PC/HODs.

**R.12.5** Those with L grade, but having 80% or more attendance for the period other than their medical leave may be considered (only leave applications already submitted and approved by HOD will be considered) for condonation of shortage of attendance provided the overall attendance in the course including the period of illness does not fall below 50%. Application for condonation recommended by the Program Coordinator and concerned faculty instructor is to be submitted to the HOD on or before the last instructional day of the semester/or on a date indicated by the department. HOD, depending on the merit of the case may permit the student to appear for the end semester examination. List of such students permitted to appear for the end semester examination (by HOD) will be published by the PC in the department. Copy of the same shall be given to faculty instructors and Chairman of the Class Committee. A student shall be eligible for this concession at most once during the entire degree programme. All such records shall be kept with the PC in the department.

**R.12.6** As an incentive to those students who participate in extra curricular activities such as Tathva and Ragam, and those who represent the Institute in sports & games, cultural festivals and technical festivals *outside the Institute*, a relaxation of up to 5% attendance shall be given, subject to the condition that these students get prior approval from the following faculty

1. Tathva - Faculty Convener (Tathva)
2. Ragam/ cultural festivals - Dean (Students Affair)
3. Presenting Technical Papers/ Attending Technical Festivals- Faculty Advisor/HOD concerned.
4. Sports & Games- Faculty in charge of sports & games (Physical Education)

The students who wish to apply for this condonation are required to fill up the necessary form and get it signed by the above appropriate authority. All such applications shall be recommended by the concerned PC and forwarded to HOD within seven instructional days after the programme/activity or on or before the last instructional day of the semester/or on a date indicated by the department, which ever is earlier. HOD, depending on the merit of the case, may permit the student to appear for the end semester examination. List of such students permitted to appear for the end semester examination (by HOD) will be published by the PC in the department. Copy of the same shall be given to faculty instructors and Chairman of the Class committee. All the records shall be kept with PC in the department.

### **R.13.0 Assessment Procedure**

**R.13.1** The Senate shall decide the assessment procedure from time to time. It shall be based on the system of tests/ assignments/tutorials/presentations/course projects/reports etc and end semester examinations in each course in each semester.

### **R.14.0 System of Tests/ Assignments/Tutorials**

**R.14.1** A minimum two tests (of minimum one hour each) are mandatory for lecture courses and for courses where lecture clubbed either with practical or drawing or projects etc. Number of assignments/tutorials/presentations/course projects/reports etc shall be decided by the faculty instructor

The details of weightage of marks for the two tests and other items like assignments tutorials/presentations/course projects/reports shall be decided by the faculty instructor. This will be announced in the class at the beginning of the semester and will be presented in the Class Committee, and modifications, if any ,based on the discussions shall be made by the faculty instructor.

For laboratory/practical /drawing courses, the method of assessment shall be based on tests and the performance of students in the regular laboratory/practical/ drawing classes and will be decided by the faculty instructor. This will be announced in the class at the beginning of the semester and will be presented in the Class Committee and modifications if any based on the discussions shall be made by the faculty instructor.

All such records shall be filed and kept by the chairman of the class committee.

### **R.15.0 End - Semester Examination**

**R15.1** There shall be one end semester examination of minimum three hours duration for each lecture course and for each course where lecture clubbed either with practical or drawing or projects etc.

### **R.16.0 Weights**

**R.16.1** For all lecture courses and for all courses where lecture clubbed either with practical or drawing or projects etc., the end semester examination shall carry 40% weight. The remaining 600% is for other components like tests /assignments/tutorials/course projects etc. For courses where the lecture is clubbed either with practical or drawing or projects etc. assessment procedure shall be a properly weighted combination of those for lecture

and those for practical or drawing or project components etc, and shall be decided by the faculty instructor in consultation with the class committee.

For laboratory/practical/ drawing courses, end semester examination is not mandatory.

If end semester examination is planned for a laboratory /practical/drawing course, it shall be conducted before the last instructional day and the weight for it should not exceed 40%.

