

**KALASALINGAM UNIVERSITY**  
(KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION)  
(Under Section 3 of the UGC Act 1956)

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**M.B.A – REGULATIONS 2010**

(Applicable to students admitted in the year 2010 and later)

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**M.B.A. - REGULATIONS 2010**  
**(Applicable to batches of the year 2010 and later)**

**R.1.0 Admissions**

**R 1.1 Eligibility**

Candidates who have obtained any bachelor's degree in Engineering / Technology / Arts and Science or any Master's degree in Engineering / Technology / Arts and Science are eligible to apply for admission to the M.B.A. Programme offered by Kalasalingam University.

R 1.2 Announcement for admission to M.B.A. programme will be made by the Kalasalingam University and the candidates are required to submit their applications in the prescribed application form on or before the dates specified in the announcement by the university.

R 1.3 Admission to the M.B.A. programme will be made by the procedure given below:

- i. The applicants to the programme will have to qualify in the Kalasalingam University Post Graduate Entrance Examination (KLUPGEE) conducted in the month of April / May of that academic year by the University. The candidates qualified in the GMAT(General Management Aptitude Test) / KLUPGEE will be called for group discussion and interview and the final selection will be based on
  - i. The marks obtained in the entrance test,
  - ii. Their performance in the interview and group discussion and
  - iii. Their work experience, if any.
- ii. **Sponsored Candidates:** Sponsored candidates from company or any other institution should forward their application through proper channel. They are exempted from Entrance test. However they must have a minimum work experience of one year in the sponsoring organisation. They will be selected on the basis of
  - A separate written test and
  - Their performance in interview, group discussion
- iii. **NRI and Foreign Nationals:** NRIs and Foreign Nationals should forward their application through proper channel. Foreign Nationals, whose applications are received through Indian Council of Cultural Relations, Government of India, are also eligible for admission. They are eligible under self- financing scheme for which applications are to be submitted through their embassy. They are exempted from Entrance test, Interview and Group Discussion.

They will be selected on the basis of

- Academic Record
- Letters of Reference and
- Work experience (if any)

They also have to submit copies of documents related to their citizenship while applying for the programme.

- R 1.4 The Post- Graduate Admissions Committee constituted by the Chairman, Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.
- R 1.5 In all matters concerning selection of candidates, the decision of the Chairman, Academic Council or his nominee viz. Chairman, Post Graduate Admission Committee is final.
- R 1.6 In addition to the conditions given in the information brochure for MBA Admission sent along with the application forms, the selected candidates should satisfy the other admission requirements indicated in the letter of offer of admission and then only he /she will be admitted to the MBA Programme after payment of the prescribed fees. However, if at any time the Director (Academic) finds any of the requirements not fulfilled by the candidate, the Director (Academic) may revoke the admission of the candidate to the programme.

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

R. 2.1 The Programme of instruction will consist of

- (i) Core courses,
- (ii) Elective courses,
- (iii) Laboratory courses,
- (iv) A Summer project at the end of the second semester and
- (v) Project work during fourth semester.

In addition, a student should satisfactorily complete the minimum number of other co and extra curricular courses, categorised as Non- CGPA courses as stipulated in Table 2 of R 2.5.

- R. 2.2 The curriculum of M.B.A. programme is designed to have a minimum total of 95 credits (85 CGPA credits and 10 Non -CGPA credits) as shown in Table 1 and Table 2 of R.2.5 for the award of the M.B.A. degree.
- (a). Credits for the CGPA courses are assigned based on the following general pattern:
- (i) One credit for each lecture period per week
  - (ii) One credit for each tutorial period per week
  - (iii) One credit for each laboratory or practical session of three periods per week.
- (b) All the Non-CGPA courses are of the Pass/Fail type. Students have to successfully complete at least one course in each group of Non- CGPA courses, as given in Table -2 of regulation **R 2.6**. On completion of each non-CGPA course, the performance of each student will be evaluated by the Course

Coordinator concerned, and if found satisfactory and conforming to the requirements of the course, the student will be awarded credits assigned to the course.

