



Academic Regulations (ACETR23) for Master of Business Administration

Applicable for students of Master of Business Administration (MBA) admitted from the Academic Year 2023-24 onwards.

1. AWARD OF MBA DEGREE

A student will be declared eligible for the award of MBA Degree if he fulfills the following academic regulations.

1.1 If he pursued a program of study in not less than two and not more than four academic years. After four academic years from the year of admission, he shall forfeit his seat in MBA and his admission stands cancelled.

1.2 The student shall register for all 104 credits and secure all the 104 credits.

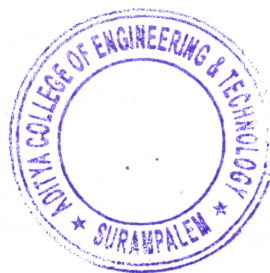
2. EVALUATION-DISTRIBUTION AND WEIGHTAGE OF MARKS


2.1 The performance of a student in each semester shall be evaluated course-wise for Theory courses, Practical courses, Industrial Project based on Summer Internship and Comprehensive Viva-voce.

2.2 For the theory courses, the distribution shall be 25 marks for Sessional examinations and 75 marks for Semester End Examinations. The Sessional marks shall be awarded based on the average marks secured in the two Sessional Examinations. The first Sessional examination is conducted for first 2½ units and second Sessional examination for remaining 2½ units for each course in a semester. The weightage of Sessional marks for 25 consists of Descriptive examination for 15 marks and Course seminar/presentation for 10 marks. Each Descriptive examination shall be conducted for duration of 90 minutes with 3 questions (no choice). A student has to give course seminar/presentation (5 marks for preparation of report and 5 marks for presentation in the class room) in the respective courses.

The Semester End examination is conducted for 75 marks for a duration of 180 minutes which contains ten questions and one case study. Two questions are given from each unit and each question may have sub-questions. The student has to write one question from each unit. Each question carries 12 marks. The case study carries 15 marks and is compulsory.

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- 2.3 For practical courses, there shall be continuous evaluation during the semester for 20 Sessional marks and 30 End examination marks. The Sessional 20 marks shall be awarded as, continuous evaluations – 5 marks, Record – 5 marks and laboratory Exam – 10 marks. The End examination shall be conducted by the concerned teacher and external examiner appointed by the Principal from a panel of three examiners submitted by Head of the Department.
- 2.4 Students can complete their Open elective course in I Sem through MOOCs (Massive Open Online Courses) by registering and participating in 12 weeks courses in NPTEL / SWAYAM etc. with the approval of the Head of the Department. The Head of the Department shall appoint one mentor for each of the MOOCs offered. During the course, the mentor monitors the student's assignment submission at the end of every week. The student needs to submit all the assignments given and needs to take final exam at the proctor center. The student needs to earn a certificate by passing the examination. The student will be awarded the credits given in the curriculum only upon submission of the certificate.
- 2.5 For Industrial Project based on Summer Internship, the project work shall be carried out during the summer vacation after second semester and will be evaluated in the third semester for 100 marks. Out of 100 marks, 50 marks shall be for dissertation and 50 marks for the project Viva-Voce. Both are evaluated by the Board of Evaluators (BOE). BOE comprises of External Examiner appointed by the Principal from a panel of three examiners submitted by HOD, Head of the Department and Internal project guide. Each student shall give one internal seminar (pre talk) on the topic of his/her project as a prerequisite for submission of the final project report. He needs to submit plagiarism report (not exceeding 30% similarity) along with the guide certificate in the final project report.
- 2.6 For Comprehensive Viva-voce, 50 marks are allotted. Comprehensive Vive-voce examination is conducted in all the subjects of four semesters of the course for 50 marks (internal evaluation only) at the end of fourth semester by a committee consisting of two senior faculty members of the department along with Head of the Department.

3. ATTENDANCE REQUIREMENTS

- 3.1 A student shall be eligible to write the Semester End Examinations if he acquires a minimum of 50% of attendance in each course and 75% of attendance in aggregate of all the courses.
- 3.2 Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) on medical grounds in a semester may be granted by the College Academic Committee.
- 3.3 Shortage of Attendance below 65% in aggregate shall not be condoned.
- 3.4 Students whose shortage of attendance is not condoned in any semester are not eligible to write their End examinations of that semester.
- 3.5 A medical certificate and a fee of Rs. 500/- shall be payable towards condonation for the shortage of attendance.
- 3.6 A student will be promoted to the next semester if he satisfies the attendance requirement of the present semester.
- 3.7 If any student fulfils the attendance requirement in the present semester, he shall not be eligible for re-admission into the same semester.
- 3.8 A student who has shortage of attendance in a semester may seek re-admission into that semester when offered within 4 weeks from the date of the commencement of classwork.