### **R.17.0 Make-up Examination**

**R.17.1** Students who miss the tests or the end-semester examinations for medical or reasons judged to be valid by PC /HOD are eligible for a make-up examination.

Students who miss the end semester examination and one or more tests shall be permitted to write one make-up examination only, and no marks shall be separately awarded for the missed tests.

Those who miss the tests can also appear for the make up examination and answer the relevant portions of the question paper with appropriate weight as attached to the test(s) based on the instruction from faculty instructor.

**R.17.2** Those who miss test(s) and/or end-semester examinations shall apply to the concerned HOD through PC within five days after the missed test/examinations or before the prescribed date indicated in the academic calendar whichever is earlier, giving the reasons/proofs for the absence. Applications received after this period will not be entertained.

All applications for makeup examinations when approved by the concerned HOD shall be given to PC and the Class Committee Chairman for arranging the makeup examinations at appropriate time in coordination with the faculty instructors. The list of permitted students for makeup examinations shall be published in the department by the PC.

**R.17.3** Students residing in the hostels should produce a medical certificate ( as the proof for absence) issued by the Institute Medical Officer certifying that he/she was admitted to hospital during the period of examination or he/she was not in a condition to write the examination.

Students residing outside the campus must produce a medical certificate (as the proof for absence) from a Registered Medical Practitioner certifying that he/she was admitted to hospital during the period of examination or he/she was not in a condition to write the

examination, and the same should be duly endorsed by parent /guardian of the student and also by the Institute Medical Officer.

**R.17.4** A student who misses the make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination, Dean (Academic) as the nominee of the Chairman of the Senate, may permit the student to appear for a second make-up examination based on the request from the student (enclosing proof for the reasons for missing the makeup) with appropriate recommendations of the PC/HOD.

### **R.18.0 Method of Grading**

**R.18.1** The faculty will return evaluated assignments, tutorials, term papers, test papers etc., within a reasonable time after the respective test/examination/submission.

Faculty Instructors /Coordinators shall publish the total marks for the assessment other than that for the end semester examination, for all students registered for the course by the last instructional day. Any clarification on these marks shall be done by the student with the concerned Faculty Instructor before the end semester examination.

**R.18.2** After the valuation of end semester examination, two copies of the results sheets for the respective course containing the marks scored, proposed grade and attendance code and one copy without the marks, shall be submitted by the faculty instructor to the Class Committee Chairman for conducting the class committee to finalize the grades. This shall include results of all makeup examinations.

A Class Committee without the student members shall be convened within seven days after the last day of the end-semester examination or on a convenient date before the date of declaration of results as per the approved academic calendar. The letter grades to be awarded to the students for different courses shall be verified and finalized at the meeting. Chairman of the Class Committee shall conduct a detailed analysis of the results and shall submit a copy of the analysis to HOD/Dean (academic), once the results are finalized.



**R.18.3** Based on the semester performance, each student is awarded a final letter grade in each course. The letter grades and the grade points are as follows:

<b>Grade</b>	<b>Grade Points</b>
<b>S</b>	<b>10</b>
<b>A</b>	<b>9</b>
<b>B</b>	<b>8</b>
<b>C</b>	<b>7</b>
<b>D</b>	<b>6</b>
<b>E</b>	<b>5</b>
<b>F</b>	<b>0 (Failure)</b>
<b>W</b>	<b>0 (Failure due to insufficient attendance)</b>
<b>I</b>	<b>0 incomplete (evaluation not completed and actual grade to be awarded later)</b>

I grade will be awarded by a Faculty Instructor for a course to any student when the final evaluation could not be completed before the final class committee due to valid reasons. I grade shall be converted into proper grade before the registration of the next semester and will be conveyed to the academic section by the Faculty Instructor through HOD. Concerned PC and Chairman, Class Committee shall also be informed about the final result. If it could not be finalized before the registration of the next semester, appropriate permission shall be obtained from Dean (Academic)

**R.18.4** A student is considered to have credited a course or earned credits in respect of a course if he/she secures a grade other than F, W or I for that course.