- (c) For the award of the M.B.A. degree, a candidate shall
- (i) Satisfy all the requirements prescribed by the Regulations of the Academic Council,
  - (ii) Earn not less than 95 credits (a minimum of 85 CGPA credits and a minimum of 10 Non-CGPA credits) and
  - (iii) Complete all courses (as specified in the curriculum and syllabus of the programme), within a minimum period of two years or a maximum period of four years (including the duration of withdrawal from the course on medical grounds or for other valid reasons, if any, as per regulation **R.11.1**) from the date of his/her enrolment.

R.2.3 The M.B.A. programme will have a Curriculum and Course Content (Syllabus) approved by the Academic Council.

The instruction, examinations, seminars and project reports shall be in English, unless specifically mentioned otherwise in the curriculum.

R.2.4 The complete programme will consist of four categories, viz. Core courses, Elective courses, Laboratory courses and Project works as shown in Table 1. These courses are distributed over four semesters, with two semesters per year.

R.2.5. No semester shall have more than eight lecture-based courses and a laboratory based course, as prescribed in the curriculum, adding up to not more than 29 CGPA credits.

However, students are permitted to register for an additional course (backlog) from the third semester onwards, subject to the following conditions:

- (i) The maximum number of CGPA credits registered in any semester shall not exceed 33 and
- (ii) The student's Faculty Advisor and the Head of the Department concerned recommend the same.

R 2.6 Electives will have to be taken from the courses offered by the department in that particular semester from among the list of approved elective courses. Three electives from any two specializations are to be chosen by the individual students for the third semester and 6 months project work has to be continued in the fourth semester.

**TABLE 1 – CATEGORIES OF COURSES FOR CGPA CREDITS**

S.NO	CATEGORY	SEMESTER				TOTAL CREDITS
		I	II	III	IV	
1	Core Courses	21	21	3	-	45
2	Elective Courses	-	-	21		21
3	Laboratory Courses	1	1	-	-	02
4	Project Works	-	-	5	12	17
Total		22	22	29	12	85

**Table 2 CATEGORIES OF COURSES FOR NON CGPA CREDITS**

SL. NO.	GROUP	CATEGORY	NON-CGPA CREDIT	MINIMUM CREDIT REQUIREMENT*
1	I	Paper Presentation in Conferences	4	10
2		Participation in Entrepreneurship Programs	4	
3		Participation in any event in Management Meet	4	
4		Publications in Journal	4	
5	II	Industrial Lectures	3	
6		Preparation of Business Plan	3	
7		International Languages	3	
8		Research Based Projects	3	
9	III	Sports	3	
10		Voluntary Services	3	
11		Extra Curricular Activities	3	
12		Certification Courses	3	
Total			40	

Note: \* Students have to take at least one course from each of the groups I to III.

**Minimum credit requirement: 95 (85 CGPA +10 Non- CGPA)**

### 3.0 Faculty Advisor

R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the Department concerned will assign a certain number of students to a faculty member who will be called as their Faculty Advisor.

The Faculty Advisor will help the students in all their endeavours during their period of study. After the first End-Semester examination, if the Faculty Advisor finds that any of his/her wards is showing poor performance for whatever reason(s), he/she will bestow special care and attention on him/her as per the Standard Practice Record (SPR) of the University.

### R.4.0 Class Committee

R.4.1 Every class of the M.B.A. Programme will have a Class Committee consisting of Faculty and Students. The constitution of the Class Committee will be as follows:

- (i) A Professor who is not associated with teaching the particular class, nominated by the Director (Academic)/Head of the Department, to act as the Chairman of the Class Committee.
- (ii) Course teachers of all the lecture-based courses
- (iii) Course Coordinators of all the non-CGPA courses offered during the semester
- (iv) Workshop Superintendent(s) / Laboratory-in-charge(s)
- (v) The Class Co-ordinator of the class
- (vi) Five students (in the combination of two from the toppers and three from the rest of the class) from the respective class, to be chosen by the students of the class from among themselves (and)
- (vii) Faculty Advisors of the students of the respective class.

During the semester, when students carry out their project work, the project guides and project work co-ordinator also will be the members of the Class Committee.

On similar lines, separate Class Committees will be constituted for the Summer Term Courses organised at the end of even semesters exclusively for slow beginners.

