REGULATIONS 2017

MBA
(Applicable from 2017 batch onwards)

KALASALINGAM
Academy of Research and Education
UNIVERSITY
(Under Section 3 of UGC Act 1956)
(Accredited by NAAC with 'A' Grade)
Anand Nagar, Krishnankoil - 626 126.
Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu.

CONTENTS

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R.1.0   Admissions

R.1.1   Announcement for M.B.A admission will be made by the Kalasalingam University and the prospective candidates are required to submit their applications in the prescribed application form on or before the dates specified in the announcement by the University. The eligibility criteria and the qualifying degree for admission are as follows:

Candidates who have already 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 the Kalasalingam University.

R.1.2   Admissions to the M.B.A Programme in any year will be based on the results of the Kalasalingam University Post Graduate Entrance Examination (KUPGEE) normally conducted in the month of May/June every year by the University.

Table 1: Qualification for Admission

S.No	Degree	Qualification
1.	M.B.A (Any Specialization)	Any Bachelor's Degree in Engineering/Technology/ Arts and Science (or) Any Master's Degree in Engineering/Technology/ Arts and Science

(i)   The candidates qualified in the GMAT/CAT/MAT (General Management Aptitude Test) / KUPGEE will be called for group discussion and interview and the final selection will be based on

- The marks obtained in the entrance test,

- Their performance in the interview and group discussion and

- Their work experience, if any.

(ii)   Sponsored Candidates: Sponsored candidates from company or any other institution should forward their application through the sponsoring organization after getting NOC (No Objection Certificate). They are exempted from Entrance Test. However they must have a minimum work experience of one year in the sponsoring organization. They will be selected on the basis on their performance in the group discussion and Final Interview.

(iii) NRIs and Foreign Nationals: NRIs and Foreign Nationals should forward their application through proper channel. Foreign Nationals, whose applications are received through Indian Council or Cultural Relations, Government of India, are also eligible for admission. They are also eligible under self-financing scheme for which applications are to be submitted through their embassy. They are exempted from Entrance Test, Group Discussion and Final Interview.

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.1.3 The Admission Committee will decide on the procedure for conducting the KUPGEE and prepare a merit list of candidates. Subject to fulfilling the minimum performance criteria in the examination, as decided by the committee from year on year, the Admission Committee will offer admission, in the order of merit, to the successful candidates.

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.1.4 In all matters concerning selection of candidates, the decision of Admission Committee is final.

R.1.5 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.   An Inplant Training at the end of second semester and Project Work during fourth semester

Table 2 - CATEGORY OF COURSES WITH CGPA CREDITS

S. No	Category	I	II	III	IV	Total Credits
1.	Core courses	20	21	-	-	41
2.	Elective courses	-	-	24	-	24
3.	Laboratory Courses	01	01	-	-	02
4.	Inplant Training / Project Work	-	-	02	09	11
	TOTAL CGPA CREDITS	**21**	**22**	**26**	**09**	**78**

In addition, a student should satisfactorily complete the minimum number of other Co curricular courses and Extra Curricular courses, categorized as Non -CGPA courses as stipulated in Table.No.3 of R.2.5.

R.2.2 The curriculum of MBA programme is designed to have a minimum total of 88 credits (78 CGPA Credits and 10 Non-CGPA Credits) as shown in Table.No.2 of R.2.1 and Table.No.3 of R.2.5 for the award of the MBA Degree.

(a) Credits for the CGPA courses will be 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 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 2.26. On completion of each Non-CGPA courses, 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 MBA Degree, a candidate shall

  (i) Satisfy all the requirements prescribed by the Regulations of the Academic Council

  (ii) Earn not less than 88 credits (a minimum of 78 CGPA Credits and a minimum of 10 Non-CGPA Credits) and

  (iii) Complete all the courses (as specified in the curriculum and syllabus of the programme), within a minimum period of two years or a maximum 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 MBA 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, and elective courses, laboratory courses, Inplant Training 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 26 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 29 and

(ii) The students Faculty Advisor and the Head of the Department concerned recommend the same

