

# **KNOWLEDGE INSTITUTE OF TECHNOLOGY**

**(An Autonomous Institution)**

Approved by AICTE, Affiliated to Anna University, Chennai.  
Accredited by NBA (CSE, ECE, EEE & MECH), Accredited by NAAC with 'A' Grade  
KIOT Campus, Kakapalayam (PO), Salem-637504, Tamil Nadu, India.




*Beyond Knowledge*

## **FACULTY OF MANAGEMENT SCIENCES**

**(MASTER OF BUSINESS ADMINISTRATION)**

### **MBA Regulations -2023**

 <p>Beyond Knowledge</p>	<b>KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM (AUTONOMOUS)</b>		
	Approved by AICTE, Affiliated to Anna University, Accredited by NAAC and NBA (B.E.: Mech., ECE, EEE & CSE)		
	Kakapalayam (PO), Salem – 637 504	<a href="http://www.kiot.ac.in">www.kiot.ac.in</a>	September -2023

**MBA REGULATIONS 2023 (R 2023) (Version 1.0)**

**CHOICE BASED CREDIT SYSTEM AND OUTCOME BASED EDUCATION**

**DEGREE OF MASTER OF BUSINESS ADMINISTRATION**

This set of Regulations is applicable to the students admitted to MBA Programme at Knowledge Institute of Technology, Salem from the Academic Year 2023-24 onwards.

<b>1</b>	<b>PRELIMINARY DEFINITIONS AND NOMENCLATURE</b>	
	In these Regulations, unless the context other wise requires:	
	<ul style="list-style-type: none"> <li>• <b>“AICTE”</b> means All India Council for Technical Education, New Delhi. AICTE is the regulator who regulates Technical Education in India.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“CDT”</b> means Centre for Career Development and Training which offers various Employability Enhancement Courses.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“CGPA”</b> means Cumulative Grade Point Average obtained upto a particular semester or upto the end of the programme.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“Chairperson”</b> means Chairperson of Board of Studies of each Faculty / Department / Division (S&amp;H). He/she is responsible for all the Curriculum, Syllabus, Teaching and Learning, and Assessment related to Autonomous functioning of the Department / Institution.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“Controller of Examinations (COE)”</b> means the authority of the institution who is responsible for all examination related activities of the institution.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“Course”</b> means a theory course / Practical/ laboratory course / theory course with laboratory component, that is normally studied in a semester, like Business Research Methods, Marketing Management, etc.,</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“Credit Equivalence Committee (CEC)”</b> means the Committee responsible for finalizing and approving Credit Equivalence Assessment and Grading of certain courses (Refer <i>Clause 6.13</i>).</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“Credit”</b> means a numerical value allocated for each course to describe the student’s workload required in hours per week.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“Director - Curriculum Design, Delivery and Assessment (Dir-CDDA)”</b> means the authority of the Institution who is responsible for all academic activities of the Institution / Departments for implementation of relevant Rules and Regulations with respect to Autonomous Functioning of the institution.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“Specialization”</b> means a domain in which a student has specialized based on the choice of elective courses.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“End Semester Examinations (ESE)”</b> means examinations for either theory or laboratory course carried out at the End of the Semester.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“Grade”</b> means the letter grade assigned to each course based on the specified range of marks obtained by the student.</li> </ul>	

	<ul style="list-style-type: none"> <li>• “<b>Grade Point</b>” means a numerical value (0to10) allocated based on the grade assigned to each course.</li> </ul>	
	<ul style="list-style-type: none"> <li>• “<b>Head of the Department (HOD)</b>” means the Director – MBA who is responsible for all Academic, Research and Administrative activities of the Department.</li> </ul>	
	<ul style="list-style-type: none"> <li>• “<b>Head of the Institution (HoI)</b>” means the <b>Principal</b> of the Institution or vice versa. He/she is responsible for all the Academic, Research and Administrative activities of the institution.</li> </ul>	
	<ul style="list-style-type: none"> <li>• “<b>Institution</b>” means Knowledge Institute of Technology.</li> </ul>	
	<ul style="list-style-type: none"> <li>• “<b>Internal Assessment (IA)</b>” means assessment carried out by the course faculty continuously throughout the course. It is also referred as Continuous Internal Assessment.</li> </ul>	
	<ul style="list-style-type: none"> <li>• “<b>iStart</b>” means KIOT-Incubation and Start-up Cell, which offers courses on Entrepreneurship, Product Development and Start-up and incubates Start-up.</li> </ul>	
	<ul style="list-style-type: none"> <li>• “<b>Programme</b>” means Degree Programme, that is MBA Degree Programme.</li> </ul>	
	<ul style="list-style-type: none"> <li>• “<b>UGC</b>” means University Grants Commission, New Delhi. UGC issues guidelines and regulates all the Universities in India.</li> </ul>	
	<ul style="list-style-type: none"> <li>• “<b>University</b>” means Anna University, Chennai.</li> </ul>	
<b>2</b>	<b>ELIGIBILITY FOR ADMISSION</b>	
<b>2.1</b>	<b>Admission Requirements</b>	
(a)	Candidates for admission to the first semester of the Post-Graduate Degree (MBA) Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for the admissions as per the Tamil Nadu single window counselling process (DOTE) Tamil Nadu University, AICTE and UGC from time to time. The Govt. of Tamil Nadu releases the updated eligibility criteria for the admission. Admission shall be offered only to candidates who possess the qualification prescribed and the eligibility criteria for the programme.	
(b)	Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.	
(c)	Eligibility conditions for admission such as the class obtained the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.	
<b>3</b>	<b>PROGRAMMES OFFERED</b>	
<b>3.1</b>	A candidate may be admitted to the following programmes / disciplines of study, it is approved by All India Council for Technical Education, New Delhi and affiliated to Anna University, Chennai.	