R.4.2 In a semester, the department will offer one or two common courses (taught by different teachers) wherein students can exercise their choice of teachers. A separate Class Committee will be constituted for classes wherein such common courses are taught.

R.4.3 The basic responsibilities of the Class Committees are

- (i) To review periodically the progress of the classes.
- (ii) To discuss problems concerning curriculum, syllabi and conduct of the classes, for both CGPA and Non-CGPA courses.
- (iii) To resolve issues related to slow beginners in the regular semesters and in the summer terms.

The Class Committee permits minor changes (not exceeding 10 percent) to the prescribed content of a course, proposed by a teacher offering the course, to bring it in tune with the latest developments in Management Science /current practices in Industry. However, the Chairman of the Class Committee obtains the approval of the Chairman, Board of Study concerned, and the Director (Academic) for effecting such changes to the content of the course.

The method of assessment of theory and practical course will be decided upon by the course teacher in consultation with the Class Committee, and will be announced to the students at the beginning of the semester. However, for all courses in the first two semesters of the M.B.A. programme, the method of assessment will consist of two Sessional Examinations and one End-Semester

Examination, with weightages specified as in regulation **R.18.1**. Each Class Committee will communicate its recommendations to the Head of the Department concerned and the Director (Academic).

The method of assessment for Non-CGPA courses will be as set forth in the booklet *Guidelines for the Non-CGPA Courses of M.B.A. Programmes* and will be decided upon by the Course Coordinator concerned.

The Class Committees shall meet at least four times in a semester: at the beginning of the semester, after the Sessional Examination I, after the Sessional Examination II, and finally (without the student members) after the End Semester Examination.

The Class Committee, excluding the student-members, is responsible for the finalization of the semester examinations results/grades to the students.

### **R.5.0 Registration and Enrolment**

R.5.1 Except for the first semester, registration for the courses in a semester will be done during a specified week before the End-semester Examination of the previous semester.

R.5.2 From the second semester onwards students have to enroll themselves on the first day of each semester. A student will be eligible for enrolment only if he / she fulfils the requirements of regulation **R.9.0** and is not debarred from enrolment by any disciplinary action of the University. At the time of enrolment a student can drop a course registered for earlier and also substitute it by another course for valid reason(s).

R.5.3 For each course registered for in a semester, the Registration Sheet contains the code, name, credits assigned and the category it belongs to (CGPA/non-CGPA). The student can make a choice of courses in consultation with his/her Faculty Advisor.

### **R.6.0 Registration Requirement**

R.6.1 The curriculum for any semester, except the final, normally carries 20 - 29 credits.

If, in any semester, a student finds his/her academic load to be heavy for any valid reason(s), he/she may drop one or more courses within two weeks from the commencement of the semester, but with the written approval of his/her Faculty Advisor and the Head of the Department. For valid reasons, and with the approval of the HoD, a student may substitute *only* an Elective course (withdrawn from, earlier) with another of the same type within a week of the registration process.

A student who drops a Core course will have to register for the same course and complete it when it is offered next. However, a student who drops an Elective course will have the option of registering for the same or for a different (Elective) course in place of the one he/she had dropped.



In any case, the student should ensure that the total number of courses registered for in any semester enables him/her to earn the minimum number of credits as specified in regulation **R.9.1**.

**R.7.0 Summer Term Course-**

R.7.1 Summer Term Courses (STCs) will be announced by the Office of the Director (Academic) on the recommendation of the Staff Council, comprising of all the Directors, Heads of the Departments and Chaired by the Vice Chancellor. Only courses taught in the first two semesters of the M.B.A. Programme are offered as Summer Term Courses.

A Summer Term Course is open to those students who had taken the course earlier and failed, and also to slow beginners who have withdrawn from the course as suggested by their Faculty Advisors.

No student shall register for more than three courses during a Summer Term.

R.7.2 Summer Term Courses will be announced by the Office of the Director (Academic) at the end of even semesters and before the commencement of the End-Semester Examinations. A student will have to register for the courses within the date stipulated in the announcement by paying the prescribed fees.

R.7.3 The number of contact hours in any STC will be the same as in the regular semester course. The assessment procedure for a Summer Term Course will also be similar to that for a regular semester course.

