

**SSN COLLEGE OF ENGINEERING, KALAVAKKAM – 603 110**  
**(An Autonomous Institution, Affiliated to Anna University, Chennai)**

**REGULATIONS 2018**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**Master in Business Administration**

**Full-time – 4 semester program**

**(With effect from the academic year 2018 – 2019)**

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

- (i) “Program” means logical arrangement of courses to fulfill predetermined objectives and outcomes leading to the awarding of a degree.
- (ii) “Course” means a theory / practical / theory-cum-practical subject studied in a semester
- (iii) “Specialization” means the functional area(s) of concentration achieved through the choice of electives.
- (iv) “Credit” means the weightage given to a course in terms of class hours per week and used in the computation of the Grade Point Average and CGPA.
- (v) “Head of the Institution” means the Principal of the Institution.
- (vi) Department means the team of faculty members who are responsible for a program of study.
- (vii) “Head of Department” means the person who is heading a particular department.
- (viii) “Chairperson, Academic Council” means the authority of the Institution who is responsible for all academic activities of the Institutions/ Departments for implementation of relevant Rules and Regulations.
- (ix) “Controller of Examinations” means the authority of the Institution who is responsible for all activities of the Examinations.
- (x) “Chairperson, BoS” means Chairperson of Board of Studies of each faculty.
- (xi) “University” means affiliating University, ANNA UNIVERSITY, Chennai.
- (xii) “Institution” here denotes SSN College of Engineering.

**2. ELIGIBILITY FOR ADMISSION**

Eligibility to join the MBA program will be as per criteria set by Anna University. Currently it is “the candidate required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria”. The criteria will be announced every year by Anna University.

A student who joins the full-time MBA program should not be employed during the program (on a part-time or full-time basis) and should not enroll in any other educational program except with the written approval by the HOD.

### **3. STRUCTURE & DURATION OF THE PROGRAM**

The program has well defined Program Outcomes (PO).

The normal duration of the MBA program will be of two years consisting of four semesters and the maximum will be eight semesters, including a permitted break of study, if any. All necessary courses must be completed with a pass mark within the maximum duration of the course.

A semester will normally consist of 90 working days including the examination period but not less than 65 working days. In any case, the number of class hours mentioned in the curriculum will be completed as per the credits assigned.

The MBA program is a residential program and the students are expected to be in the campus for the entire semester except on Sundays and other holiday if classes are not scheduled on such days.

The program will consist of at least 94 total credits as outlined in the curriculum.

### **4. CATEGORIZATION OF COURSES:**

The program will have a curriculum consisting of theory, practical or theory-cum-practical courses with well-defined outcomes. In addition, the curriculum will also include skill-development and value-adding courses with or without credits.

The curriculum will specify the class hours (of 60 minutes) in a semester for each course. The credits will determine the weightage in computing the Grade Point Average and Cumulative Grade Point Average of the student.

For credit-courses, the class hours will be as follows:

Theory courses	: 14 hours per credit per semester
Practical courses	: 28 hours per credit per semester

For non-credit courses, the performance of the student will be graded as average, good and excellent by the course instructor and included in the Grade Sheet of the student.

The following types of courses will form a part of the MBA curriculum:

- a. Foundation Core (FC)  
These provide the basic knowledge that is necessary to pursue management education.
- b. Professional Core (PC)  
These provide the student with the basic knowledge about different functional areas of management in an organization. They provide the width of knowledge on which students can build depth in their chosen area(s) of specialization.