3.2	S.No.	Name of the Faculty	Programme(s) offered	Code						
	1.	Faculty of Management Sciences	• Master of Business Administration	MBA						
	2		• Master of Business Administration (Innovation, Entrepreneurship & Venture Development)	IEV						
3	Faculty of Science and Humanities	-	-							
4	<b>DURATION OF THE PROGRAMME</b>									
4.1	MBA Programme is of 2 years duration, and is offered in semester mode, with two semesters per year. Thus, the total duration of 2 years is divided into 4 semesters. In each semester, various types of courses are offered. Students admitted during first semester undergo 4 semesters.									
4.2	A student is ordinarily expected to complete MBA programme in 4 semesters. The maximum duration permitted to complete the programme is 8 consecutive semesters.									
4.3	Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Department and Head of the Institution shall ensure that every faculty imparts instruction as per the number of periods specified in the syllabus and that the full content of the specified syllabus for the course being taught appropriately.									
4.4	Additional classes can be conducted for any programme by the Head of the Department with approval of Head of the Institution for improvement. However, such additional classes will NOT be considered while calculating the minimum attendance requirements of the students. Refer Clause 7.3.2 for further details.									
4.5	The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 4.2 irrespective of the period of break of study ( wide clause 18) so that he/she maybe eligible for the award of the degree (wide clause 16).									
4.6	The minimum prescribed credits required for the award of the degree shall be within the limits specified below:									
	<table border="1"> <thead> <tr> <th>Programme</th> <th>Prescribed Credits</th> </tr> </thead> <tbody> <tr> <td>MBA</td> <td>95</td> </tr> <tr> <td>MBA (IEV)</td> <td>95-100</td> </tr> </tbody> </table>		Programme	Prescribed Credits	MBA	95	MBA (IEV)	95-100		
Programme	Prescribed Credits									
MBA	95									
MBA (IEV)	95-100									
4.7	<b>Number of courses per semester</b>									
	Each semester curriculum shall normally have a blend of lecture courses not exceeding EIGHT (8) Theory courses and THREE (3) Laboratory/Practical Courses and Employability Enhancement Courses. However, the total number of courses per semester shall not exceed 10. Each Course shall have credits assigned as per <i>Clause 4.8</i>									
4.8	<b>Credit Assessment</b>									
	Each course is assigned certain number of credits based on the following:									

	<table border="1"> <thead> <tr> <th>Contact Period per week</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>ONE Lecture Period (L = Lectures given during class by the faculty)</td> <td>1</td> </tr> <tr> <td>ONE Tutorial Period (T = Tutorial, also class based wherein more emphasis is on problem solving)</td> <td>1</td> </tr> <tr> <td>ONE Practical Period (P = Laboratory/Seminar/ Project Work etc.)</td> <td>0.5</td> </tr> <tr> <td>ONE Periods of EEC courses (like Aptitude / Communication / Case study / Hands on Activity etc.)</td> <td>0.5</td> </tr> </tbody> </table>	Contact Period per week	Credits	ONE Lecture Period (L = Lectures given during class by the faculty)	1	ONE Tutorial Period (T = Tutorial, also class based wherein more emphasis is on problem solving)	1	ONE Practical Period (P = Laboratory/Seminar/ Project Work etc.)	0.5	ONE Periods of EEC courses (like Aptitude / Communication / Case study / Hands on Activity etc.)	0.5																																																			
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<b>6.2</b>	<b>Foundation Courses (FC)</b>																																																													
	Certain basic courses that are required to study the particular MBA programme/Specialization are offered under this category. These courses include																																																													

	Mathematics or Other Basic Courses.	
<b>6.3</b>	<b>Professional Core Courses (PC)</b>	
	In a given MBA programme, courses that are fundamentals and applications of such fundamentals to the real world business management problems are offered as professional core courses. Such courses are offered in first two semesters.	
<b>6.4</b>	<b>Professional Elective Courses (PE)</b>	
	The department offers Professional Elective Courses that a student can study under the chosen specializations like Marketing, Finance, Human Resource, Operations and Business Analytics in the MBA programme of the study. The student can study the electives courses in online mode as well (as per Regulation).	
<b>6.5</b>	<b>Special Elective Courses (SE)</b>	
	Special Elective Courses are the courses that are not included in the professional core and Professional Electives. In order to provide wide area of exposure to the students, few courses are offered as special elective courses.	
	a) The students can select two special elective courses in the Semester –I and Semester – II respective which carry 2 credits for each course.	
	b) The special electives list should be approved by the Head of the Institution on the recommendation of the Head of the Department at the beginning for each batch.	
	c) Students shall study on their own, under the guidance of a faculty member approved by the Head of the Department who will be responsible for the periodic monitoring and evaluation of the course.	
	<b>Assessment</b>	
	(i) Each Special Elective courses will be assessed for 100 marks and shall be evaluated through IA and ESE modes. Special elective courses may be a theory or laboratory or theory cum laboratory courses. The assessment will be carried out accordingly. The method of assessment, weightage and evaluation procedure will be announced prior to the commencement of the course by the course faculty with the approval of the head of the department. The assessment will be carried out by the course faculty.	
	(ii) The Continuous Internal Assessment may include subject related survey, report submission, and presentation vice-versa (or) Assignments. The external mode of assessment (ESE) may be of presentation and Viva voce examination.	
<b>6.6</b>	<b>Employability Enhancement Courses (EEC)</b>	
<b>6.6.1</b>	To facilitate the students, to adapt to evolving industry demands, Employability Enhancement Courses are designed and offered. These courses will enhance the job	

readiness of aspiring management students. The courses include Industrial training, Internship, Seminar, Soft Skills, Software proficiency, Professional Practices, Professional Skill Development, Summer Project and Case Study.

