

Sri Sivasubramaniya Nadar College of Engineering, Kalavakkam – 603110

(An Autonomous Institution, Affiliated to Anna University, Chennai)

REGULATIONS 2021

CHOICE BASED CREDIT SYSTEM (CBCS)

MASTER OF BUSINESS ADMINISTRATION

Full-time – 4 Semester program

(With Effect from the Academic year 2021 – 2022)

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/integrated theory-and-practice and other courses described in clause 4 studied in a semester
- (iii) “Specialization” means the functional area(s) of concentration achieved through the choice of electives as defined in the curriculum.
- (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” (HOD) 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”.

In addition, for admission under the Management Quota, the Institution's admission policy will be applicable. This will be announced in the Institution's website periodically.

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 holidays if classes are not scheduled on such days.

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

4. CATEGORIZATION OF COURSES

The program will have a curriculum consisting of theory, practical, theory-cum-practical and integrated theory-and-practice courses with well-defined outcomes. In addition, the curriculum will also include Employment Enhancement Courses.

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.

Definition of credit:

Contact hours per week	Credits
One lecture hour	1
Two hours of practical / laboratory and Employment Enhancement Courses.	1

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. These will also include cross-functional electives which are outside the areas of core and elective courses in functional specialization.
- d. Employment Enhancement Courses (EEC)
These are courses that enhance the employability of students. These will include courses that address specific skills (such as communication and seminars) and internships and projects. These courses will have credits assigned to them. For some of these courses, valuation will only be on a continuous basis and a grade will be awarded and included in the computation of CGPA. The framework for such assessments will be informed to students in the beginning of the semester.
- e. Summer Internship (SI)
This is to provide a student with a real-life experience of working in an external organization, understanding how it functions and seek to apply the knowledge gained in the program. Students will do this internship after the first year of the program. In the extreme event of a student/s not getting an opportunity in any external organization, an internal project will be offered under the guidance of a faculty member.
- f. Final Semester Project (FSP)
This final semester project will have a research orientation and address a problem in the external organization or an internal project identified by a faculty. The students will accordingly carry out this project in an external organization, in the field 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 an external organization, there will be a guide from the organization to ensure that their goals are met.
- g. Theory Course
A course that involves learning of concepts and their applications including quantitative problem solving.

- h. **Laboratory Course**
A course that involves learning of software tools and packages that aid in solving problems pertaining to management.
- i. **Theory-cum-Laboratory Course**
A theory course that has practical sessions as a part of the course work to enhance the learning outcomes in the course.
- j. **Integrated theory-and-practice courses**
These are courses which have a significant requirement of hands-on learning by students and will typically belong to the area of Business Analytics. The courses will have a mix of theory and practice.
- k. **Audit 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 platforms (NPTEL, Swayam, Coursera etc) and institutions may be announced as alternatives to electives in the fourth semester. The courses will be identified and finalized by a team of faculty members and approved by the Board of Studies before they are offered. One or more online courses may be required to be completed to earn the credits of one elective. A student can choose to complete the online course(s) with prior approval from HOD and earn credits that can be exchanged for electives in the final semester up to six credits. The method of evaluation in these courses will be announced separately.

The charges, if any, for these courses will be borne by the students.
- m. **Value Added Courses (VAC)**
From time to time, these will be offered by the Institution to students to enhance their knowledge in their areas of specialization. These courses will be conducted by experts in the industry and academia. Theory courses of 14 hours duration, with a qualifying assessment, will be treated as equivalent to one credit. These courses will be conducted outside the regular class hours.

The credits earned through Value Added Courses will be over and above the prescribed credits in the curriculum and the grades will not be used for computing the CGPA. However the grades will be mentioned in the grade sheet.

n. **Rural Community Engagement:**

This is an optional activity that can be carried out by students. This is a group activity that can be done throughout the second semester for a duration of 42 hours. The objective of this exercise is to enable students get an experience of rural life and explore areas where they can contribute to the welfare of the rural society. A faculty guide will be assigned to facilitate this activity. There will be an evaluation of this activity in the end of the semester based on a report.