- c. Professional Electives (PE)  
These courses enable the students to get a depth of knowledge in subjects pertaining to their areas of specializations.
- d. Value Adding Courses (VAC)  
These are meant to enhance the life skills and knowledge of students and improve their employability. These are non-credit courses. The grade sheet of the respective semester will carry details of the courses completed by the student and provide a qualitative grading. Some of these courses will be mandatory and will be a part of the curriculum.
- e. Skill development courses (SDC)  
The course will address specific skills (such as communication) and could be largely activity based. These courses will have credits assigned to them. Valuation will only be on a continuous basis and a grade will be awarded and included in the computation of CGPA.
- f. Summer Internship (SI)  
This is to provide a student with a real-life experience of working in an organization, understanding how it functions and seek to apply the knowledge gained in the program. The student will do this internship after the first year of the program.
- g. Final Semester Project (FSP)  
This final semester project will have a research orientation and address a problem in the industry or that identified by a faculty. The students will accordingly carry out this project in a company or within the institution. Each student will be linked to a faculty member who will guide the student throughout the project. When the project is carried out in a company, there will be a company guide to ensure that the company's goals are met.
- h. Theory Course  
A course that involves learning of concepts and their applications including quantitative problem solving.
- i. Laboratory Course  
A course that involves learning of software tools and packages that aid in solving problems pertaining to management.
- j. Theory-cum-laboratory Course  
A theory course that also has laboratory sessions as a part of the course-work.
- k. Audited Courses (AUC)  
These are regular elective courses offered by the institution. A student can opt for one such course beyond the credit requirement to gain more knowledge in an area of interest.
- l. Online Courses  
From time to time, online courses offered by reputed aggregators (Coursera, Edxetc) and institutions may be announced as alternatives to electives. A student can choose to complete the online course(s) with prior approval from HOD and

earn credits instead of electives. One or more online courses may be required to be completed to earn the credits of one elective. The list of such courses and method of evaluation in these courses will be announced separately. The charges for these courses will be borne by the students.

#### **5. MEDIUM OF INSTRUCTION:**

The medium of instruction will be English only. It is desirable that the medium of communication among students and between students and faculty members is also English.

#### **6. CURRICULUM:**

The curriculum and syllabi for the two-year MBA program shall be proposed by the Board of Studies and approved by the Academic Council of the Institution. The curriculum is included as Annexure A to this document. The approved syllabi for all courses will be available to students joining the program.

#### **7. REGISTRATION FOR COURSES:**

All students will have to compulsorily register for all courses in the first and second semesters. For the third and fourth semesters, the registration will be done before the end of the previous semester as per dates mentioned in the academic calendar. This will include registration for:

- Electives for the semester (as outlined in Point 25)
- Core courses, if any, for the semester
- Skill development courses with credit, if included in the curriculum
- Courses dropped earlier
- Courses being repeated for want of attendance earlier
- Courses in which student has failed earlier (class attendance not required)
- Courses in which student has withdrawn earlier

The maximum credits that a student can register for cannot exceed 36 for a semester.

Registration will have to be done only in the semester in which the courses are offered again. In case the same course is not offered, an equivalent will be offered to the student.

Some value adding courses, which are not a part of the curriculum, will be optional for students. Students will register separately for such courses as and when they are announced. A nominal fee payment might be involved for such courses.

#### **8. DROPPING OF A COURSE:**

Student has the option to drop one course each in the third and fourth semester after having registered for the same. This will have to be done within 7 days of the start of the respective semester or as per the dates announced for this. The approval of the HOD will be required for dropping a course.

A course dropped by a student maybe done in the corresponding semester in the next academic year when the course is offered again. In case the same course is not offered, an equivalent course will be informed to the student.

Dropping of courses is not permitted in the first and second semesters.

## **9. EVALUATION OF STUDENTS FOR A THEORY COURSE:**

The evaluation of students will be done continuously throughout the semester as well as by an end-semester exam. The total marks for a course will be 100 of which, 40 for continuous assessments (CAM) and 60 for the end-semester exam (ESE).

The end semester exam would typically be for 100 marks for duration of 3 hours. The marks will be converted to a base of 60 while computing total marks for the course.

The continuous assessment will consist of a combination of any of the following components.

- Mid-semester exam (20 marks)
- Weekly tests (Maximum 10)
- Quizzes (Maximum 10)
- Presentations (individual or in groups) (Maximum 5)
- Assignment and / or written case submission (individual or in groups) (Maximum 5)
- Class Participation (Maximum 10)
- Mini Projects (Individual or in groups) (Maximum 10)

(The figures in brackets indicate the marks out of 40.)

