



## Gnanamani College of Technology

(An Autonomous Institution)

Accredited by NBA & NAAC with "A" grade

A.K.Samuthiram, Pachal (PO), Namakkal – 637 018

### REGULATIONS 2023

#### CHOICE BASED CREDIT SYSTEM

M.B.A. FULL-TIME PROGRAMME

Version 1

(WEF: 11.09.2023)



**REGULATIONS 2023**  
**CHOICE BASED CREDIT SYSTEM**  
**M.B.A. FULL-TIME PROGRAMME**  
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## REGULATIONS 2023 CHOICE BASED CREDIT SYSTEM M.B.A. Full-Time Programme

The following Regulations are applicable to the students admitted to M.B.A. Programmes at Gnanamani college of Technology from the academic year 2023-2024.

### 1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **"Programme"** means Post graduate Degree Programme e.g., M.B.A. Degree Programme.
- ii. **"Specialization"** means a domain in which a student has specialized based on the choice of elective courses.
- iii. **"Course"** means Theory or Practical subject that is normally studied in a semester, like Business Research Methods, Marketing Management etc.
- iv. **"Controller of Examinations (CoE)"** means the authority of the Institution who is responsible for all examination related activities of the Institution.
- v. **"Head of the Institution"** means the Principal of the Institution and Chairman of the Academic Council.
- vi. **"Head of Department"** means the person who is heading a particular department.
- vii. **"University"** means the Affiliating University, i.e. Anna University, Chennai.
- viii. **"Institution"** means Gnanamani College of Technology, Namakkal, an Autonomous Institution affiliated to Anna University, Chennai and approved by AICTE, New Delhi.
- ix. **"Credit"** means the weightage given to each course to describe the candidate's workload required per week and it is used to compute the Grade Point Average and Cumulative Grade Point Average (CGPA) of the student.
- x. **"Grade"** means the letter grade assigned to each course based on the marks range specified.
- xi. **"Grade Point"** means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- xii. **"Department"** means the team of faculty members who are responsible for a program of study.

### 2. PROGRAMMES OFFERED AND ADMISSION REQUIREMENTS

#### 2.1. P.G. Programmes Offered: Master of Business Administration (M.B.A.)

The MBA programme, which is approved by Anna University, Chennai and All India Council for Technical Education, New Delhi is offered by the College.

The candidates should be available in the Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The candidates should not enrol in (or) attend any other Full-Time/Part-time/Distance education programme(s) that may lead to the award of a degree or diploma during the period of the PG

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programme nor take up any Full-Time / Part-Time job(s) in any Institution or Company during the period of this Full-Time PG programme. Violation of the above rules will result in cancellation of admission to this PG programme. However, taking up of job is permitted with authorised break of study as explained in Clause 19.7.

## 2.2. Admission Requirements:

Candidates seeking admission to the first semester of the MBA Degree programme shall be required to have passed an appropriate qualifying degree examination of Anna University, Chennai or any examination of any other university or authority accepted by the Anna University, Chennai as equivalent thereto, subject to amendments as may be made by the Anna University, Chennai from time to time. The candidates shall also be required to satisfy all other conditions of admission prescribed by the Anna University, Chennai and Directorate of Technical Education from time to time.

## 3. STRUCTURE OF THE PROGRAMMES

### 3.1. Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- (i) **Professional Core Courses (PC)** include the core courses relevant to the chosen specialization/branch
- (ii) **Professional Elective Courses (PE)** include the elective courses relevant to the chosen specialization.
- (iii) **Employability Enhancement Courses (EC)** include Project Work and /or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

### 3.2. Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course shall have credits assigned as per clause 3.3.

### 3.3. Credit Assignment

Each course is assigned certain number of credits based on the following:

| Contact Period per Week                                         | Credits |
|-----------------------------------------------------------------|---------|
| 1 Lecture Period                                                | 1       |
| 1 Tutorial Period                                               | 1       |
| 1 Practical Period<br>(Laboratory / Seminar / Project Work etc) | 0.5     |