R.7.4 Withdrawal from a STC is not permitted. No Make-up examination (see regulation **R.19**) will be held for a STC.

**R.8.0 Contact Courses**

R.8.1 Contact Courses will be announced by the Office of the Director (Academic) on the recommendation of the Staff Council. A Contact course may be offered during a regular semester or a summer term by a department *ONLY* to a Final Year student who has obtained a 'U' grade in a *CORE* course. The course will be offered *ONLY* on the recommendation of the department and with the mutual agreement of the teacher and the student. Students registering for the Contact course will have to pay the prescribed fee fixed by the University.

However, in special cases as per the SPR, a Faculty Advisor who finds that his/her wards are in need of extra attention and help may arrange for Contact courses for them with the approval of the HoD and the Staff Council, if required from the fifth semester onwards, *ONLY* for the *CORE* courses.

R.8.2 A student cannot register for more than two Contact courses during a semester or a summer term. The number of courses a student can register for a summer term should not exceed three, including the number of Contact courses registered for that summer.

- R.8.3 A Contact course for a subject cannot be offered during a semester if a regular (semester) course is offered for the same subject in that semester (or in the summer).
- R.8.4 Final Year students who wish to take Contact courses should apply to the Director (Academic) before the commencement of the semester in which the Contact Courses are to be taken.
- R.8.5 The assessment procedure for a Contact course will be similar to that for the regular semester courses.
- R.8.6 Withdrawal from a Contact course is not permitted.

### **R.9.0 Minimum Requirements to Continue in the Programme**

- R.9.1 A student should have earned not less than 15 CGPA credits in the First semester and 30 CGPA credits by the end of the Second semester after the Summer Term and 50 successful credits at the end of third semester.

However, students who do not earn the minimum required credits in the odd semester may be given a chance during the even semester to make up for the shortfall by securing more credits. If a student does not earn the minimum required credits at the end of an academic year, his/her name may be taken off the rolls of his/her current batch and he/she would be enrolled in the subsequent year's batch.

- R.9.2 A student should have a minimum CGPA of 5.0 (see regulation **R.25.2**) at the end of each semester calculated on the courses completed. However, students who do not fulfill this minimum requirement in the odd semester will be given a chance during the even semester to make up for the loss by securing more credits. If a student does not have the minimum required CGPA of 5.0 (and/or could not earn minimum required credits) at the end of an academic year, his/her name may be taken off the rolls of his/her current batch and he/she would be enrolled in the subsequent year's batch.

### **R.10.0 Maximum Duration of the Programme**

- R.10.1 A student is ordinarily expected to complete the M.B.A programme in four semesters. However, a student may complete the programme at a slower pace, but in any case, not exceeding six semesters to complete the course work and eight semesters to complete the total programme including project work, including semesters withdrawn on medical grounds or for other valid reason(s), as per **R.11.1**. However, students have to satisfy the requirements mentioned **R.9.1** every semester, failing which their registration is liable to be cancelled.

In case of students who do not complete their project work in four semesters and submit the report in the fifth semester or later, the month and year of completion of the project work and of viva-voce examination will be indicated in the final grade card.

### R.11.0 Temporary Withdrawal from the Programme

R.11.1 A student may be permitted by the Director (Academic) to withdraw from the programme for a semester or longer for reasons of ill health or on other valid grounds. Normally, a student will be permitted to discontinue the programme for a maximum period of only two semesters.

A student who is permitted to discontinue may rejoin the programme at the appropriate semester, but only along with the regular students at the time of commencement of that semester.

R.11.2 A student who discontinues and rejoins a programme shall be governed by the rules, regulations, courses of study and syllabus in force at the time of his/her rejoining the programme.

### R.12.0 Discipline

R.12.1 Every student is required to observe discipline and decorous behaviour in all activities related to academics and not indulge in activities that would tend to bring disrepute to the University.

R.12.2 Any instance of indiscipline related to the academic activity of a student will be referred to a *Discipline and Welfare Committee*; likewise, any instance of malpractice by a student in connection with the examination process will be referred to an *Examination Monitoring and Grievance Redressal Committee* (EMGRC), constituted by the Chairman of the Academic Council.