4. MINIMUM ACADEMIC REQUIREMENTS

The following academic requirements have to be fulfilled by the students in addition to the attendance requirements mentioned in item no. 3.

- 4.1 A student is deemed to have passed a course and earns the credits allotted to that course by securing not less than 40% of marks in the End examination, and a minimum 50% of marks of the total marks (sum of Sessional marks and End examination marks).
- 4.2 A candidate shall be declared to have passed in Comprehensive Viva-voce and Industrial Project based on Summer Internship, if he secures a minimum of 50% of total marks.
- 4.3 All the credit courses shall be considered for the calculation of SGPA and CGPA.

5. RE-REGISTRATION FOR IMPROVEMENT OF SESSIONAL MARKS

Following are the conditions to avail the benefit of improvement of Sessional marks.

- 5.1 A student shall be given no chance to re-register for each course provided the Sessional marks secured by a student are less than 50% and has failed in the End examination.
- 5.2 For re-registration, the student has to get approval from the Principal and has to pay the requisite fee which is of one third of the semester tuition fee before the start of the semester in which re-registration is required.
- 5.3 At any time, a student is permitted to re-register for a maximum of two courses in addition to the regular semester.
- 5.4 In the event of the student taking re-registration, his Sessional marks and End examination marks obtained in the previous attempt stand cancelled in that course(s). The attendance shall be calculated separately for the re-registered courses.
- 5.5 If the student gets required minimum attendance in any re-registered course(s), he shall be eligible for writing the End examination in that course(s). Otherwise, he shall not be permitted to write the End examination in that course(s). He shall re-register again in that course(s) when next offered.

6. PROGRAM PATTERN

- 6.1 The entire program of study is for two academic years and each academic years are in semester pattern.
- 6.2 The medium of instruction for the entire program will be in English only.
- 6.3 A student is eligible to appear for the End examination in a course but absent from it or has failed in the End examination, may write the examination in that course when conducted next.
- 6.4 When a student is detained due to shortage of attendance, he may be re-admitted into the same semester in which he has been detained.

7. AWARD OF DEGREE AND CLASS

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of MBA degree, he shall be placed in one of the following three classes:

Class Awarded	CGPA secured from 104 Credits
First Class with Distinction	≥ 7.75
First Class	≥ 6.75
Second Class	≥ 5.75 and < 6.75
Pass Class	≥ 4.75 and < 5.75

7.1 Cumulative Grade Point Average (CGPA)

The following procedure is to be adopted to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

For Credit Courses:

Range of Marks Theory / Project work (Max – 100)	Range of Marks Lab / Comprehensive Viva – Voce (Max – 50)	Letter Grade	Level	Grade Point
≥ 90	≥ 45	O	Outstanding	10
≥ 80 to < 90	≥ 40 to < 45	S	Excellent	9
≥ 70 to < 80	≥ 35 to < 40	A	Very Good	8
≥ 60 to < 70	≥ 30 to < 35	B	Good	7
≥ 50 to < 60	≥ 25 to < 30	C	Fair	6
< 40	< 20	F	Fail	0
-		AB	Absent	0

For Audit Courses:

Range of Marks (%)	Letter Grade	Result
≥ 50	S	Satisfactory
< 50	N	Not Satisfactory

COMPUTATION OF SGPA

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum(C_i)}$$

where C_i is the number of credits of the i^{th} course and

G_i is the grade point scored by the student in the i^{th} course

COMPUTATION OF CGPA

- The CGPA is also calculated in the same manner taking into consideration all the courses undergone by a student over all the semesters of a program, i.e.

$$CGPA = \frac{\sum(C_i X S_i)}{\sum(C_i)}$$

where S_i is the SGPA of the i^{th} semester and

C_i is the total number of credits in that semester

ii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

iii. Grade Point Average can be converted into equivalent percentage using

$$\text{Percentage of Marks} = (CGPA - 0.75) \times 10$$

8. MINIMUM INSTRUCTION DAYS

The minimum instruction days for each semester shall be 90 working days.

9. WITHHOLDING OF RESULTS

If the student has any dues in the college or involved in indisciplinary / malpractice / court cases, his result will be withheld.

10. TRANSITORY REGULATIONS

10.1 Discontinued or detained students are eligible for re-admission into same or equivalent courses as and when offered.

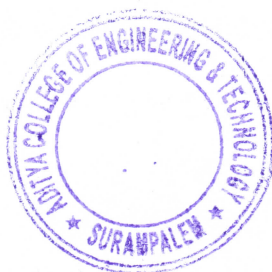
11. GENERAL

11.1 Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.

11.2 The academic regulations should be read as a whole for the purpose of any interpretation.

11.3 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Academic Council is final.

11.4 The college may change or amend the academic regulations or syllabi as and when the need arises, and the change or amendments made shall be applicable to all the students with effect from the dates notified by the college.



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