S. No.	Sem	Course Title	Course Category	CP	L	T	P	C
1	I	Professional Skill Development –I	EEC	4	0	0	4	2
2	II	Professional Skill Development –II	EEC	4	0	0	4	2
3	III	Professional Skill Development – III	EEC	4	0	0	4	2
4	III	Summer Internship	EEC	0	0	0	0	2

**6.6.2 Summer Internship (SI):** After the completion of the second semester examination, a student can undertake Summer Internship (SI) for 4 weeks during summer vacation. The duration of the Internship will be for 4 weeks. Each week will comprise of 35 to 40 hours carrying 2 credits. After completing the Summer Internship in an industry, student has to submit a Summer Internship completion certificate, mentioning the duration of the training, from the industry. Student has to submit a Summer Internship report in the prescribed format after each training within 15 days to the Department Summer Internship Coordinator. Based on the Summer Internship Report, the Department Summer Internship Coordinator will evaluate and award marks. CDT will provide the format for submissions of Summer Internship Report. Assessment will be for 100 marks (IA only) and Absolute Grading will be followed.

**6.6.3 Professional Skill Development Courses**

(a) To enhance the employability skills, students should undergo professional skill Development courses. These courses cover language proficiency, Aptitude, logical reasoning skills and Presentation skills.

**Assessment**  
 (b) The mode of Assessment will be specified for each courses in the beginning of the semester. Each student has to score minimum 50 marks (out of total 100 marks) to pass. If a student fails, the student has to carryout additional activities specified by Director and CDT in the forthcoming semester and eard a minimum of 50 marks to pass.

**6.7 Project Work**

(a) In the last semester, the student must sign up for Project Work. One student will be assigned to a project. In order to achieve better results in the project work, preparatory work (such as topic identification, preliminary literature research, etc.) will be done and

	particular work for the project work needs to be concluded. Generally speaking, the goal of any project effort is to either file a patent or publish one or more research papers in conferences or journals.											
	Project Work shall be carried out under the supervision of a “Qualified Faculty” in the Department concerned. In this context the “Qualified Faculty” means the faculty member possessing (i) PG degree or (ii) Ph.D. degree.											
(b)	The project work shall be pursued for a period of 16 weeks during the final semester, with an additional (maximum) 4 weeks for report writing, the total project duration not exceeding 20 weeks.											
(c)	Project work may be carried out internally at the institution or externally in industry or at research institution outside the college. For the external projects, there shall be a Joint Supervisor (External Supervisor) at the industry or research institution. Both Internal and External Supervisors jointly supervise the project work. However, Internal Supervisor is responsible for proper execution of the project work.											
(d)	The progress of the project work will be reviewed at regular intervals, by the Department Project Review Committee. In general, review meetings will be on physical mode. If necessary, such reviews can be conducted <i>online</i> with the prior approval of Head of the Department and Dir-CDDA. Suitable records for all the meetings have to be maintained by the Department Project Coordinator.											
(e)	For each programme, Head of the Department will nominate the Department Project Coordinator, who will coordinate all the activities regarding the project work. In addition, Head of the Department will constitute a Project Review Committee (PRC) with the approval of Head of the Institution. The composition of PRC is Department Project Coordinator (Convenor), one senior faculty (nominated by Head of the Department) and Project Supervisor of the project team. First two members will remain the same for all projects and the 3 <sup>rd</sup> member, Project Supervisor will vary according to the team reviewed. For the projects supervised by Department Project Coordinator and Department Faculty Reviewer, Head of the Department will nominate alternate faculty for fair assessment.											
(f)	The PRC will carry out all the reviews and award IA marks. In each review, the project team members have to make a presentation of the progress made. Based on the presentation, the PRC will make assessments. Weightages for various assessments are given below:											
	<table border="1"> <tr> <th colspan="3">Continuous Internal Assessment (60 Marks)</th> <th colspan="2">End Semester Examinations (40 Marks)</th> </tr> <tr> <th>Review* I</th> <th>Review* II</th> <th>Review* III</th> <th>Project Report</th> <th>Viva-Voce Examination</th> </tr> </table>	Continuous Internal Assessment (60 Marks)			End Semester Examinations (40 Marks)		Review* I	Review* II	Review* III	Project Report	Viva-Voce Examination	
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		20	20	20	<b>External</b>	<b>Internal</b>	<b>External</b>	<b>Supervisor</b>	
					10	10	10	10	
	* Review -I, Review-II, and Review-III will be carried out during every month with appropriate time interval.								
(g)	In case of industry projects, the internal and external supervisors allot marks for the maximum of 5 marks each in the End Semester Examination. If the industry expert is not available for the End Semester Examination, Internal Supervisor will assign marks out of maximum 10.								
(h)	The general guidelines for assessment of Project work will be issued by the Head of the Department before the commencement of the Project work. The Department Project Coordinator has to ensure the same.								
(i)	If a student sent in their project report but failed to show up for the viva-voce test. It'll be regarded as unsuccessful. If a candidate for a project has a legitimate reason, the head of the institution may allow them to resubmit the report within 60 days of the results announcement and to reappear in a viva-voce examination upon the recommendation of their supervisor and department head. The degree classification and award will be handled in accordance with the regulations if the student passes the reappearance exam.								
<b>6.8</b>	<b>Mandatory Courses (MC)</b>								
	Mandatory Courses (MC) should be studied compulsorily by all the students irrespective of the programme, which include Induction Program, Environmental Science, Universal Human Values etc. MC courses may or may not have credits. Mandatory courses with credits will be assessed as specified in the curriculum. Mandatory courses without credits will be assessed like an Audit course.								
<b>6.9</b>	<b>Audit Courses (AC)</b>								
(a)	Audit Courses (AC) are the courses that a student can study, and that are offered by the Institution in any semester. The student has to undergo all course activities and Internal Assessments (IA) specified of the course. There is no End Semester Examination. On “ <b>Satisfactory Completion</b> ” of meeting the minimum requirements such courses will be mentioned in the Mark sheet / Grade sheet as AC. Audit Courses are not included for CGPA or Credit calculations.								
(b)	“ <b>Satisfactory Completion</b> ” means securing at least 60% attendance and 50% marks in the IA out of total IA marks. In case, the student has registered and does not fulfil the “Satisfactory Completion” level, the courses will not be mentioned in the mark sheet / grade sheet and need not repeat the course. While registering for a course, if there are any pre-requisites for the course, they have to be satisfied. The Class Advisor and Head of the Department have to send such details to COE every semester within one week from the last instruction day.								
<b>6.10</b>	<b>Online Courses</b>								
(a)	Student can take up few courses online from NPTEL / SWAYAM or any reputed online platform. The course of study has to be Professional Elective. The courses already completed in the institution should not be repeated in online mode.								