The mid-semester exam is compulsory for all courses other than those with only continuous evaluation and laboratory courses.

The above is an illustrative list of assessment methods and the individual course faculty might incorporate other components.

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

A Student will be awarded zero marks in the following component of continuous assessment in case of:

- Absence from mid-semester exam, weekly tests and quizzes
- Non-completion of submission (assignments, mini-projects and case analysis) on time
- Absence from class for a scheduled presentation

Absentees for a mid-semester exam will be offered a retest only for medical reasons or if permission has been obtained from HOD in advance for valid reasons. Medical reasons will need to be supported by an appropriate medical certificate that is duly endorsed by the campus doctor.

The mid-semester and end-semester examinations will test the student at all levels of learning.

The Controller of Examinations will conduct the end-semester examinations. The mid-semester examinations and other tests will be conducted by the department.

#### **10. EVALUATION OF STUDENTS FOR A THEORY-CUM-LABORATORY COURSE:**

These are theory courses that have a laboratory component to enhance the learning of the students. The evaluation of these courses will be on the following basis:

Continuous assessment:

Weekly tests & mid-semester exam for theory	: 30 marks
Laboratory evaluation	: 10 marks
End-semester exam – theory only	: 60 marks

The end-semester exam will be for duration of 3 hours for 100 marks. The marks obtained will be reduced to a base of 60 marks for computing the total marks obtained in the course.

The Controller of Examinations will conduct the end-semester examinations. The mid-semester examinations and other tests will be conducted by the Department on behalf of the Controller.

#### **11. EVALUATION OF STUDENTS FOR A LABORATORY COURSE:**

The break –up of evaluation will be as follows:

Continuous evaluation	: 50 marks
End-semester exam	: 40 marks
Viva-voce	: 10 marks

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

The components for continuous evaluation will be announced at the beginning of the semester. The viva-voce will be conducted along with the end-semester exam.

The Controller of Examinations will conduct the end-semester examinations and viva-voce.

#### **12. EVALUATION OF SUMMER INTERNSHIP:**

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

The credits for the summer internship are mentioned in the curriculum. The continuous valuation will be done by the faculty guide and will be linked to milestones as per a time schedule. The final valuation will be done internally by a faculty panel based on a report and a viva-voce to a panel.

The components and methodology of valuation and the time schedule for Summer Internship will be informed to the students prior to the start of internship. Students are expected to meet the dates. Delay in submitting the internship report will need an approval from the faculty guide and HOD.

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

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

In case of withdrawal (or failure) to obtain a pass mark in the summer internship, the student will do a special project in the third semester under the guidance of a faculty member. The evaluation pattern will be finalized and conveyed to the student at the start of the project. The grade sheet will indicate that the student has withdrawn (or failed) in the summer internship and the grade for the special project will be indicated separately.

### **13. EVALUATION OF FINAL SEMESTER PROJECT:**

There will be continuous assessment and a final assessment. The continuous assessment will be linked to various milestones achieved during the project. The final assessment will be based on a project report and a viva-voce to a panel.

A schedule of dates will be announced for achievement of milestones of the project including the last date for submission of the report. Deviations from dates due to inevitable and justifiable reasons would need to be approved by the faculty guide and HOD.

The final semester project is a full-time activity. If carried out in a company, the student is expected to be engaged full-time in the company throughout the duration of the project. If the project is carried out in the Institution, the student is expected to be present in the campus throughout except for the purpose of data-collection. Detailed guidelines including valuation will be provided to the students prior to start of the project.

Failure to obtain a pass-mark in the final semester project will necessitate the student doing a project again in the subsequent semester. The student needs to register afresh for this project and pay the course fee as stipulated by the Institution.

### **14. COURSES WITH ONLY CONTINUOUS EVALUATION**

A few courses, as specified in the curriculum, will have only continuous evaluation. There will be no end-semester examination conducted for these courses. The basis for

continuous evaluation will be informed at the start of the course. The final marks and grade will be determined on the basis of the continuous evaluation.

If the course has credits, it is necessary to obtain a pass mark. A student who fails in such course will need to repeat the course in the next academic year.