These Committees will inquire into the issue and make recommendations, along with suggesting suitable punishment for the offenders (if the charges against them are substantiated), to the Staff Council. The Staff Council will consider the recommendations of these committees and decide on the appropriate action to be taken. The Director (Academic) will report on the action taken at the next meeting of the Academic Council.

### R.13.0 Attendance

R.13.1 Every faculty member handling a class will register his/her students' attendance from the date of commencement of the class work and till the last day of instruction of the semester, and finalise the attendance records of the students. The attendance percentage, calculated up to the last day of instruction of the semester, will be indicated by a number / letter code as shown in the Table 3.

TABLE 3 ATTENDANCE CODE TABLE

Percentage of Attendance (Rounded to)	Attendance Code
95 and above	H
85 to 94	9
75 to 84	8
Below 75	L

The particulars of students who have an attendance percentage less than 75 in the courses they had registered for will be displayed on the University notice boards/website. **Students, whose attendance is less than 75% in the courses they had registered for will not be permitted to sit for the End-Semester Examination in these courses.**

The Hall Ticket for the End-Semester Examination will be issued only to eligible students upon their clearing all of their dues to the University, Hostel, Library and other Departments/Sections (if any) of the University.

- R.13.2 If a student has an attendance percentage lower than 75 in a course, his/her performance in that course will be treated as not satisfactory, and he/she shall be awarded “**W**” grade (‘W’ meaning failure for want of the minimum attendance) in that course. **This grade shall be mentioned in his/her grade card till the course is successfully completed.**

A student who is awarded a “W” grade for a course must repeat the course, as per regulation **R.24.0**, and he/she is not permitted to re-register for the course as a Contact course.

- R.13.3 For the non-CGPA courses the minimum attendance requirement is 80%. If a student fails to meet this requirement, he/she should make up for the deficiency as below:

- (i) If the absence is on valid grounds, the deficiency will have to be made up for through the extra make-up programmes under the courses in question, offered during the Summer/Winter of the same year.
- (ii) If the absence is not on valid grounds, the deficiency will have to be made up for during the following year when the course in question is offered again.
- (iii) The deficiency in NSS/NCC/SPORTS classes will have to be made up for at the rate of two classes attended for each class missed.

#### R.13.4 Condonation of Insufficient Attendance

Students who have availed themselves of medical leave on valid grounds may be considered for condonation of insufficient attendance, provided the percentage of their attendance excluding the period of their medical leave is not below 75 % and their attendance including the period of their illness does not fall below 65%. Students can avail themselves of this facility only once during the entire period of their study. **The rule for Condonation of Lack of Attendance is not applicable to any of the Non-CGPA courses.**

Students who wish to apply for condonation of insufficient attendance should do so within two days of the last working day of the semester, along with the medical certificates and other relevant documents, to the office of the Director (Academic). An Attendance Committee constituted by the Chairman of the Academic Council will study the individual cases and approve of the applications on the basis of their merit.

**R.14.0 Assessment Procedure – Tests and Examinations**

R.14.1 The Academic Council will decide from time to time on the system of tests and examinations in each course in each semester. The general guidelines for this are as follows:

**R.15.0 System of Tests**

R.15.1 In the lecture / tutorial-based courses, *two Sessional Examinations* will be conducted for each course. The details of weightage of marks for the Sessional Examinations will be announced by the course teacher, in consultation with the Class Committee, and the Director (Academic), at the beginning of the semester.

**R.16.0 End-Semester Examinations**

R.16.1 There will be an End-Semester Examination of three hours duration in each lecture-based course/laboratory based course.

**R.17.0 Evaluation of Project Work**

R.17.1 The progress of the students in their Final Year project works will be assessed through three periodical reviews by a Project Review Committee, constituted by the Head of the Department /Director (Academic).

Upon completion of the Final Year project work, the student will have to submit a project report which will be evaluated by duly appointed examiner/s. The evaluation will be based on the report, the assessments during the periodical reviews, and a viva voce examination on the project work.