(b)	Credit Equivalence Committee (CEC) (Refer <i>Clause 13</i> ) will decide whether the course is eligible to get credit equivalence or not, credit equivalence of the course and guidelines for award of marks and grades.
(c)	A student has to get approval from the Head of the Department & CDDA before registration and studying any online course in order to get credit equivalence and grades, 15 days before the commencement of online courses.
(d)	A student can earn a maximum of <b>6 credits</b> through Online Courses.
(e)	The Class Advisor and Head of the Department is responsible for keeping records and sending the details of course, marks and grading guidelines to COE.
<b>6.11</b>	<b>Assessment for Online Courses:</b> For online courses taken from NPTEL / SWAYAM, the score obtained is converted to 100 marks and is directly used for grading. In case, such assessment scores are not available, the guidelines issued by CDDA have to be used for grading. Under such cases, Credit Equivalence Committee will suggest the evaluation procedure. The students must ask for the evaluation procedure before registering the course. The Class Advisor and Head of the Department will ensure these aspects.
<b>6.12</b>	<b>Value Added Courses (VAC)</b>
(a)	Departments can offer Value Added Courses over and above the regular Curriculum and Syllabus, based on the industry needs. Such courses may be of <i>minimum 30 hours of duration</i> . The VAC are optional and non-credit courses. Faculty can offer such courses with the prior approval of the Head of the Department, CDDA and Head of the Institution. The details of the syllabus, time table and faculty may be sent to the Head of the Institution in advance (at least one month before) for the approval before the course is offered. Students can take one or two such VAC for better employability.
(b)	<b>Assessment for Value Added Courses</b>
	Each Value Added Course shall carry 100 marks and shall be evaluated through Internal Assessment (IA) only and there is no End Semester Examination. Value Added Courses may be theory or laboratory or Theory cum laboratory course. The assessment will be carried out accordingly. The method of assessment, weightage and evaluation procedure will be announced prior to the commencement of the course by the course faculty with the approval of the Head of the Department. The assessment will be carried out by course faculty.
(c)	<i>The credits and grades obtained will be not considered for credit and CGPA calculations.</i>
(d)	Class Advisor and Head of the Department are responsible for record keeping and communicating the details to COE.
<b>6.13</b>	<b>CREDIT EQUIVALENCE COMMITTEE(CEC)</b>
	At the institute level, Head of the Institution will form a <b>CREDIT EQUIVALENCE COMMITTEE(CEC)</b> . The committee consists of Vice Principal (Chairman), Dir-CDDA (Convenor) and Head of the Department (Member). Credit equivalence committee is responsible for deciding and recommending Credit Equivalence for the requests made by the students/ faculty/Head of the Department with approval of the Head of the Institution.
<b>6.14</b>	<b>Industrial Visit (IV)</b>
	Every student is expected to go for a minimum of THREE Industrial Visits during the entire course of study. The Head of the Department shall make the necessary arrangements in this

	regard.	
<b>7</b>	<b>COURSE REGISTRATION AND ATTENDANCE REQUIREMENTS</b>	
<b>7.1</b>	<p>It is the responsibility of each student to register for all the courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 9 credits (<i>vide Clause 7.2</i>)). The courses dropped in earlier semesters can be registered in the subsequent semesters when offered. The registration details of the student shall be approved by the Head of the Department and 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 register in a particular semester may include</p> <ol style="list-style-type: none"> <li>i. Courses of the current semester</li> <li>ii. Courses dropped in the lower semesters</li> <li>iii. Courses for Special Electives / Professional Electives</li> <li>iv. Online Courses (Prior approval is needed)</li> </ol>	
	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. The Class Advisor, Head of the Department and Head of the Institution has to offer necessary guidance and ensure that all the students have registered for the required classes in a given semester.	
<b>7.2</b>	<b>Flexibility to Drop courses</b>	
<b>7.2.1</b>	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 in the prescribed duration.	
<b>7.2.2</b>	From the second to final semesters, the student has the option of dropping few existing courses offered during the semester at the time of registration with the approval of Head of the Department and Head of the Institution due to valid reasons. Total number of credits of such courses dropped <i>shall not exceed 9 credits per semester</i> . The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule / one week before the commencement of IAT-1, whichever is earlier.	
<b>7.3</b>	<b>Attendance Requirements for Completion of the Semester</b>	
	A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for the completion of a semester.	
<b>7.3.1</b>	Ideally, every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable such as medical / participation in sports / to attend certain professional activities, the student is expected to attend at least 75% of the classes. Therefore, he/she shall <b>secure the overall attendance in the given semester not less than 75%</b> (after rounding off to the next integer).	
<b>7.3.2</b>	<p>The overall attendance (for a given semester) will be calculated as given below:</p> <p><b>Overall Percentage of Attendance =</b></p> $\frac{\text{Total no. of periods attended in all the courses per semester taken together for all courses of the semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times (\text{NW})^*} \times 100$ <p>* if number of weeks (NW) is less than 15 in any semester due to certain unavoidable reasons, NW = Actual No. of Weeks classes were held. If NW = 15 or NW &gt; 15, NW = 15 will be used to calculate the percentage of attendance.</p>	