### 3.4. Project Work

- 3.4.1 The Project work is an important component of Post-Graduate programmes. The Project Work has to be undertaken in the final semester.
- 3.4.2 The Project work for M.B.A shall be pursued for a period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.
- 3.4.3 The Project work shall be carried out under the supervision of a faculty member in the Department concerned. The faculty member must be possessing a M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D. degree.
- 3.4.4 A student shall be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress. In case the student is undertaking the project work in the department the student has to report every day to the supervisor.



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- 3.4.5 The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.
- 3.5. The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project is done.
- 3.6. **Internship**
- 3.6.1. The students need to undergo Internship for a period of continuous 4 weeks in an organization / Research organization / Educational institution / industry (after due approval from the Head of the Institution) after the completion of the second semester examination. Students shall get approval from the Head of the Institution and the Certificate of completion of Internship shall be forwarded to Controller of Examination.
- 3.6.2. Attendance Certificate signed by the competent authority of the industry, as per the format provided by CoE Office shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to CoE, by the Head of the Institution for processing results.

| Duration of Internship | Credits |
|------------------------|---------|
| 4 Weeks                | 2       |

**\*1 Week = 40 Internship Hours**

**3.7. One Credit / Two Credit Courses**

Students shall be allowed to take courses offered by Industry experts and the same shall be considered as One Credit / Two Credit courses. Suitable One / Two credit courses offered by the Department with the prior approval from the BoS. The credits earned through the One Credit / Two Credit Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. On successful completion and passing the examination in one / two credit courses, maximum of one 3 credit elective course may be waived in 3<sup>rd</sup> semester. Students are also permitted to study the one / two credit courses offered by other departments with the prior permission from the Head of the Institution.

**3.8. Value Added Courses**

To obtain practical and industry specific knowledge students may undergo Value Added Courses (VAC) over and above the topics covered in the curriculum. It will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA. Suitable courses shall be offered after due approval of respective Board of Studies.

**3.9. Online Courses**

Students can register for online courses only with the permission of the Head of the Department. Suitable online courses shall be chosen from SWAYAM / MOOC platform or any other courses offered by reputed National/International organization, universities. Students may be permitted to credit a maximum of two online courses, subject to a maximum of six credits, in lieu of professional elective courses with the approval of the Head of the Institution. It shall be ensured that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective courses. The students shall opt for waiving of courses in 3<sup>rd</sup> semester provided the courses have been completed before 3<sup>rd</sup> semester. The Certificates of completion of online courses and List of courses to be waived shall be forwarded to the COE with due approval of the Head of the Institution at the beginning of the 3<sup>rd</sup> semester.

**3.10. Medium of Instruction**

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.



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#### 4. DURATION AND STRUCTURE OF THE PROGRAMMES

4.1. The minimum and maximum period for completion of the P.G. Programmes are given below:

| Programme | Min. No. of Semesters | Max. No. of Semesters |
|-----------|-----------------------|-----------------------|
| M.B.A.    | 4                     | 8                     |

4.2. The Curriculum and Syllabi of the P.G. Programmes shall be approved by the Academic Council of the Institution. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the P.G. Programme.

4.3. Each semester shall normally consist of 75 working days or 540 periods of each 50 minutes duration. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 10) by students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No. of periods/week as prescribed in the curriculum}) \times 15} \times 100$$

taken together for all courses of the semester

End Semester Examinations conducted by the Institution will be scheduled after the last working day of the semester.

4.4. The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

| Programme | Total Credits |
|-----------|---------------|
| M.B.A.    | 102 - 105     |

#### 5. COURSE REGISTRATION

##### 5.1. Flexibility to Drop Courses

5.1.1. A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.

5.1.2. From the first to pre-final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

5.2. The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 5.1)).

The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

**The courses that a student registers in a particular semester may include**

- i. Courses of the current semester.
- ii. Courses dropped in the lower semesters.