### **R.19.0 Declaration of Results**

**R.19.1** After finalization of the grades in the Class Committee Meeting for first and second semesters (without students), hard and soft copies of consolidated results with marks and one without marks but having the grades and the attendance codes (in a prescribed forms if any specified by the academic section) shall be forwarded by the Class Committee Chairman to the Dean (Academic) through HOD. The consolidated results shall include results of all makeup examinations.

One set of hard copies of consolidated results shall be sent to the concerned HOD and PC by the Class committee chairman for their reference and records.

Results -(without marks but having the final grades and the attendance codes against roll number of students (without names) will be published by the Class Committee

Chairman, in the web and Notice Boards on the time/day as per the academic calendar or as instructed by the Dean (Academic).

**R.19.2** PC/HOD shall give necessary advice/warnings to the students with failures, if any, and make arrangements to inform the results to the parents/guardians of students, if required.

## **R.20.0 Re-evaluation of Answer Sheets & Repetition of a Course**

### **R.20.1 Re-examination of answer sheets prior to re-evaluation**

**R.20.1.a)** In case any student needs clarification on his/her grade or wishes his/her answer sheets of end semester examinations of any courses other than projects, laboratory, design, thesis, drawing and seminars, to be re-examined, he/she can contact the faculty instructor concerned within five working days after the commencement of the immediately succeeding semester or within five working days on publication of results, whichever is later. The student shall have access to his/her answer paper(s) in the end semester examination which may be shown to him/her by the faculty concerned. If the faculty feels that the case is genuine, he/she may reexamine the case and forward a revised grade, if any, to the Dean (Academic) through the Chairman of the Class Committee with proper justification for the revision on intimation to the concerned PC/HOD.

**R.20.1.b)** If a student feels that he/she has grievance which is not genuinely sorted out with the Faculty Instructor, he/she may represent the matter to the concerned HOD (Head of the Department to which the course faculty belongs) through his/ her PC/ HOD (Head of the Department to which the student belongs) within seven working days after the commencement of the immediately succeeding semester or within seven working days on publication of results, whichever is later. The HOD shall examine the case, take suitable decision and communicate the same to the student in writing. (If the concerned faculty is the HOD, then HOD may refer the matter to one of the senior faculty members of the department). Revised result, if any, shall be sent to the Dean (Academic) through the Chairman of the Class Committee with proper justification for the revision on intimation to the concerned PC/HOD.

### **R.20.2 Re-evaluation of Answer Sheets**

**R 20.2.a)** If the student is not satisfied with the decision of the HOD, he/she may appeal to the Dean (Academic) through PC & HOD, within ten working days on receipt of the communication from the HOD, for the re-evaluation of the answer papers. The student

has to make necessary payment for the re-evaluation and attach receipt along with application. Dean (Academic) may arrange for the re-evaluation of the answer papers in deserving cases through another faculty (from a panel of minimum 2 examiners proposed by the HOD) within the Institute. Once re-evaluation of answer sheets is completed, the result shall be intimated by the faculty who re-examined the answer sheets to Dean (Academic) through the HOD. For all such cases, the results obtained for the re-evaluation will be the final and will replace the earlier results.

**R.20.2.b)** Requests received from the student within the stipulated time limits only shall be processed.

**R.20.2.c)** The decision of the Chairman, Senate will be final & binding for all the clauses above.

### **R.20.3 Repetition of a Course**

**R.20.3.a)** A student who was awarded F and/or W grade in a core course has to repeat it compulsorily.

If the same course (same code/title/credit) is not available due to the change in the curriculum, then the students shall register for the approved equivalent course(s) (meeting the same credits) of the new curriculum as per the advice of PC.

If the course is an elective course, the student may repeat it if he/she so desires or register for a new elective course based on the advice from PC.

**R20.3.b)** Student repeating a course with F and/or W grade has to attend all the classes for the courses registered like a regular student and attendance shall be mandatory.

### **R.21.0 Project Evaluation**

**R.21.1** ‘Business Research Project’ or ‘Thesis’ will be done by the individual students normally in two semesters, as per the curriculum.