Table.No.3
CATEGORY OF COURSES WITH NON CGPA CREDITS

Sl. No.	Group	Sub. Code	Category	Non-CGPA Credit	Minimum Credit Require-ments
1	Group - I	NCG501	Paper Presentation in Conferences	4	
2		NCG502	Participation in Entrepreneurship Programs	4	
3		NCG503	Participation in any event in Management Meet/ Event Management	4	
4		NCG509	Publication in Journal	4	
5	Group - II	NCG504	Industrial Lectures	3	
6		NCG601	Preparation of Business Plan	3	
7		NCG505	International Languages	3	10
8		NCG602	Research Based Projects	3	
9	Group - III	NCG506	Sports	3	
10		NCG507	Voluntary Services	3	
11		NCG508	Extra Curricular Activities	3	
12		NCG510	Certification Courses	3	
			Total	40	

Note: Students have to take at least one course from
each of the groups 1-3.
Minimum Credit Requirement: 88 (78 CGPA +10 Non- CGPA)

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. Eight Elective Courses are to be chosen by the individual students for the third semester from any two specializations of their choice and six months project work has to be continued in the fourth semester.

R.2.7 Students shall be allowed to register for Online Courses offered by the premier institutions through Online Portals like NPTEL, Coursera, and Edx. They can register for a maximum of three courses with minimum of 3 credits. These courses are optional and where in these optional online courses can be taken only in the third semester in replacement with equivalent number of elective courses.

The BoS concerned will give prior approval for the department to permit such online courses and to have flexible assessment schemes for grading the students enrolled in such online courses

R.3.0 Faculty Advisory system

R.3.1 To help the students in planning their courses of study and for getting general advice on 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 endeavors 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 teacher of all the lecture-based courses,

(iii) Course Coordinators of all the Non-CGPA courses offered during the semester

(iv) 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 organized 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 committee are:

(a) To review periodically the progress of the classes

(b) To discuss problems concerning curriculum and syllabi and the conduct of the classes for both CGPA and Non-CGPA courses.

(c) 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 Coordinators concerned.

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 of 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 all students have to enroll themselves on the first day of each semester. A student will become eligible for enrolment only if he/she fulfils the requirements of regulation R.9.0 and is not debarred from enrolment by the Disciplinary action of the University. At the time of enrolment a student can drop a course registered 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 - 26 credits.

Students have to register for all the courses in a particular semester. However, a student who secures U grade in an elective course will have the option for registering the same elective course or a different elective course.

R.7.0 Summer Term Course

R.7.1 Summer Term Courses (STCs) will be announced by the Office of Director (Academic) on the recommendation of the Staff Council, comprising of all the Dean, Head of the Departments and Chaired by the Vice-Chancellor. Only courses taught in the first two semesters of the M.B.A. Programmes 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 the course as suggested by their Faculty Advisors.

No student shall register for more than three courses / 10 Credits during a summer term.

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

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

R.7.4 Withdrawal from a Summer Term Course is not permitted. No Make-up examination (see R.19) will be given for a Summer Term Course ordinarily.

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 of a summer term by a department ONLY to a student who has obtained a 'U' grade in 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.

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.8.2 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 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 the contact course will be similar to the procedure for the regular semester course.

R.8.6 Withdrawal from a contact course is not permitted.

R.9.0 Minimum Requirement to continue the Programme

R.9.1 A student should have earned not less than 12 CGPA credits in the first semester, 24 CGPA credits by the end of second semester after the summer term and 36 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 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 3 (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 3.0 (and/or could not earn minimum required credits) at the end of an academic year, his/her name may be taken of 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 MBA Programme in four semesters. However, a student may complete the programme at a slower pace, a student may complete the programme at a slower pace, but in any case, not exceeding six semesters to complete the course

work and weight semesters to complete the total programme including project work, including semesters withdrawn on medical grounds of 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 submit the report in the fifth semester or later, the month and year of completion of the project work and the date of viva-voce examination will be indicated in the grade card.

Under any circumstances student will not be permitted to spend more than 6 semesters to complete the course work and 8 semesters for the total Programme including the project work from the date of admission to the Programme.