The current curriculum specifies Managerial Communications I & II, Indian Business Environment and Seminar as belonging to this category.

#### **15. ATTENDANCE:**

Students are expected to attend all classes and other sessions organized by the Institution. As far as possible, permission for anticipated absences due to medical and other unavoidable reasons must be obtained in advance from the Class Faculty Coordinator. Permission for representing the Institution in external events must be obtained from the Students Affairs Coordinator prior to the event.

Unanticipated absence for a few sessions due to illness, bereavement in the family etc., must be regularized with a leave application when the student resumes classes.

It is desirable that there is no unexplained absence for any reasons whatsoever.

#### **16. ELIGIBILITY TO WRITE END SEMESTER EXAM:**

A student must have a minimum 75% attendance in each course to be eligible to write the end-semester exams for that particular course. The percentage of attendance will be computed based on classes and practical sessions held for each course during the semester.

Attendance will be calculated as following:

$$\frac{\text{Total number of hours attended in a course during the semester}}{\text{Total number of hours of classes held in the semester for the course}} \times 100$$

The attendance figure will be rounded off to the next highest integer to determine eligibility to write the exam.

Exceptions to the 75% requirement will be granted only for prolonged *illness involving hospitalization and participation in sports events at the state and national level*. Requests for medical reasons will have to be made in writing along with a medical certificate from the hospital concerned and duly endorsed by the campus doctor. Requests for sports reasons must be authorized by the Physical Director of the Institution. Any such request will be examined and approved by a committee of faculty members constituted for this purpose by the HOD. In these exceptions, the total attendance for a course cannot be lower than 65%.

In case the course attendance is less than 75% (or 65% as mentioned above), the student will have to repeat the course in the subsequent academic year when the course is offered again, attend classes for the course and complete the continuous



assessment before writing the end-semester examinations. If the same course is not offered in the subsequent year, the student will be informed about an equivalent course.

The days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the overall percentage of attendance.

#### **17. REGISTRATION FOR END-SEMESTER EXAMINATIONS:**

Students will need to register for end-semester exams for all registered courses as mentioned in point 7 other than those for which approval has been obtained for withdrawal. The necessary registration fees as decided by the Institution will be payable. The last date for registration will be announced during the semester.

Students also need to register for the final viva-voce and pay applicable fees for:

- Summer Internship
- Final Semester Project

However, a student who has registered for an exam but does not have the required attendance as on the last day of the semester will be debarred from writing the end-semester examinations. The student has to repeat the course as mentioned in point 16.

#### **18. WITHDRAWAL FROM END-SEMESTER EXAMINATION(S):**

A student may be permitted to withdraw from appearing for the end semester examination in any course or courses for valid reasons (medically reasons / unexpected family situations). This facility can be availed ONLY ONCE during the entire program. Valid documents, for medical reasons and unexpected family situations, shall be submitted by the student at least seven days before the commencement of the first examination. This request will need the recommendation of the Head of the Department and an approval by the Head of the Institution with intimation to Controller of Examinations.

Notwithstanding the requirement of mandatory seven days' notice, applications for withdrawal at a shorter notice for special cases under extraordinary conditions will be considered on the merits of the case.

If the withdrawal is approved, the student will need to re-register and write the end-semester exam when offered next. The continuous assessments will need to be completed again and marks earned afresh.

Such withdrawal, once approved will not be treated as a failure when determining the award of the degree. However, the student is not eligible for the award of ranking.

Withdrawal from any course will not be permitted:

- If a student does not meet the mandatory attendance required to write the end-semester exam.
- For an arrear exam.

The final approval for withdrawal will depend on the merits of the case and will be decided by the Head of the Institution.

However, all examinations will need to be completed and passed within the maximum duration of the program.

#### **19. WITHDRAWAL FROM SUMMER INTERNSHIP:**

Under exceptional health-related circumstances, a student can seek permission for exemption from summer internship. The request must be made in writing to the HOD with a suitable medical certificate duly endorsed by the campus doctor. If during the summer internship, a student has to withdraw for health-related reasons, a representation can be made to the HOD with a suitable medical certificate duly endorsed by the campus doctor. If granted permission, it will be deemed to be a withdrawal.