This activity will be assigned two credits and will be over and above the prescribed credits in the curriculum. The grades will not be used for computing the CGPA but will be mentioned in the grade sheet.

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 within five days from the start of the semester. This will include registration for:

- Core courses, if any, for the semester
- Electives for the semester (as outlined in clause 28)
- Employment Enhancement Courses
- Courses dropped earlier
- Courses being repeated for want of attendance earlier
- Courses in which student has withdrawn earlier
- Summer internship and final semester project

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

After registering for a course, the students are expected to attend classes, satisfy attendance requirements as mentioned under eligibility to write end-semester examinations, earn continuous assessment marks and appear for the end-semester examination.

Registration for courses being repeated for want of attendance earlier 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 Added 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. REGISTRATION FOR FINAL SEMESTER PROJECT

Students are expected to have earned a minimum of 50 credits when registering for a final semester project. In case of a shortfall due to results of III semester not being available, the registration will be provisional till the results of the III semester are announced. If the student has a shortfall in credits after announcement of III semester results, the project will be treated as cancelled. An internal project or a project in a company can be done in the subsequent semester once the requisite credits are earned. However, they can continue to do the course work, if any, in the fourth semester.

9. 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. The approval of the HOD will be required for dropping a course.

A course dropped by a student may be 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.

10. 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, 50 for continuous assessments (CAM) and 50 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 50 while computing total marks for the course.

The continuous assessments will consist of the two cycle tests (with a weight of 15 marks each) and other components such as quizzes, short tests, assignments, presentations, mini project etc (which will contribute to 20 marks).

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

Absentees for tests will be offered a retest only for medical reasons and family emergencies 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 Controller of Examinations will conduct the end-semester examinations. The end-semester exam will be for a duration of 3 hours for 100 marks. The marks obtained will be reduced to 50 marks for computing the total marks obtained in the course. Continuous assessments will be conducted by the department.

11. 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:

Cycle tests for theory (2 tests)	30
Practical test (2 tests)	10
Other components	10
Total	50

Other components will comprise of quizzes, short tests, assignments, presentations etc. The details of other components and the marks will be informed to the students at the beginning of the semester.

The end-semester exam will be a theory exam for a duration of 3 hours for 100 marks. The marks obtained will be reduced to 50 marks for computing the total marks obtained in the course.

The Controller of Examinations will conduct the end-semester examinations. Continuous assessments will be conducted by the department.

12. EVALUATION OF STUDENTS FOR AN INTEGRATED THEORY- AND-PRACTICE COURSE

These are courses that typically fall under the area of Business Analytics and have a significant component of laboratory work alongside theoretical learning. The mix of theory and practice will also differ from course to course.

Based on the mix of theory and practical components, the evaluation will be done by either one of the following methodologies. The specific method applicable for each course will be announced to the students at the beginning of the semester.

Type of course	Continuous Assessment for theory	Continuous Assessment for lab	Lab work	End-semester exam
Type 1	15 marks	15 marks	20 marks	50 (Theory)
Type 2	15 marks	15 marks	20 marks	50 (Lab)

The end semester exam will be for a duration of 3 hours for 100 marks. The marks obtained will be reduced to 50.

13. EVALUATION OF STUDENTS FOR A LABORATORY COURSE

The break –up of evaluation for laboratory courses will be as follows:

Continuous evaluation tests (2 tests)	20
Record maintenance	10
Model exam (3 hours)	20
End semester exam (3 hours)	50

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 viva-voce will be conducted along with the end-semester exam. The Controller of Examinations will conduct the end-semester examinations and viva-voce. The end semester exam will be for a duration of 3 hours for 100 marks.

14. 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 external organization and to identify real life issues, analyze, and suggest ways to resolve them. Some of the internships might 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.