R.17.2 The project reports of B.Tech. students who have not completed their courses will be evaluated in the same semester and the results sent in an envelope labelled CONFIDENTIAL to the Director (Academic), by the examiners. The results of evaluation of the project work will be declared by the Director (Academic) only after successful completion of all the courses by these students.

**R.18.0 Weightages**

R.18.1 Weightages of Sessional Examinations and End Semester Examinations for the different courses:

(a) ***Theory courses:***

The weightage for theory courses of the M.B.A. programme should not be below 40% each for both Sessional and End-Semester examinations. Subject to the above constraint, the Class Committee is free to decide on

the weightages for any course and announce the same to the students within 2 weeks from the beginning of the semester.

(b) **Laboratory courses:**

Sessional Assessment	50%
End-semester examination	50%

- R.18.2 The evaluation for all examinations, tutorials, assignments (if any), laboratory work and examinations will be on an absolute basis. The final marks in each course are calculated as per the weightages mentioned in regulation **R.18.1**. The equivalent letter grading is on a relative basis, taking into consideration the marks scored by the students of the class in the particular course.

**R.19.0 Make-up Examination**

- R.19.1 Students who have missed the Sessional examination(s) or End-Semester examinations for valid reasons are eligible to appear for a Make-up Examination.

Students who have missed either one or both the Sessional Examinations and the End-Semester examination in the same course for genuine reasons, such as illness, may be permitted to write only the Make-up Examination for the **missed End-Semester Examination, with no marks being awarded for the missed Sessional Examination(s)**, provided they satisfy the attendance requirements.

Such of the above-mentioned students should make an application, recommended by the Faculty Advisor and Head of the Department, to the Director (Academic) **within one week of the date of the examination missed, explaining the reason(s) for their absence**. Applications received after this period will not be entertained.

The Examination Monitoring and Grievance Redressal Committee (EMGRC) will scrutinize the applications and make recommendations to the Director (Academic) on the basis of the merit of their applications.

- R.19.2 Official permission to take a Make-up examination will be given under exceptional circumstances, such as admission to a hospital on account of illness.

**Students residing in the hostels should produce a Medical Certificate issued by the Chief Medical Officer (CMO) of the University** that he / she was admitted in the University hospital during the period of the missed Sessional Examination(s) /End-Semester Examination.

Students residing in the hostels who wish to have consultations with doctors outside are required to obtain the written permission of the Medical Officer of the University hospital **before they have such consultations**.

**Students residing in the hostels but already having consultations with doctors outside are required to obtain an endorsement on the certificate of treatment from the Medical Officer of the University hospital.**

A student staying outside the University campus permanently / temporarily must produce a Medical Certificate from a Registered Medical Practitioner and the same **should be duly endorsed by the Parent / Faculty Advisor/ Guardian and the CMO of the University.**

- R.19.3 **A single Make-up examination will be held about a week after the End-Semester examination for those who are permitted to take the Make-up examination.**

The question paper will be common to all students taking the Make-up examination in a given course. However, the question paper will be so structured that a student will be required to answer only part(s) of the question paper carrying marks in proportion to the weightages of the examinations missed by him / her.

### **R.20.0 Course-wise Grading of Students**

#### R.20.1 Letter Grades

Based on the performance in each semester, each student is awarded a final letter grade at the end of the semester in each course. The letter grades and the corresponding grade points are shown in Table 4.

TABLE 4 GRADE CONVERSION TABLE

<b>Grade</b>	<b>Grade Points</b>	<b>Result</b>
S	10	Pass
A+	9	Pass
A	8	Pass
B	7	Pass
C	6	Pass
D	5	Pass
E	4	Pass
U	0	Fail
W	0	Failure for want of the minimum attendance
I	0	Incomplete

The “I” grade, awarded in a course to a student for failing to complete the prescribed formalities relevant to that course, will be subsequently changed to a pass grade (i.e., S/A+/A/B/C/D/E) or a “U” grade in the same semester on completion of those formalities.