7.3.3	However, a student who secures overall attendance between 65% and 74% in the current semester, due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports, the student may be permitted to appear for the current semester examinations, subject to the condition that the student shall submit the medical certificate / sports participation certificate to the Head of the Department. If the reasons cited are valid and satisfactory, Head of the Department will forward to Head of the Institution for approval. The discretion of the Head of the Institution is final in this regard. The same shall be forwarded to the Controller of Examinations for record purposes. However, such options can be exercised for a maximum of two times during the course of study.	
7.3.4	Student who <b>secures less than 65% overall attendance</b> shall <b>NOT</b> be permitted to write the End Semester Examination at the end of the semester and not permitted to move to the next semester. The student is required to repeat the incomplete semester in the next academic year, as per the norms prescribed.	
7.3.5	The minimum attendance required is <b>MUST</b> to register and appear for the End Semester Examinations in a given semester.	
8	<b>CLASS ADVISOR</b>	
	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 of the department concerned. The Class Advisor is the ex-officio member and the Convener of the class committee. The responsibilities of the Class Advisor shall be:	
	<ul style="list-style-type: none"> <li>• To collect and maintain the records of all the students in the class and various statistical details of students.</li> </ul>	
	<ul style="list-style-type: none"> <li>• To act as the channel of communication between the Head of the Department and the students of the respective class.</li> </ul>	
	<ul style="list-style-type: none"> <li>• To help the chairperson of the class committee in planning and conduct of the class committee meetings.</li> </ul>	
	<ul style="list-style-type: none"> <li>• To monitor the academic performance of the students including attendance and to inform the class committee, Head of the Department and the concerned student.</li> </ul>	
	<ul style="list-style-type: none"> <li>• To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.</li> </ul>	
	<ul style="list-style-type: none"> <li>• To provide necessary details to COE with the approval of Head of the Department.</li> </ul>	
	<ul style="list-style-type: none"> <li>• To ensure that each course faculty has informed the method of assessment, weightage and award of marks for all the course offered in the semester, within one week from the commencement of the classes.</li> </ul>	
9	<b>CLASS COMMITTEE</b>	
9.1	Every class shall have a class committee consisting of Faculty of the class concerned, 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:	
	<ul style="list-style-type: none"> <li>• Solving problems experienced by students in the class room and in the laboratories.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Clarifying the regulations of the degree programme and the details of rules therein.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.</li> </ul>	

	<ul style="list-style-type: none"> <li>Informing the student representatives about the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / 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.</li> </ul>	
	<ul style="list-style-type: none"> <li>Analyzing the performance of the students of the class after each test and finding the ways and means of improving the performance.</li> </ul>	
	<ul style="list-style-type: none"> <li>Identifying the slow-learners, if any, and requesting the Faculty concerned to provide some additional help or guidance or coaching to such students.</li> </ul>	
9.2	The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.	
9.3	The class committee shall be constituted within the first week of each semester.	
9.4	At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee, for each class. In the case of elective courses, they must be from all the elective courses.	
9.5	The chairperson of the class committee may invite the Class Advisor(s) and the Head of the Department to the class committee meetings.	
9.6	The Head of the Institution / Vice Principal / Management / Directors may participate in any class committee meetings.	
9.7	The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Department and the Head of the Institution within two days of the meeting and arrange to circulate it among the students and Faculty concerned. If there are some points that require action by the Head of the Institution, the Chairperson will follow up such matters till a solution is provided. If some points require the action by the management, it will be brought to the notice of the management by Head of the Institution.	
9.8	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 in a semester at suitable intervals.	
9.9	During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.	
9.10	The Class Advisor has to display the cumulative attendance particulars once in 2 weeks in the class notice board and any student with attendance lag must be personally informed. The class committee chairman has to ensure the process.	
9.11	If any student attendance is less than 75%, the Class Advisor has to appropriately inform to the Head of the Department and the student concerned for suitable mid-course correction. The class committee has to ensure the process.	
10	<b>COURSE COMMITTEE FOR COMMON COURSES</b>	
	Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the Faculty teaching the common course with one of them nominated as the 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 Faculty teaching the common course belong to a single department or to several departments. The 'Course Committee' shall meet in order to arrive at a common scheme of	

	evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the Course Committee may also prepare a common question paper for the internal assessment test(s). The responsibilities of course committee are similar as the class committee.																																																			
<b>11</b>	<b>SYSTEM OF EXAMINATION</b>																																																			
<b>11.1</b>	Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessment (IA) throughout the semester and (ii) End Semester Examination (ESE) at the end of the semester.																																																			
<b>11.2</b>	Each course, either theory or practical or theory cum practical or EEC or any other type shall be evaluated for a maximum of 100 marks.																																																			
<b>11.3</b>	The weightage of marks (out of 100) for each category of course is given below:																																																			
	<table border="1"> <thead> <tr> <th>S.No</th> <th>Type of Course</th> <th>Weightage of IA</th> <th>Weightage of ESE</th> <th>Total Marks</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Theory Course</td> <td>40</td> <td>60</td> <td>100</td> </tr> <tr> <td>02</td> <td>Theory cum Practical Course</td> <td>50</td> <td>50</td> <td>100</td> </tr> <tr> <td>03</td> <td>Laboratory Course</td> <td>60</td> <td>40</td> <td>100</td> </tr> <tr> <td>04</td> <td>Project Work</td> <td>60</td> <td>40</td> <td>100</td> </tr> <tr> <td>05</td> <td>EEC</td> <td>100</td> <td>-</td> <td>100</td> </tr> <tr> <td>06</td> <td>Special Electives</td> <td>40</td> <td>60</td> <td>100</td> </tr> <tr> <td>07</td> <td>Online Course</td> <td>**</td> <td>**</td> <td>100</td> </tr> <tr> <td>08</td> <td>Audit Course</td> <td>100</td> <td>-</td> <td>100</td> </tr> <tr> <td>09</td> <td>Non – Credit Course</td> <td>100</td> <td>-</td> <td>100</td> </tr> </tbody> </table> <p>**Refer <i>Clause 6.13</i> for details.</p>	S.No	Type of Course	Weightage of IA	Weightage of ESE	Total Marks	01	Theory Course	40	60	100	02	Theory cum Practical Course	50	50	100	03	Laboratory Course	60	40	100	04	Project Work	60	40	100	05	EEC	100	-	100	06	Special Electives	40	60	100	07	Online Course	**	**	100	08	Audit Course	100	-	100	09	Non – Credit Course	100	-	100	
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<b>11.4</b>	The End Semester Examination (theory and practical) is of 3 hours duration and for 100 marks. End Semester Examination shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.																																																			
<b>11.5</b>	For the End Semester Examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.																																																			
<b>11.6</b>	The procedure for award of marks in IA and End Semester Examination are discussed in the <i>appropriate Clauses</i> .																																																			
<b>12</b>	<b>PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT AND END SEMESTER EXAMINATIONS</b>																																																			
	For all courses, viz., theory, laboratory, theory courses with laboratory component, Employability Enhancement Courses, Special Elective Courses / Online courses and project work and other courses, the Continuous Internal Assessment (IA) and End Semester Examination marks shall be awarded as per the procedure given below:																																																			
<b>12.1</b>	<b>Theory Courses</b>																																																			
	The continuous Internal Assessment (IA) for theory courses is 40 marks in general consists any one of the following patterns:																																																			

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Method	IAT-1	IAT-2	IAT-3	Non Test based Assessment*	Total IA	Total ESE	Total Marks (IA+ESE)																			
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	*Assignment solving Open Ended Problems, Quiz, Seminar, Case study, Mini project, Activity points or Any method approved by Head of the Department, CDDA and Head of the Institution.																									
	Always Faculty handling the course / Head of the Department / Department has to submit the marks out of 100 for each assessment component for the COE for each component of IA and along with Overall Mark Distribution (out of IA). COE will calculate total IA marks of the student using appropriate formula. The total IA mark is rounded to the nearest integer (out of 40 marks).																									
<b>12.2</b>	<b>Laboratory Courses</b>																									
	The total IA marks for laboratory courses shall be 60 marks. Each experiment will be																									

	evaluated for maximum of 10 marks based on the performance of the students and record work. The average of all the experiments will be converted to 45 marks. There shall be one test for 100 marks, 03.00 hours duration and the mark obtained will be converted to 15 marks. The total IA marks will be rounded to the nearest integer (out of 60 marks).																						
	<table border="1"> <thead> <tr> <th>Method</th> <th>Lab Experiment Performance</th> <th>Internal Test</th> <th>Total IA</th> <th>Total ESE</th> <th>Total Marks (IA+ESE)</th> </tr> </thead> <tbody> <tr> <td>Details</td> <td>Each Experiment: 10 marks Average of all experiments are taken</td> <td>100 marks 3.00 hrs duration</td> <td>-</td> <td>Laboratory Practical Examination 100 marks 03.00 hrs duration</td> <td>-</td> </tr> <tr> <td>Marks</td> <td>45</td> <td>15</td> <td>60</td> <td>40</td> <td>100</td> </tr> </tbody> </table>					Method	Lab Experiment Performance	Internal Test	Total IA	Total ESE	Total Marks (IA+ESE)	Details	Each Experiment: 10 marks Average of all experiments are taken	100 marks 3.00 hrs duration	-	Laboratory Practical Examination 100 marks 03.00 hrs duration	-	Marks	45	15	60	40	100
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Marks	45	15	60	40	100																		
<b>12.3</b>	<b>Employability Enhancement Courses</b>																						
	<p><b>Evaluation of Seminar</b> 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 members 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%).</p>																						
	<b>Assessment for Internship:</b> Refer Clause 6.6.2																						
	<b>Assessment for Professional Skill Development:</b> Refer Clause 6.6.3																						
	<b>Assessment for Mandatory courses</b> Refer Clause 6.8																						
	<b>Assessment for Audit courses</b> Refer Clause 6.9																						
	<b>Assessment for Online Courses</b> Refer Clause 6.11																						
	<b>Assessment for Value Added courses</b> Refer Clause 6.12																						
<b>12.4</b>	<b>Display of Internal Assessment (IA) Marks</b>																						
	The total Internal Assessment (IA) marks obtained by the student for every course have to be displayed by the respective Head of the Departments at least <b>FIVE WORKING DAYS</b> prior to commencement of End Semester Examinations.																						
<b>12.5</b>	<b>Grievances and Redressal regarding IA marks:</b>																						
	After each component of IA assessment, the marks obtained by students will be informed to the respective students by the course faculty. If there are any grievances / discrepancies, the student can make a request to the course faculty for redressal. The course faculty will look into and do the needful as per "Principle of Natural Justice". In case, the student is not satisfied, the student can represent the matter to Head of the Department for redressal. In case, the student is not satisfied with the redressal by the course faculty and Head of the Department, the student can represent the matter to the Head of the Institution in writing. Head of the Institution will refer the matter to " <b>Grievances Redressal Committee for IA</b> ",																						