In the extreme event of a student not being able to get an opportunity in an external organization, an internal project will be assigned under the guidance of a faculty member.

The evaluation will be done for 100 on the following basis:

Parameter	Marks	Evaluated by
Regularity of reporting to guide	20	Guide
Time utilization	10	Guide
Internship report	30	Guide
Viva – voce (learnings, concept connect)	30	Panel
Organization's feedback*	10	Company
Total	100	

*In the case of internal projects, viva-voce will be for 40 marks.

The panels will be constituted by the HOD and will consist of faculty members.

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

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

In case of irregularity in the progress of the internship or inability to do the internship, the student will do a special project in the third semester under the guidance of a faculty member. The decision on irregularity or inability will be made by a committee of faculty members formed for this purpose by the HOD.

The evaluation pattern for the special project will be conveyed to the students at the start of the internship. The grade sheet will indicate that the student has failed in the summer internship and the grade for the special project will be indicated separately.

15. EVALUATION OF FINAL SEMESTER PROJECT

The duration of the project will be twelve weeks and will be research oriented. The final semester project can be done in an external organization or as an internal project assigned by a faculty member. A student doing a project outside will be assigned to a faculty guide.

If the project is in an external organization, a commitment letter at the start of the project and a certificate of completion are mandatory requirements.

There will be continuous assessment and a final assessment. The continuous assessment will be based on three reviews by a faculty panel.

A schedule of dates will be announced for the reviews.

The final semester project is a full-time activity. If carried out in an external organization, the student is expected to be engaged full-time with them 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.

The evaluation and distribution of marks for the final semester project will be done on the following basis:

Continuous Assessment (50)			Final Assessment (50)				
Review 1	Review 2	Review 3	Project Report (25)			Viva-voce (25)	
			Internal	External	Guide	Internal	External
10	20	20	10	10	5	10	15

Reviews 1, 2 and 3 will be done by panels of faculty members formed by the HOD. The final project report evaluation and viva-voce will also be done by an external examiner. If during the 2nd or 3rd review, it is observed that the student is facing genuine challenges in the project, the project can be extended for a period of 30 days and the final assessment done separately at a later date. The decision to extend time will be taken jointly by the faculty panel and the HOD.

In the case of failure to obtain a pass-mark in the final semester project, the student will do a new project again in the subsequent semester. The project can also be an internal project in the nature of a dissertation. The project must include primary data collection wherever possible. A faculty member will be assigned as a guide. The student needs to register afresh for this project and pay the course fee as stipulated by the Institution.

A copy of the approved project report after completion of the viva-voce will be available in the library of the Institution.

16. 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 semester. The final marks out of 100 will be determined on the basis of continuous evaluation and the grade will be determined. Any student who does not have the minimum attendance requirement as mentioned in clause 21 will be deemed to have failed in the course.

A student who fails in such course will need to repeat the course in the next academic year.

17. EVALUATION OF ONLINE COURSES

The marks obtained in the online course assessment will form the basis for evaluation. A committee of faculty members will finalize the mapping of the marks to grades and inform the Controller of Examination. The guidelines issued by Anna University, if any will also be taken into consideration when finalizing the grades. The student will need to produce the mark-sheet issued by the online course provider and any other certificates as applicable.

18. EVALUATION OF RURAL COMMUNITY ENGAGEMENT ACTIVITY

An evaluation framework will be worked out and informed to students who take up this activity. The evaluation will be based on a report at the end of the semester. Grades will be assigned for the work done. The grade of the student will be mentioned in the grade sheet but will not be considered for computing the CGPA.

19. EVALUATION OF 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 the time-table facilitating this.

Once a student starts an audit course, a minimum attendance of 65% must be maintained. The student's grade sheet will carry a mention of the audit course done.

The responsibility of managing attendance will lie on the student.