The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (**U**) and Withdrawal (**WD**) courses registered by the student for the appearance of Examination.



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## 6. EVALUATION OF PROJECT WORK

- 6.1. The evaluation of project work shall be done as per the weightages given in Table

There shall be three assessments (each 100 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the Committee. The Head of the Institution shall constitute the review committee. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated.

The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer. There will be a viva-voce Examination during End Semester Examinations conducted by a committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination.

| Continuous Assessment<br>(60 Marks) |           |            | End Semester Examination<br>(40 Marks) |                         |                      |                        |
|-------------------------------------|-----------|------------|----------------------------------------|-------------------------|----------------------|------------------------|
| Review-I                            | Review-II | Review-III | Thesis<br>Submission                   | Viva -Voce Examinations |                      |                        |
|                                     |           |            | External<br>Examiner                   | Internal<br>Examiner    | External<br>Examiner | Supervisor<br>Examiner |
| 20                                  | 20        | 20         | 10                                     | 10                      | 10                   | 10                     |

- 6.2. The Project Report prepared according to approved guidelines and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

- 6.3. If the student fails to obtain 50% of the Continuous Assessment marks in the final project, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.

If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall register for the same in a subsequent semester.

If a student fails in the end semester examinations of the Final Project work, he/she shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

If a student has submitted the project report but did not appear for the viva-voce examination it is considered as fail and he/she will be permitted to resubmit the report within 30 days from the declaration of results and permitted for reappearance in viva-voce examination.

- 6.3.1. A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the Institution library.

- 6.3.2. At the end of Summer Internship, the student shall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a viva-voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.



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## 7. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the Course-instructors of the class. He / She will be appointed by the Head of the Department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend the students' welfare activities like awards, medals, scholarships and industrial visits.

## 8. CLASS COMMITTEE

**8.1.** A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the classroom and in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein.
- Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of improving the performance of the students.

**8.2.** Identifying the slow learners, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

**8.3.** The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.

**8.4.** The class committee shall be constituted within the first week of each semester.

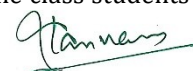
**8.5.** At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.

**8.6.** The chairperson of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.

**8.7.** The Head of the Institution may participate in any class committee of the institution.

**8.8.** The Chairperson of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.

**8.9.** The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.



## 9. COURSE COMMITTEE FOR COMMON COURSES

Each common course offered to more than one group of students shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course committee' shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).

## 10. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

**10.1.** A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester. Ideally every student is expected to attend all classes and earn 100% attendance. However, in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / Accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examinations. Therefore, every student shall secure not less than 75% of overall attendance in that semester as per clause 4.3.

**10.2.** However, a candidate who secures overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate/sports participation certificate to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

**10.3.** Candidates who could secure less than 65% overall attendance and Candidates who do not satisfy the clauses 10.1 & 10.2 will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

## 11. PROCEDURES FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT

**11.1.** For all the theory courses, laboratory courses, theory courses with laboratory component, Laboratory courses with Theory component and project work, the continuous assessment shall be awarded as per the procedure given below:

### 11.1.1. Theory Courses:

A minimum of two Continuous Assessments will be conducted as a part of continuous assessment. Each Continuous Assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment / Case study / Seminar/ Mini Project / any other Experiential Learning and Test with each having a weightage of 40% and 60% respectively. The total Continuous Assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer. The tests shall be in written mode. The scheme of assessment is represented in the table given below.

| Assessment I (100 Marks)                                                                      |              | Assessment II (100 Marks)                                                                     |              | Total Continuous Assessment |
|-----------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------|--------------|-----------------------------|
| Individual Assignment / Case Study / Seminar / Mini Project / Any other Experiential Learning | Written Test | Individual Assignment / Case Study / Seminar / Mini Project / Any other Experiential Learning | Written Test |                             |
| 40                                                                                            | 60           | 40                                                                                            | 60           | 200*                        |

\*The weighted average shall be converted into 40 marks for Continuous Assessment.