	which is a institute level committee. The said committee will consist of Vice Principal (Chairman), Director - Students Affairs (Convenor) and Dir-CDDA (Member). The committee will investigate the matter and redress the matter with the approval of the Head of the Institution. The committee's / Head of the Institution's decision is final. The student has to submit the grievances in writing within 5 working days from the announcement / display of IA Component marks by the respective course faculty or class advisor.	
<b>12.6</b>	<b>Viewing of Answer Script</b>	
	After publication of Results of ESE, a student can apply for viewing of the Answer Script of any theory courses within five working days (after declaration of ESE results) to COE through proper application by paying the prescribed fee. The COE will arrange an "Openday" for viewing of the Answer Script by the student. The student can view the Answer Script and check for any discrepancies in totalling or valuation within five working days after the "Openday", the student can apply for retotalling or revaluation if desired.	
	After viewing the answer script, if a student applies for the retotalling or revaluation through proper application to the Controller of Examinations, the Controller of Examinations will arrange for the revaluation and publish the results. Revaluation is not permitted for practical courses, project work and EEC courses. A student can apply for revaluation of answer scripts for, not exceeding, 5 courses at a time.	
<b>12.7</b>	<b>Faculty Class Record and Attendance Record</b>	
(a)	Every Faculty is required to maintain a 'FACULTY CLASS RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks, and the record of class work (topic covered), separately for each course. This should be verified by the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and these records of test marks and attendance.	
(b)	Class Advisor has to maintain the overall class attendance of all the students and has to submit the fortnight attendance details to Head of the Department. Class Advisor and Head of the Department have to monitor for any attendance lag and correct accordingly.	
<b>12.8</b>	<b>Conduct of Academic Audit</b>	
	The institution is NAAC Accredited and eligible courses are NBA Accredited. In order to ensure quality in Academics, every semester Internal Quality Assurance Cell (IQAC) of the institution conducts Academic and Administrative Audit. As a part of the Academic Audit of IQAC, all records pertaining to the student's education like IA marks, Student Development Activities, IA Question Papers, Answer Scripts, Laboratory sample records, etc., will be audited along with faculty course file. It is the responsibility of each course faculty and Head of the Department to keep all such records submit for assessments. Head of the Institution / Vice Principal / Dir-CDDA may inspect such records at any point of time. Any discrepancies or suggestions for improvement suggested by the Audit Committee and/or Head of the Institution have to be rectified and properly accounted in future activities.	
<b>13</b>	<b>REQUIREMENTS FOR APPEARING ENDS SEMESTER EXAMINATIONS</b>	
	A student shall normally be permitted to appear for the End Semester Examinations for all the courses registered in the current semester if he/she has satisfied the semester completion requirements ( <i>as per Clause 7.3</i> ).	

	Further, examination registration by a student is mandatory for all the courses in the current semester and all arrear course(s) for the End Semester Examinations, failing which the student will not be permitted to move to the higher semester.	
	A student who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same course for improvement of grades.	
<b>14</b>	<b>PASSING REQUIREMENTS</b>	
<b>14.1</b>	A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End Semester Examinations] with a minimum of 45% of the marks prescribed in 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).	
<b>14.2</b>	If a student fails to secure a pass in a theory course / laboratory course / theory and practical, the student shall register and appear only for the End Semester Examination in the subsequent semester. In such cases, the Internal Assessment marks obtained by the student in the first appearance shall be retained and considered valid for the first and second attempts (appearance in Arrear Subject). However, from the third attempt onwards, if a student fails to obtain pass marks (IA + End Semester Examination) as per <i>Clause 14.1</i> , then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed in the End Semester Examinations ALONE.	
<b>14.3</b>	If the course, in which the student has failed, is a Professional Elective or an Special Elective course, the student may be permitted to complete the same course. In such case, the internal assessment marks and passing details are as per <i>Clause 14.2 and 14.1</i> .	
<b>14.4</b>	Instead, a student can drop the elective and study other options within the specified curriculum with the approval of Head of the Department and Head of the Institution.	
<b>14.5</b>	If any other Professional Elective or Special Elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or Special Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per <i>Clause 7.3</i> and appear for the End Semester Examination.	
<b>14.6</b>	If a student is absent during the Project work viva - voce End Semester Examination, it would be considered as fail. The student shall register for the course again in the subsequent semester and can do Project Work.	
<b>14.7</b>	The passing requirement for the courses which are assessed <i>only</i> through Internal Assessments mode (like EEC courses except Project Work), is minimum 50% of the Internal Assessment marks.	
<b>15</b>	<b>AWARD OF LETTER GRADES</b>	