**R.21.2** Programme Coordinator or his nominee as the Chairman and all faculty guides as members will form the Internal Evaluation Committee to evaluate the project or thesis. Evaluation committee will decide the norms for evaluation and this will be informed to the students at the beginning of the semesters. Minimum 3 members shall be present during the evaluation.

**R.21.3** An Evaluation Committee consisting of Programme Coordinator or his nominee as Chairman, the Guide (as Internal Examiner) and a senior faculty from any other Department (within the Institute), in a related field as External Examiner, constituted by

the HOD shall conduct the final viva-voce examination as per the schedule announced by the Department. The Department may also opt to invite an external member from outside the Institute with the approval of the Dean (Academic), provided no expert in the related field is available within the Institute.

**R.21.4** The continuous internal evaluation for the project/thesis conducted by the Internal Evaluation Committee will award a maximum of 70% of the total and the External Examiner will award a maximum of 30% out of the total marks for the fourth semester. Total marks awarded shall be converted into the letter grades and shall be intimated to the academic section in the prescribed format by the Chairman of the Evaluation Committee through HOD. Results shall be published by the Class Committee Chairman, in the Website and Notice boards.

**R.21.5** The Grades allotted for the project 4<sup>th</sup> semester together will be counted for the calculation of CGPA for the project and for the Class awarded for M.B.A. Degree as per R.24.2.

**R.21.6** If the thesis is accepted, the student shall submit the final version of the thesis to the Department, after incorporating all the corrections and suggestions, in the prescribed format /number of copies as notified by the Department and soft copy to the digital library.

#### **R.22.0 Grade Point Averages.**

**R.22.1** The academic performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA).

$$SGPA = \frac{\sum(C \times GP)}{\sum C}$$

where the summation is taken over all the courses registered for by the student in the semester, except Pass/Fail courses and C indicates the number of credits for the course and GP the grade point scored by the student for the course.

The performance of a student up to and including a particular semester is indicated by the earned credits and the Cumulative Grade Point Average (CGPA).

$$CGPA = \frac{\sum(C \times GP)}{\sum C}$$

where the summation is taken for all the courses registered for by the student except Pass/Fail courses if any, up to and including the recently completed semester.

### **R.23.0 Grade Card**

**R.23.1.** The semester wise Grade Cards will be issued to each student through PC by the academic section normally within a month from the completion of finalization of the results and shall contain the following details:

- a) code, title, credit and category of each course registered in the semester,
- b) letter grade obtained,
- c) \* indication for subjects with more than one appearance,
- d) attendance code,
- e) total number of credits earned by the student upto the end of that semester in each category and grand total, and
- f) SGPA & CGPA.

### **R.23.2. Class/Division**

Classification is based on CGPA and is as follows:

CGPA 8 and above: **First Class with distinction**

CGPA 6.5 and above, but less than 8: **First Class**

CGPA 5 and above, but less than 6.5: **Second Class.**

**R.23.3** The CGPA can be converted to percentage of marks as follows:

$$(\text{CGPA} - 0.5) \times 10 = \text{Percentage of marks.}$$

### **R.24.0 Eligibility for the Award of M.B.A. Degree**

**R.24.1.** A student shall be declared to be eligible for the award of the M.B.A. Degree if he/she has

- 1) registered and successfully credited all the core courses of M.B.A.
- 2) successfully acquired the credits in the different categories as specified in the approved curriculum of M.B.A. within the stipulated time
- 3) has completed the normal duration of the programme for M.B.A.
- 4) has no dues to any departments/sections of the Institute including hostels, and has no disciplinary action pending against him/her.

The award of the degree shall be recommended by the Senate and approved by the Board of Governors of the Institute.

**R.24.2** Students who completed the programme and are eligible for the award of the Degree can

get the following documents from the academic section based on application, within two weeks from the declaration of results:

Transfer, Migration, Provisional Degree Certificates, Course Completion Certificate and consolidated Grade Card.

Degree certificate will be issued during convocation as per the notifications issued by the Institute.

### **R.25.0 Power to Modify**

**R.25.1** Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.