- R.20.2 A student is considered to have completed a course successfully and earned the associated credits if he/she secures a letter grade other than a “U”, “W” or “I” in that course. **The grade “U” or “W” in any course implies a failure in that course. A course successfully completed cannot be repeated.**

**All the non-CGPA courses are of the Pass/Fail type and are not awarded any letter grades. A candidate earns the credits assigned to a non-CGPA**

**course for which he/she has registered provided he/she secures a Pass in that course.**

### **R.21.0 Method of Awarding Letter Grades**

R.21.1 A final meeting of the Class Committee without the student members will be convened within seven days from the last day of the End-Semester examination. The letter grades to be awarded to the students for the different courses will be finalized at the meeting.

R.21.2 Along with the Summary Sheet, a copy of the Result Sheet (Grade Sheet) for each course, containing the absolute marks, final grade and attendance code, will be submitted by the course teachers/Class Co-ordinator to the Class Committee Chairman concerned. After finalization of the grades at the Class Committee meeting, the Grade Summary Sheet and the Grade Sheet of the individual courses will be endorsed and forwarded by the Class Committee Chairman to the Director (Academic).

### **R.22.0 Declaration of Results**

R.22.1 After finalization of the grades by the Class Committee as per regulation **R.21.1**, the Grade Sheets will be submitted for approval to a Grade Approval Committee constituted by the Chairman of the Academic Council. After their verification by the Grade Approval Committee, the Grade Summary Sheet and Grade Sheets of the individual courses will be endorsed and forwarded by the members of the Grade Approval Committee to the Director (Academic).

R 22.2 With the approval of the Grade Approval Committee, the results of all the examinations conducted in a semester will be placed before the Result Passing Committee, constituted by the Chairman of the Academic Council, for the final approval.

With the approval of the Result Passing Committee, letter-grades awarded to the students in each course will be announced by the office of the Director (Academic) on the University notice boards and website.

R.22.3 The “U” or “W” grade, once awarded, stays in the record of the student, and is replaced with a pass grade when he/she completes the course successfully later; the CGPA will be accordingly revised.

### **R.23.0 Distribution of Evaluated Answer Books**

R.23.1 Student shall have access to their answer books of the Sessional and End-Semester examinations through the course teachers concerned on the day specified in the Academic Calendar. In case of any dissatisfaction at the evaluation, a student may contact and make an appeal to the course teacher concerned within two days of the date of distribution of the evaluated answer books. If the teacher determines that a case for lower-than-deserved marks brought to his/her attention by a student is genuine upon re-examining the answer book, he/she shall forward the revised



marks, along with a justification for the revision, to the Director (Academic) through the Chairman of the Class Committee concerned, and with an intimation to the respective Head of the Department.

If the student is not satisfied with the outcome of the re-examination of his/her answer book by the teacher, he/she should make an application to the Director (Academic) for re-evaluation of the answer book within a week of the date of distribution of the evaluated answer books. Any applications for re-evaluation received after this period will not be entertained. All applications for re-evaluation will be processed by the EMGRC and suitable decision will be taken on the basis of individual merit.

#### **R.24.0 Course Repetition**

R.24.1 A student who has secured a “U” grade in a Core course will have the option of either repeating the course when it is offered next or reappearing only for the End-Semester Examination in the course, conducted in the subsequent semester, to secure a pass grade. A student securing a “W” grade in a Core course has to repeat the course compulsorily when it is offered next.

R24.2 A student securing a “U” grade in an Elective course may repeat the course, if he/she so desires or reappear for the End-Semester Examination in the course, conducted in the subsequent semester, to secure a pass grade; otherwise, he/she may register for another Elective course (in place of the one for which he/she was awarded the “U” grade) and successfully complete the same.

A student securing a “W” grade in an Elective course may repeat the course, if he/she so desires, to secure a successful grade; otherwise, he/she may register for another Elective course (in place of the one for which he/she was awarded the “W” grade) and successfully complete the same.

R.24.3 Supplementary examinations for failed candidates (those securing a “U” grade) in a course will be conducted only along with the regular End-Semester examinations in the subsequent semester(s), with a question paper common to them and the regular students of that semester. Question Papers for all supplementary examinations in a course will be on the basis of the regulations and syllabus then in force.

No supplementary examination will be conducted for a course that is not offered during a semester. Further, no supplementary examinations will be conducted for Sessional Examinations. The student’s letter grade will be determined, on a relative basis, along with the class of students for whom the said course was offered in that semester.