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 no longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue the programme, only for a maximum period of only to 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 to indulge in activities that would tend to bring disrepute to the University.

R.12.2 Any instance of indiscipline related to 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.

The Committees will inquire into the issues 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 punishment period will be treated as absent

R.13.0 Attendance

R.13.1 Every faculty member handling a class will register his/her student's attendance from the date of commencement of the class work and till the last instruction of the semester and finalize 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 as shown in the Table.No.4 below.

Table.No.4 – Attendance Code

Percentage of Attendance (Rounded to)	Attendance Code
95 and above	H
88 to 94	9
80 to 87	8
Below 80	L

The particulars of students who have an attendance less than 80% in the courses they had registered for will be displayed in the university notice boards/website. Students, whose attendance is less than 80% in the courses they had registered for will not be permitted to sit for Both the Sessional Examinations and 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 lower than 80% in a course, his/her performance in that course will be treated as no satisfactory, and he/she shall be awarded "W" grade (W failure for want of the minimum attendance) in that course. This grade shall appear in his/her Grade Card till the course is successfully completed.

A student who is awarded with"W" grade for a course must repeat the course, as per the 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 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 during the following year when the course in question is offered again.

R.13.4 Condonation of Insufficient Attendance:

Students who have availed themselves medical leave on valid grounds may be considered for condonation of insufficient attendance provided the percentage of attendance excluding the period of illness is not fall below 70% and their overall attendance including the period of illness does not fall below 80%. 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: Two Sessional Examniations and End Semester Examination.

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 teacher, in consultation with the Class Committee, and the Controller of Examination at the beginning of the semester.

R. 15.2 A co-ordinator has to be appointed from the department for each on line course. No internal and end semester examination will be conducted for on-line courses. Absolute grading will be followed for on-line courses.

R.16.0 End-Semester Examination

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

R.17.1 Inplant Training: At the end of the second semester, every student is required to do Inplant Training with duration of six weeks. The progress of the students in their Inplant Training works will be assessed through two periodical reviews by a Project Review Committee, constituted by the Head of the Department / Director (Academic).

R.17.2 Final Year Projects: In the fourth semester, the students will undergo for the final year project work for the duration of 14 Weeks. 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 assessment during the periodical reviews, and a viva voce examination on the project work.

R.17.3 The final project reports of M.B.A. 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 Controller of Examinations by the examiners. The results of evaluation of the project work will be declared by the Controller of Examinations only after successful completion of all the courses by these students.

R.18.0 Weightage

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

  (a) Theory courses:

Two Sessional Examinations	35%
Assignments, Quizzes, Tutorials etc.,	15%
End-Semester Examination	50%

  (b) Laboratory based courses:

Two 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 due to genuine reasons, such as illness, may be permitted to write only the make-up examination for the End semester examination, with no marks being awarded for the missed Sessional Examination(s), provided the student satisfies the attendance requirements.

Such of the above-mentioned students 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 into a hospital due to illness.

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

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

Students residing in the hostels but having consultation with doctors outside are required to obtain an endorsement on the certificate of treatment by the Medical Officer of the University Hospital.

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

R.19.3 A single make-up examination will be held about two weeks after the end-semester examination for those who are permitted to take make-up examination.

The question paper will be common to all the students taking Make-up examinations in a given course. The question paper will cover the entire syllabus.

R.20.0 Course-Wise Grading of Students

R.20.1 Letter Grades

Based on the marks obtained by a student in the internal and end semester examination in each theory and practical course, he/she is awarded with a letter grade.

(a)   For Theory Courses
At the end of each semester, based on the individual performance in a theory course relative to the performance of the class in the particular course, each student is awarded a final letter grade. The letter grades and the corresponding grade points are shown in Table.No.4a.

TABLE 4 a- GRADE CONVERSION TABLE

Grade	Grade Points	Result
S	10	Pass
A	9	Pass
B	8	Pass
C	7	Pass
D	6	Pass
E	5	Pass
P	4	Pass
U	0	Fail
AB	0	Failure for not writing End Semester Examination
W	0	Failure for want of the minimum attendance
I	0	Incomplete

The "I" grade, warded 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/B/C/D/E/P) or a "U" grade in the same semester on completion of those formalities.