20. ATTENDANCE

Students are expected to attend all classes and other sessions organized by the Institution. As far as possible, permission for anticipated absence due to medical and other unavoidable reasons must be obtained in advance from the Class Advisor. 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.

21. 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.

22. REGISTRATION FOR END-SEMESTER EXAMINATIONS

Students will need to register for end-semester exams for all registered courses as mentioned in clause 7 as well as for past courses failed. Exceptions are those for which approval has been obtained for withdrawal as mentioned in clause 23. 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 clause 21.

23. 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 (medical 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 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 conducted next.

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 end-semester exam 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.

24. 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.

A schedule will be announced for this purpose.

Revaluation is not permitted for practical or laboratory courses and components, summer internship, final semester project, and courses with only continuous evaluation.

25. 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.

26. 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:

Range of Total Marks (TM) (Continuous Assessment + End Semester Examinations)	Letter Grade	Grade Point
$91 \leq TM \leq 100$	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

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.

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:

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

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 the student becomes eligible for the award of degree.

27. REAPPEARANCE IN FAILED COURSES

If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall reappear for the examination in that course during the subsequent semester when examination is conducted in that course. Further, the candidate should continue to register and reappear for the examination till a pass is secured in such arrear course.

The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass. However, in the 3rd attempt if a candidate fails to obtain pass marks (Continuous Assessment Marks Test + End Semester Examination) as per clause 26 then the passing requirement in the subsequent attempt shall be as follows:

- The candidate should secure 50% and above, the maximum marks prescribed for course, in the End Semester Examinations irrespective of Internal Assessment marks obtained earlier.
- The Grade will be calculated based only on the marks obtained in the End Semester Examinations.

However, the maximum duration specified for the course as mentioned in clause 3 should not be exceeded because of repeated failures.

28. SPECIALIZATIONS AND ELECTIVES

The Institution will provide for dual specialization, that is, specialization in two functional areas. Students will need to do equal number of electives in both the specialization areas. The specializations will be offered as combinations of two functional areas.

The Institution will offer specializations and electives in tune with market requirements and availability of teaching resources.

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 for a specialization. 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 as outlined in clause 7.

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.

29. 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 assessments.

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.

30. 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

31. 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.

32. CLASS ADVISOR

A faculty member will be nominated as a Class Advisor for each class. The advisor will act as a channel of communication between the HOD and the students and maintain various statistical details. The Class Advisor will also monitor the performance of the students and attendance.

33. 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.

34. 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 Class Advisors and students, if necessary.

35. MULTIPLE COURSES COMMITTEE

This will comprise of faculty members handling various courses for a class in a semester and a representation of students from the class. One of the faculty, nominated by the HOD shall coordinate the activities of this committee. The committee will have its first meeting within a week of the start of the semester and the faculty will share the plans for each course along with the components of continuous assessment & their weightages. The committee will meet again twice during the semester and review the progress of continuous assessments. Feedback given by the students will be taken into consideration during these meetings. The students will convey the proceedings of these meetings to other students.

The coordinator for this committee will maintain a record of the discussions during the meeting and make a copy available to the HOD.

36. COMMON COURSES COMMITTEE

Any theory course that is handled by more than one faculty member shall have a "Common Course Committee" comprising of all faculty members teaching that course. One of them will be nominated as Course Coordinator by the Head of the Department concerned. The committee will ensure uniform progress of the course, uniformity in continuous assessment, parity in evaluation and a common question paper for the end semester exam. The first meeting of the committee will be held prior to the start of the semester to finalize the session plan and continuous assessment plan. There will be two further meetings during the semester. The coordinating faculty will maintain a record of the meetings held and make a copy available to the HOD.

37. 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

38. 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 determining the duration specified for passing all the courses for the purpose of classification in awarding the 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 specified in clause 3.

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.

39. 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.

40. 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 and Final Semester Projects lies with the students.

41. 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.

42. 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.

43. 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.

44. 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.