### 11.1.2. Laboratory Courses:

The maximum marks for Continuous Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records are to be maintained. There shall be at least one test. The criteria for arriving at the Continuous Assessment marks of 60 is as follows: 75 marks shall be awarded for successful

completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

| <b>Continuous Assessment (100 Marks) *</b>      |      |
|-------------------------------------------------|------|
| Evaluation of Laboratory Observation and Record | Test |
| 75                                              | 25   |

\* Continuous Assessment marks shall be converted into 60 marks

#### 11.1.3. Theory Courses with Laboratory Component / Laboratory Courses with Theory Component

If there is a theory course with laboratory component / laboratory course with theory component, there shall be two assessments: The first assessment (maximum mark is 100) will be similar to assessment of theory course and the second assessment (maximum mark is 100) will be similar to assessment of laboratory course respectively. The weightage of first assessment shall be 50 % and the second assessment be 50 %. The weighted average of these two assessments shall be converted into 50 marks and rounded to the nearest integer.

| <b>Assessment I</b><br>(50% weightage)<br>(Theory Component)                                  |              | <b>Assessment II</b><br>(50% weightage)<br>(Laboratory Component) |      | <b>Total</b><br>(Continuous<br>Assessment) |
|-----------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------|------|--------------------------------------------|
| Individual Assignment / Case Study / Seminar / Mini Project / Any other Experiential Learning | Written Test | Evaluation of Laboratory Observation, Record                      | Test |                                            |
| 40                                                                                            | 60           | 75                                                                | 25   | 200*                                       |

\*The weighted average shall be converted into 50 marks for Continuous Assessment.

The distribution of marks for the theory and laboratory components in the Continuous Assessments and end semester examination for different types of courses are provided in the table

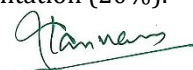
| L | T | P | C | Internal Assessment I | Internal Assessment II | End Semester Examination    |
|---|---|---|---|-----------------------|------------------------|-----------------------------|
| 1 | 0 | 4 | 3 | Lab (25%)             | Theory (25 %)          | Lab only (50 %)             |
| 1 | 0 | 2 | 2 | Lab (25%)             | Theory (25 %)          | Lab only (50 %)             |
| 2 | 0 | 2 | 3 | Theory (25 %)         | Lab (25%)              | Theory (25 %)<br>Lab (25 %) |
| 3 | 0 | 2 | 4 | Theory (25 %)         | Lab (25%)              | Theory (35 %)<br>Lab (15 %) |
| 2 | 0 | 4 | 4 | Theory (25 %)         | Lab (25%)              | Theory (15 %)<br>Lab (35 %) |

The procedure for the conduct of continuous assessment for theory and laboratory components shall be as per the clause 11.1.1 and 11.1.2 respectively.

#### 11.1.4. Other Employability Enhancement Courses

##### a) Evaluation of Seminar

The Seminar is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. A three member committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).



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**b) Evaluation of Summer Internship**

Summer internship will comprise of 4 weeks. The students will be working under a department appointed guide. The candidate shall submit an attendance certificate from the organization where he/she has undergone internship and a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva-Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The evaluation will be done as follows: 20 marks for evaluation by the guide, 40 marks for the report and 40 marks for the viva voce examination. Certificates submitted by the students along with the report shall be sent by the Head of the Institution to the Controller of Examination.

**c) Evaluation of Professional Skill Development Laboratory**

Professional Skill Development laboratory course is an activity-based course with both theoretical and practical content and is to be considered as purely INTERNAL (with 100% internal marks only). Each student is expected to present seminars. This will be evaluated by the faculty member(s) handling the course and the consolidated marks can be taken as the final mark. No end semester examination is required for this course.