R24.4 A course successfully completed cannot be repeated.

#### **R.25.0 Grade Card**

R.25.1 The grade card issued at the end of each semester to the students will contain the

following:

- (i) the list of CGPA courses registered by the student along with credits for each course registered for in that semester
- (ii) the letter grade obtained in each of the CGPA course
- (iii) the attendance code assigned for each CGPA course
- (iv) the list of Non-CGPA courses completed in that semester
- (v) the total credits earned under the CGPA and Non-CGPA categories in that semester
- (vi) the cumulative credits earned under the CGPA and Non-CGPA categories up to the end of that semester
- (vii) the Grade Point Average of all the courses taken in that semester (SGPA)
- (viii) the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester up to the end of that semester

Separate grade cards with the above-mentioned details are issued to students for all the Summer Term courses they had undergone during their period of study.

R.25.2 The Semester Grade Point Average (SGPA) will be calculated according to the following formula

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

where C = Credit(s) for the CGPA course registered for and completed,

GP = Grade Point, as per the Grade Conversion Table (Table 4), given under **R.20.1**, for the letter grade obtained by the candidate for the course,

$\sum C$  = Sum of credits from all the courses taken in that semester, including those in which the student has secured U and W grades.

For the Cumulative Grade Point Average (CGPA) a similar formula is used where  $\sum C$ , the sum of credits, is from all the courses registered in all the semesters completed up to the end of that semester.

The Non-CGPA courses are not awarded with any letter grade/grade point and are not included in the above-described Grade Point Average calculation.

## **R.26.0 Requirements for Non-CGPA Credit Courses**

R.26.1 All students admitted to the M.B.A programme must earn a minimum of 10 credits out of 40 under the non-CGPA credit courses by taking at least one course in each group, as mentioned under Table 2 of regulation **R2.0**.

- R.26.2 Each student, in consultation with his/her Faculty Advisor will plan for the non-CGPA courses which are normally offered during the semester and/or during the vacations, either during the work hours of the University or after.
- R.26.3 The list of non-CGPA courses and the course schedules will be displayed before the end of every semester. The students can register and enroll themselves for the courses at the time of registering and enrolling for the regular CGPA courses.
- R.26.4 The student's performance will be assessed by the respective course coordinator of each non-CGPA course as per the procedure stated in the booklet *Guidelines for the Non-CGPA Courses of M.B.A. Programme* and the result will be declared along with the results for the CGPA courses.
- R.26.5 The credit earnings for all the non-CGPA courses for a student will be mentioned in his/her Grade Card, as and when he/she completes the particular courses successfully.

**R.27.0 Eligibility for Award of the M.B.A. Degree**

- R.27.1 A student shall be declared to be eligible for award of the M.B.A. degree if he/she has
- (i) registered for and successfully completed all the required Core courses, Elective courses and the Project
  - (ii) successfully earned the minimum required credits (both CGPA and non-CGPA) as specified in the curriculum corresponding to the branch of his/her study within the stipulated time
  - (iii) earned the specified credits in all the categories of courses
  - (iv) no dues to the University, Hostels, Libraries, Offices of NCC / NSS / Sports /Parent-Teacher Association/ Alumni Association, etc.
  - (v) no disciplinary action pending against him / her.
- R.27.2 **Degree Classification:** The Degree of Master of Business Administration shall be awarded in three divisions with area of specialisation:
- (i) First Class with Distinction
  - (ii) First Class
  - (iii) Pass

For a First Class with Distinction, the student must have earned 85 CGPA credits and 10 non-CGPA credits within two years from the time of admission/enrolment and obtained a minimum **CGPA of 8.25**, with **all courses passed in the first attempt**.

For a First Class, the student must have earned 85 CGPA credits and 10 Non-CGPA credits within two years from the time of admission/enrolment and obtained a **minimum CGPA of 6.75**.

Students who have earned the requisite number of credits (85 CGPA and 10 Non-CGPA) within four years from the date of admission/enrolment will be

awarded a Pass.

- R.27.3 The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.

**R.28.0 Power to Modify**

- R.28.1 Notwithstanding all that has been stated above, the Academic Council reserves the right to modify any/all of the above regulations from time to time.