A student who has withdrawn from summer internship will undertake a special project in-lieu of internship during the third semester under the guidance of a faculty member. The evaluation pattern will be conveyed to the student at the start of the semester.

#### **20. REVALUATION OF END-SEMESTER EXAMINATIONS:**

After the announcement of the final grades, a student wanting to consider re-valuation can seek photocopies of the answer script from the COE on payment of applicable charges. If the student is convinced that he should get better marks, an application can be made to the Controller of Examination along with a separate fee. The COE will arrange to get the paper re-valued.

These will need to be done as per a schedule announced for this purpose.

Revaluation is not permitted for practical course, internship, project, and courses with only continuous evaluation.

#### **21. PROVISION OF A SCRIBE:**

The Institution will provide for a scribe to students who are in genuine need as per the guidelines issued by the Government of Tamil Nadu.

#### **22. MARKS AND GRADES. GRADE POINT AVERAGE AND CUMULATIVE GRADE POINT AVERAGE:**

A candidate who secures not less than 50% (both continuous assessment and end semester examination marks put together) and a minimum of 50% marks in the end semester examination (wherever applicable) shall be declared to have passed the course.

The grades awarded will be as follows:

<b>Range of Total Mark</b> (Continuous assessment + End Semester Examinations)	<b>Letter Grade</b>	<b>Grade Point</b>
$91 \leq TM \leq 100$	O	10
$81 \leq TM \leq 90$	A+	9
$71 \leq TM \leq 80$	A	8
$61 \leq TM \leq 70$	B+	7
$50 \leq TM \leq 60$	B	6
$0 \leq TM < 50$	RA	0
Shortage of Attendance	SA	-
Withdrawal from End Semester Examination	W	-
Absent	AB	0
Audit Course	AU	-

RA: Reappear for end-semester examination

SA: Shortage of attendance

A student who is absent from an end-semester examination after having registered for the same shall be considered to have appeared for that examination and failed.

Grade Point Average (GPA) and Cumulative Grade Point Average are calculated as per the formulae given below:

The Grade Point Average (GPA) is computed as follows:

$$\text{GPA} = \frac{\left[ \sum (\text{Course Credits}) \times \text{Grade point} \right] \text{ for all courses registered in that semester}}{\left[ \sum \text{Course Credits} \right] \text{ for all courses registered in that semester}}$$

The CGPA is computed as follows:

$$\text{CGPA} = \frac{\left[ \sum (\text{Course Credits}) \times \text{Grade point} \right] \text{ for all courses registered from first semester}}{\left[ \sum \text{Course Credits} \right] \text{ for all courses registered from first semester}}$$

Whenever a student reappears for a course in which he/she has been awarded 'RA' or 'AB' grade, the CGPA computation shall be done based only on completed credits and shall not include unsuccessful attempts.

The evaluation for courses which do not have an end-semester exam will be on a continuous basis with a viva-voce wherever specified. The details will be announced by the Institution at the commencement of the applicable semester if not incorporated in these regulations.

The Grade sheets will be issued, through the head of the department every semester after the publication of results up to the pre-final semester and a consolidated grade sheet will be issued after the successful completion of all courses and become eligible for the award of degree.

### **23. PERFORMANCE ASSESSMENT COMMITTEE:**

A performance assessment committee will be constituted by the Head of the Institution for every academic year. The committee shall meet to assess the attainment of Course Outcomes and Program Outcomes, progress and status of the students of the semester concerned at the beginning and end of the semesters. The committee can invite Faculty Advisors and students.

### **24. REAPPEARANCE IN FAILED SUBJECTS:**

A student who fails in a subject can re-write the end-semester exam of a theory course or a theory-cum-laboratory course whenever the exam is held next. There will be no attendance requirement for re-writing the exam. The CAM needs to be earned again by completing all assessments specified in the repeat semester.

A student who fails in a laboratory course or courses with only continuous evaluation will need to repeat the course when offered next. The student has to attend the classes, satisfy attendance requirements, complete continuous assessments and pass the course. All these need to be completed within the maximum duration of 4 years.