**d) Evaluation of Creativity and Innovation Laboratory**

Creativity and Innovation laboratory course is an activity-based course with both theoretical and practical content and is to be considered as purely INTERNAL (with 100% internal marks only). Each student is expected to present seminars. This will be evaluated by the faculty member(s) handling the course and the consolidated marks can be taken as the final mark. No end semester examination is required for this course.

**11.2. Assessment for One / Two Credit & Value-Added Courses**

Assessments as mentioned below shall be conducted by the Department concerned and shall be evaluated through continuous assessment only. A committee consisting of the Head of the Department, Staff handling the course / Staff coordinator of the course and a senior faculty member nominated by the Head of the Institution shall do the evaluation process.

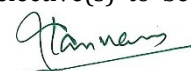
| Evaluation Type          | Maximum Marks |
|--------------------------|---------------|
| Test (s)                 | 50            |
| Viva / Quiz / Assignment | 50            |
| <b>Total</b>             | <b>100</b>    |

The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations.

The grades (Excellent (80 to 100 marks) / Good (60 to 79 marks) / Satisfactory (50 to 59 marks)) earned by the students for Value Added Courses will be recorded in the Grade Sheet however the same shall not be considered for the computation of CGPA.

**11.3. Assessment for Online Courses**

Students may be permitted to credit two online courses (which are provided with certificate), subject to a maximum of six credits. **The online course of 3 credits can be considered instead of one elective course.** These online courses shall be chosen from the SWAYAM platform, provided the offering organization conducts regular examination and provides marks. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organization. The details regarding online courses taken up by the student and marks/credits earned and the approval for the course from the Head of the Institution shall be sent to the Controller of Examinations, in the subsequent semester(s) along with the details of the elective(s) to be dropped.



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- 11.4.** Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.
- 11.5.** Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topics covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the institution who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may inspect the records of attendance and assessments of both current and previous semesters.

**11.6. Conduct of Academic Audit**

Institution shall strive for a better performance of the students by conducting the Continuous Assessments as mentioned in Clause 11.

In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the Continuous Assessments conducted for each course as per details provided in Clause 11, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record.

The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a Management/ Technical institution of repute near the institute.

The University or any inspection team appointed by the University may verify the records of Academic Audit report of the courses of both current and previous semesters, as and when required.

**12. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION**

- 12.1.** A candidate shall normally be permitted to appear for the End Semester Examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 10.1 & 10.2 and has registered for examination in all courses of the current semester.
- 12.2.** Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the End Semester Examinations failing which, the candidate will not be permitted to move to the higher semester.
- 12.3.** A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks / CGPA.

**13. END - SEMESTER EXAMINATIONS**

- 13.1.** There shall be an End - Semester Examination of 3 hours duration in each lecture-based course. The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters.  
For the practical examinations (including project work), both internal and external examiners shall be appointed by the Controller of Examinations.

**13.2. Weightage**

The following will be the weightage for different courses:



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|             |                                                                                                                                                 |   |      |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---|------|
| <b>i.</b>   | <b>Lecture or Lecture cum Tutorial based course:</b>                                                                                            |   |      |
|             | Continuous Assessment                                                                                                                           | - | 40%  |
|             | End Semester Examination                                                                                                                        | - | 60%  |
| <b>ii.</b>  | <b>Laboratory based courses</b>                                                                                                                 |   |      |
|             | Continuous Assessment                                                                                                                           | - | 60%  |
|             | End Semester Examination                                                                                                                        | - | 40%  |
| <b>iii.</b> | <b>Project work</b>                                                                                                                             |   |      |
|             | Continuous Assessment                                                                                                                           | - | 60%  |
|             | <b>Evaluation of Project Report</b>                                                                                                             |   |      |
|             | By External Examiner                                                                                                                            | - | 10%  |
|             | Viva-Voce Examination                                                                                                                           | - | 30%  |
| <b>iv.</b>  | <b>Industrial Training/ Internship/ Practical Training/ Summer Project/ Seminar (All Employability Enhancement Courses Except Project Work)</b> |   |      |
|             | Continuous Assessment                                                                                                                           | - | 100% |