(b) For Practical Courses and Project/Thesis work

At the end of each semester, based on the individual performance in a particular course, each student is awarded a final letter grade based on the marks obtained by him/her on an absolute basis. The letter grades and the corresponding grade points are shown in Table 4b.

TABLE 4 b- GRADE CONVERSION TABLE
(for absolute grading)

Grade	Grade Points	Mark Range (out of 100)	Result
S	10	$\geqslant 90$	Pass
A	9	$\geqslant 80$ but < 90	Pass
B	8	$\geqslant 70$ but < 80	Pass
C	7	$\geqslant 60$ but < 70	Pass
D	6	$\geqslant 55$ but < 60	Pass
E	5	$\geqslant 50$ but < 55	Pass
P	4	$\geqslant 40$ but < 50	Pass
U	0	< 40	Fail
AB	0	----	Failure for not writing End Semester Examination
W	0	----	Failure for want of minimum attendance
I	0	----	Incomplete

The "I" Grade awarded in a course to a student for want of completing prescribed formalities, relevant to that course, will be subsequently changed into pass grade (i.e., S/A/B/C/D/E/P) or "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", "AB" or "I" 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 Grades

R.21.1 A final meeting of the class committee without the student members will be convened within seven days after from the last day of the End-Semester examination. The letter grades to be awarded to the students for different subjects will be finalized at this 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 to the Controller of Examinations.

R.22.0 Declaration of Results

R.22.1 After finalization of the grades by the Class Committee as per R.21.1 the grade sheet will be submitted for approval by the Controller of Examination 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 Controller of Examinations.

R. 22.2 With the approval of the results of all the examinations conducted in a semester will be placed before 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 Controller of Examination on the University notice boards and website.

R. 22.2 The "U" or "W" or "AB" 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 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 to the Controller of Examination through the Chairman of the Class Committee concerned, and with 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 man an application to the Controller of Examinations 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 for the End-Semester Examination in the course, (as arrear examination) 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.

R.24.2 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 course.

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   Arrear examinations for the failed candidates (those securing a "U" grade) in a course will be conducted 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 Paper for all the Arrear examinations in a course will be on the basis of the regulations and syllabus in force. No sessional examination will be conducted for arrear examination. 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.

R.24.4   A Course Successfully Completed cannot be repeated.

R.25.0   Grade Card

R.25.1   The grade card issued at the end of the semester to the student 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

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

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

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

ΣC the 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 "C" the sum of credits is from all the courses registered in all the semesters completed up to 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 Requirement of 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.No.3 of R2.5.

R.26.2 Each student in consultation with his/her faculty advisor will plan the Non-CGPA courses which are normally offered during the semester and/or during the vacations, either during the work hours of University or later.

R.26.3 The list of Non-CGPA courses and the course schedule 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 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 the Award of the M.B.A Degree

R.27.1 A student shall be declared to be eligible for award of the MBA degree if he/she has

    a.   registered for and successfully completed all the required Core courses, Elective courses and the Projects

b. successfully earned the minimum required credits (both CGPA and Non-CGPA) as specified in the curriculum within the stipulated time

c. earned the specified credits in all the categories of courses

d. No dues to the University, Hostels, Libraries, Offices of NCC / NSS / Sports / Parent-Teacher Association/ Alumini Association, etc.

e. No disciplinary action is 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 Specialization:

1) First Class with Distinction

2) First Class

3) Pass

For a First class with Distinction, the student must have earned 78 CGPA credits and 10 Non-CGPA credits within two years from the time of admission/enrolment and obtain a minimum CGPA of 8.25 with all papers passed in first attempt.

For First class, the student must have earned 78 CGPA credits and 10 Non- CGPA credits within three years from the time of admission/enrolment and obtain a minimum CGPA of 6.50.

Student who have earned the requisite number of credits 78 CGPA credits and 10 Non-CGPA) within four years from the date of admission/enrolment will be awarded a pass.

R.27.2 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.