All examinations must be completed with a pass mark within the maximum duration of the program.

### **25. SPECIALIZATIONS AND ELECTIVES:**

The Institution will provide for dual specialization, that is, specialization in two functional areas. The specializations will be offered as combinations of two functional areas.

The Institution will offer specializations and electives in tune with market requirements.

The Institution reserves the right to specify a minimum number of enrolments for any specialization and elective. A specialization or elective might be withdrawn if the enrolment is below the minimum number. The students who have opted for the withdrawn specialization / elective will need to enroll for other options.

There will also be a maximum enrolment for any specialization and elective. In case the number exceeds the maximum, academic performance will be the basis for selection of students. Other students will have to choose from other options.

The list of specializations and electives that will be offered for each batch of students will be announced in the second & third semester respectively. The students would need to indicate their choice before a stipulated date. The final list will be drawn up before the end of the semester.

Once the enrolment for specializations and electives are finalized and announced, changes will not be permitted under any circumstances. The students will register for the electives chosen /allotted and core subjects, if any, in the next semester prior to the end of the semester.

A student can claim to have specialized in any functional area if at least 50% of the electives are from that area. This will determine eligibility for applying to opportunities during placement.

The specializations and electives on offer might vary from year to year.

The classes for electives might be staggered over the entire day or held on Sundays / holidays depending on the availability of faculty resources. It is mandatory that students attend these classes.

### **Audit Course:**

A student who wishes to expand his knowledge in an area will be permitted to audit one elective per semester. A written request has to be made for this at the time of choosing electives. Only students with an overall attendance of 85% and a CGPA of 7.5 will be eligible to audit a course. The student will be permitted to attend classes and audit the course subject to the class size not exceeding 60, approval by the course faculty and HoD.

Once a student starts an audit course, a minimum attendance of 75% must be maintained and obtain at least 50% marks in continuous assessments. The student's grade sheet will carry a mention of the audit course done.

The responsibility of managing attendance will lie on the student.

## **26. CLASS ROOM SESSIONS:**

Each class will be of 60 minutes duration. The number of sessions for each course is as mentioned in the curriculum.

Theory classes can consist of lectures, presentations, discussions, video sessions or any other activity designed by the faculty member. The hours specified will include the time spent on continuous assessment components.

If necessary, a faculty member will organize tutorial sessions and identify students who need this extra attention. These will be normally conducted outside regular class hours. Attendance in tutorial sessions is mandatory for such students. These sessions will not be considered as a part of the class hours specified in the curriculum.

## **27. CONDUCT OF COURSES:**

During the first session of the course, the concerned faculty member will provide the following information to the students:

- An outline of the course and the expected course outcomes
- Detailed syllabus
- Reading references from text book, reference books and other sources
- Reading material other than text book
- Session-wise course plan
- Continuous assessment components and weightages

## **28. EXPECTATIONS FROM STUDENTS:**

The MBA is a terminal program for most students. External stakeholders have high expectations from MBA graduates. They are expected to be a master of everything. Success in the program will depend on a number of factors including the efforts by the student.

## **29. MENTORING**

Each student will be linked to a faculty member for guidance in matters pertaining to academics, careers and any other general issues. Students are expected to interact periodically with their faculty mentors and update their progress in the program. The faculty members will maintain a record of these interactions without necessarily incorporating the content of the discussions.

## **30. CLASS COMMITTEE:**

A class committee of students will be constituted at the beginning of each academic year. The committee will have representation from a cross-section of students. The committee will meet twice or thrice in a semester with the Head of Department to provide feedback on progress of various courses and articulate any difficulties faced by students collectively. Appropriate action will be initiated by the Head of Department and wherever necessary, the feedback will be shared with the concerned faculty members.

A record of such meetings will be maintained by the HOD.

Concerns of a serious nature will be addressed in a meeting with all the students.