#### 14. PASSING REQUIREMENTS

- 14.1.** A student who secures not less than 50% of total marks prescribed for the course [Continuous Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).
- 14.2.** If a student fails to secure a pass in a theory course / laboratory course, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the Continuous Assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempt still the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (CA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.
- 14.3.** If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to complete the same course. In such case, the Continuous Assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if candidate fails to obtain pass marks (CA+ End Semester Examination) as per clause 14.1, then the candidate shall be declared to have passed the examination if he / she secure a minimum of 50% marks prescribed for the end semester examinations alone.
- 14.4.** If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing (clause 6.3), the student shall register for the course again.
- 14.5.** The passing requirement for the courses which are assessed only through purely Continuous Assessment (EC courses except project work), is 50% of the Continuous Assessment marks only.
- 14.6.** The candidates who need to reappear for the courses which have only continuous assessment shall enroll for the same in the subsequent semester.
- 14.7.** A student can apply for revaluation of his/her semester examination answer paper in a theory course as per the guidelines of COE, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and EC courses.

## 15. AWARD OF LETTER GRADES

**15.1.** The award of letter grades will be decided using relative grading principle for Theory / Theory Courses with Laboratory Component / Laboratory Courses with Theory Component /all EC courses except Laboratory Courses, Project Work Courses and Internship Courses. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements.

For a given course, if the student's passed strength is greater than 30, the relative grading method shall be adopted. In all the courses, if the number of students who have passed the course is less than or equal to 30 then absolute grading shall be followed with the grade range as specified in the Table

For the Project Work, Internship and Laboratory Courses, absolute grading procedure shall be followed as given in the Table below irrespective of the number of students who have passed the course.

| O        | A+      | A       | B+      | B       | C       | U   |
|----------|---------|---------|---------|---------|---------|-----|
| 91 - 100 | 81 - 90 | 71 - 80 | 61 - 70 | 56 - 60 | 50 - 55 | <50 |

The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

| Letter Grade                       | Grade Points |
|------------------------------------|--------------|
| <b>O</b> (Outstanding)             | <b>10</b>    |
| <b>A+</b> (Excellent)              | <b>9</b>     |
| <b>A</b> (Very Good)               | <b>8</b>     |
| <b>B+</b> (Good)                   | <b>7</b>     |
| <b>B</b> (Average)                 | <b>6</b>     |
| <b>C</b> (Satisfactory)            | <b>5</b>     |
| <b>U</b> (Re-appearance)           | <b>0</b>     |
| <b>SA</b> (Shortage of Attendance) | <b>0</b>     |
| <b>WD</b> (Withdrawal)             | <b>0</b>     |

A student is deemed to have passed and acquired the corresponding credits in a particular course if he / she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C".

'SA' denotes shortage of attendance (as per clause 10) and hence prevention from writing the end semester examinations. 'SA' will appear only in the result sheet.

"U" denotes that the student has failed to pass in that course.

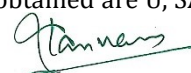
"WD" denotes **withdrawal** from the exam for the particular course. The grades **U** and **WD** will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

If the grade **U** is given to **Theory Courses / Theory cum Practical Courses / Practical cum Theory Courses / Laboratory Courses**, it is not required to satisfy the attendance requirements (vide clause 10), but has to appear for the end semester examination and fulfil the norms specified in clause 14 to earn a pass in the respective courses.

If the grade **U** is given to Project work, the course has to be registered again and attendance requirement (vide clause 10) should be satisfied.

If the grade **U** is given to **EC course (except project work), which are evaluated only through Continuous Assessment**, the student shall register for the course again in the subsequent semester, fulfil the norms as specified in Clause 14 to earn pass in the course. However attendance requirements need not be satisfied.