## **31. ACADEMIC INTEGRITY AND HONESTY:**

It is expected that students will be honest and conduct themselves with integrity. Malpractice of any sort in classes and in exams and falsification of records will be dealt with severely. Plagiarism and copying in assignments will attract a penalty of zero marks. Repeat / serious offenders will be removed from the rolls of the Institution. Detailed guidelines on this will be available in the office of the Controller of Examinations for perusal by the students.

## **32. BREAK OF STUDY IN THE PROGRAM AND REJOINING:**

A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the program (not more than a year) in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and wishes to rejoin the program, the student shall apply in advance to the Principal, through the Head of the Department. Once approved, the student can withdraw and rejoin the program in the next academic year for the same semester on payment of fees as applicable for the year.

The candidate permitted to rejoin the program after the break shall be governed by the curricula and regulations in force at the time of rejoining.

The authorized break of study will not be counted for the purpose of classification of award of degree.

The total period for completion of the program reckoned from the commencement of the first semester of the student shall not exceed the maximum period of four years (or eight semesters).

If any student repeats a semester / year for want of requisite attendance or good conduct, this will not be considered as a break of study.

If the candidate has not reported back to the Institution, after the break of study, his/her name shall be deleted permanently from the rolls of the Institution. Such candidates are not entitled to seek readmission under any circumstances.

### **33. AWARD OF DEGREE& CLASSIFICATION:**

A student shall be declared to be eligible for the award of the degree if the student has satisfied the following:

- Has completed the prescribed courses of study and evaluation successfully
- Earned the number of credits prescribed as specified in the curriculum.
- Has completed the program within the maximum stipulated time.
- No disciplinary action is pending against the student.

A student who qualifies for the award of degree as above, having passed the examination in all required courses in the first appearance within two years from the date of joining the program (or within three years including an authorized break of study of one year) and securing a CGPA of not less than 8.50 shall be declared to have passed in **First Class with Distinction**.

A student who qualifies for the award of degree as above, having passed the examination in all required courses within two years from the date of joining the program (or within three years including an authorized break of study of one year) and securing a CGPA of not less than 7.0 shall be declared to have passed in **First Class**.

In both the above cases, the student should not have been prevented from writing any end- semester Examination due to lack of attendance.

All other students not covered above and who are eligible for the award of degree having passed the examinations in all required courses within the maximum duration of the program shall be declared to have passed in Second Class.

Students who have withdrawn from any end-semester examinations with prior approval will not be eligible for the award of a rank in the program.

#### **34. PLACEMENTS&INTERNSHIPS:**

Placement is one of the most important outcomes of the program both for students and the Institution. The Institution attaches a very high priority to this and actively interfaces with companies to create enough opportunities that provide a good starting point for careers in management. It is natural that the Institution stipulates high standards for students to be eligible for placement. Such eligibility criteria for participating in the placement activities along with guidelines will be shared with the students at the appropriate time.

The onus of getting opportunities for Summer Internships lies with the students.

#### **35. EXTRA / CO-CURRICULAR ACTIVITIES:**

It is desirable that students participate in as many activities as possible within and outside the Institution, which contribute to honing of their skills and competencies for a successful career in management. Competitiveness, multi-tasking, time management, teamwork, presentation skills, networking skills, social awareness are some of the traits that are highly valued by recruiters. Students can judiciously identify such activities for participation. It is compulsory that permission be obtained for internal and external participation within the framework of class attendance requirements. Students are accountable both to themselves and to the Institution for their time during the program.

#### **36. DISCIPLINE**

Every student is required to observe a disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the institution.

In the event of an act of indiscipline being reported, the Head of Institution shall constitute a disciplinary committee to enquire into act of indiscipline.

Ragging is strictly prohibited. Punitive actions will be taken against the students those who indulge in ragging as per the government norms.

#### **37. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The Academic Council of the Institution reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

#### **38. EXCEPTIONS AND SPECIAL CASES**

In the event of any clarification in the interpretation of these regulations, they shall be referred to a Standing Committee. The Standing Committee will offer suitable interpretations/clarification/amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

The Head of the Institution is authorized to make exceptions in the above regulations based on the merit of the case. All such exceptions will have to be ratified at the next meeting of the Academic Council.