**15.2.** The grades O, A+, A, B+, B, C obtained for the one / two credit courses (not part of curriculum) under the title 'Value Added Courses' and 'internship / industrial training' (if not part of curriculum) shall figure in the Grade Sheet. For these courses if the grades obtained are U, SA, it will not figure in the Grade Sheet.



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**15.3.** For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirements not satisfied, it will not be shown in the Grade Sheet.

**15.4. Grade Sheet**

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The Institution in which the candidate has studied.
- The list of courses enrolled during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. U grades will be excluded for calculating GPA and CGPA.

$$\text{GPA/CGPA} = \frac{\sum_{i=1}^n C_i G P_i}{\sum_{i=1}^n C_i}$$

Where **C<sub>i</sub>** is the number of Credits assigned to the course  
**G<sub>Pi</sub>** is the point corresponding to the grade obtained for each course  
**n** is number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

- UMIS number of the student

**16. ELIGIBILITY FOR THE AWARD OF THE DEGREE**

A student shall be declared to be eligible for the award of the M.B.A. provided the student has

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted
- Successfully passed any additional courses prescribed by the Institution whenever readmitted under New Regulations (vide clause 19.3)
- No disciplinary action pending against the student.
- The award of Degree must have been approved by the Syndicate of the University.

**17. CLASSIFICATION OF THE DEGREE AWARDED**

**17.1. First Class with Distinction:**

A Student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.



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**17.2. First Class:**

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- Should have passed the examination in all the courses of all four semesters within three years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **6.50**.

**17.3. Second Class:**

All other students (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree (vide Clause16) shall be declared to have passed the examination in Second Class.

**17.4.** A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause18) for the purpose of classification.

**17.5. Photocopy/Revaluation**

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of COE on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and for EC courses.

A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

**17.6. Review**

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examinations through the Head of the Institution.

Candidates applying for Revaluation only are eligible to apply for Review.

**18. PROVISIONS FOR WITHDRAWAL FROM EXAMINATION:**

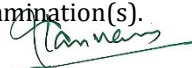
**18.1.** A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Head of the Institution) be granted permission to withdraw from appearing for the End Semester Examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to COE through the Head of the Institutions with required documents.

**18.2.** Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause10) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a course/ courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 10) and earned continuous assessment marks.

18.2.1. Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

**18.3.** In case of withdrawal from a course / courses, it will figure both in Marks Sheet as well as in Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.

**18.4.** If a student withdraws from writing end semester examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the end semester examination(s).



- 18.5.** If a student applies for withdrawal from Project work, he/she will be permitted only after the submission of project report before the deadline. However, the candidate may appear for the viva voce examination within 30 days after the declaration of results and the same is not considered as reappearance.
- 18.6.** Withdrawal is permitted for the end semester examinations in the final semester, as per clause 17.1.

## **19. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME**

- 19.1.** A student is permitted to avail authorized break of study for a maximum period of one year in a single spell.
- 19.2.** Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the Institution in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.
- 19.3.** The students permitted to rejoin the programme after break of study/ prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new regulations shall register for additional courses, if any, as notified by the BoS and Academic Council under change of regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.
- 19.4.** The authorized break of study of maximum of one year is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 17.1).
- 19.5.** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 4.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 19.6.** If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 19.1).
- 19.7.** If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorized break of study for one year. The student shall undertake the job / start-up / entrepreneurship only after getting approval of the same by the Head of the Institution with due proof to that effect.

## **20. DISCIPLINE**

- 20.1.** Every student is required to observe 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. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution.
- 20.2.** If a student indulges in malpractice in any of the End semester/internal examination he/she shall be liable for punitive action as prescribed by the Institution from time to time.



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## 21. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution may from time-to-time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations if found necessary, through the approval of respective Board of Studies and Academic Council.

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