	Either <b>Absolute Grading</b> or <b>Relative Grading</b> is used to award Letter Grades and Grade Points for the students, based on the total marks obtained by students in each course. For all the theory courses (with students more than 30), Relative Grading will be followed. For all other courses, such as laboratory courses, EEC, project work, and theory courses with student strength less than or equal to 30, Absolute Grading will be followed.																																		
<b>15.1</b>	<b>Letter Grade and Grade Point</b>																																		
	The Letter Grades and the corresponding Grade Points used for grading each course shall be as follows:																																		
	<table border="1"> <thead> <tr> <th>Letter Grade</th> <th>Description</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>O</td> <td>Outstanding</td> <td>10</td> </tr> <tr> <td>A+</td> <td>Excellent</td> <td>9</td> </tr> <tr> <td>A</td> <td>Very Good</td> <td>8</td> </tr> <tr> <td>B+</td> <td>Good</td> <td>7</td> </tr> <tr> <td>B</td> <td>Average</td> <td>6</td> </tr> <tr> <td>C</td> <td>Satisfactory</td> <td>5</td> </tr> <tr> <td>U</td> <td>Re-appearance</td> <td>0</td> </tr> <tr> <td>SA</td> <td>Shortage of Attendance</td> <td>0</td> </tr> <tr> <td>WD</td> <td>Withdrawal</td> <td>0</td> </tr> <tr> <td>AC</td> <td>Audit Course</td> <td>0</td> </tr> </tbody> </table>	Letter Grade	Description	Grade Point	O	Outstanding	10	A+	Excellent	9	A	Very Good	8	B+	Good	7	B	Average	6	C	Satisfactory	5	U	Re-appearance	0	SA	Shortage of Attendance	0	WD	Withdrawal	0	AC	Audit Course	0	
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	<ul style="list-style-type: none"> <li>A student is deemed to have <b>passed</b> 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”.</li> </ul>																																		
	<ul style="list-style-type: none"> <li>‘SA’ denotes shortage of attendance (as per <i>Clause 7.3</i>) and hence prevented from writing the End Semester Examinations. ‘SA’ will appear only in the result sheet.</li> </ul>																																		
	<ul style="list-style-type: none"> <li>“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 Result Sheet as well as in the Grade Sheet.</li> </ul>																																		
	<ul style="list-style-type: none"> <li>A student with “SA” grade has to register and study the course when offered next time and complete as per the regulation.</li> </ul>																																		
	<ul style="list-style-type: none"> <li>If the grade U is given to a theory course or alaboratory course or theory cum laboratory course, it is not required to satisfy the attendance requirements (<i>vide Clause 7.3</i>), but has to appear for the End Semester Examination and fulfil the norms specified in <i>Clause 14</i> to earn a pass in the respective courses.</li> </ul>																																		
	<ul style="list-style-type: none"> <li>If the grade U is given to EEC course, which is evaluated only through IA, the student has to register for the course again in the subsequent semester and study like a normal course or may study under “self-study mode” under faculty supervision assigned by CDT and take up assessments only to pass the course.</li> </ul>																																		
	<ul style="list-style-type: none"> <li>A student with “WD” grade has to register and take the test for the courses Withdrawal earlier (<i>Clause 17.4</i>)</li> </ul>																																		

	<ul style="list-style-type: none"> <li>For Audit Courses, they will be marked as “AC” and grade point will be zero. For Mandatory Courses with no credits, they will be marked as “MC” and grade points will be zero. In both these cases, they will figure both in result sheet and grade sheet, if the courses are completed to the “Satisfactory” level.</li> </ul>														
<b>15.2</b>	<b>Relative Grading</b>														
	For those students who have passed the theory course (with student strength greater than 30), the relative grading shall be done. The marks of those students who have passed only shall be given as input to the software developed for Relative Grading. The Relative Grading method normalizes the results data using the <b>BOX-COX</b> transformation method and computes the grade range for each course separately and awards the grade to each student. If the students’ strength is less than or equal to 30, the Absolute Grading method is adopted.														
<b>15.3</b>	<b>Absolute Grading</b>														
	The absolute grading shall be followed with the mark range for each course as specified in the table.														
	<p><b>Table – Grade range for Absolute Grading</b></p> <table border="1"> <thead> <tr> <th>O</th> <th>A+</th> <th>A</th> <th>B+</th> <th>B</th> <th>C</th> <th>U</th> </tr> </thead> <tbody> <tr> <td>91-100</td> <td>81-90</td> <td>71-80</td> <td>61-70</td> <td>56-60</td> <td>50-55</td> <td>&lt; 50</td> </tr> </tbody> </table>	O	A+	A	B+	B	C	U	91-100	81-90	71-80	61-70	56-60	50-55	< 50
O	A+	A	B+	B	C	U									
91-100	81-90	71-80	61-70	56-60	50-55	< 50									
<b>15.4</b>	<b>Grade Sheet</b>														
	After results are declared, Grade Sheets will be issued to each student which will contain the following details:														
	<ul style="list-style-type: none"> <li>The list of courses registered during the semester and the grade obtained.</li> <li>The Grade Point Average (GPA) for the semester.</li> <li>The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards for MBA Admissions.</li> </ul>														
	GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding Grade 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 the starting semester. “U” grades will be excluded for calculating GPA and CGPA.														
	$\text{GPA/CGPA} = \frac{\sum_{i=1}^n [C_i * (\text{GP})_i]}{\sum_{i=1}^n [C_i]}$														
	<p>Where “C<sub>i</sub>” is the number of Credits assigned to the course.  “(GP)<sub>i</sub>” is the Grade 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.</p>														
<b>16</b>	<b>ELIGIBILITY FOR THE AWARD OF THE DEGREE</b>														

<b>16.1</b>	A student shall be declared to be eligible for the award of the MBA Degree provided the student has	
	<ul style="list-style-type: none"> <li>• Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Successfully completed the course requirements, appeared for the End Semester Examinations and passed all the courses within the period as prescribed in <i>Clause 4.2</i>.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Successfully passed any additional courses prescribed by the Credit Equivalence Committee, whenever the student is readmitted under the current Regulations (R2023) from the earlier Regulations.</li> </ul>	
	<ul style="list-style-type: none"> <li>• No disciplinary action pending against the student.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The award of degree must have been approved by the Syndicate of the affiliating University (Anna University).</li> </ul>	
<b>16.2</b>	<b>Classification of the Degree Awarded</b>	
<b>16.2.1</b>	<b>First Class with Distinction</b>	
	<p>A Student who satisfies the following conditions shall be declared to have passed the examination in <b>First class with Distinction</b>:</p> <p>Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within <b>three years</b>, which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.</p> <ul style="list-style-type: none"> <li>• Should have secured a CGPA of not less than 8.50.</li> <li>• Should NOT have been prevented from writing End Semester Examination due to lack of attendance in any of the courses.</li> </ul>	
<b>16.2.2</b>	<b>First Class</b>	
	<p>A student who satisfies the following conditions shall be declared to have passed the examination in First class:</p> <p>Should have passed the examination in all the courses of all four semesters within <b>three years</b>, 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).</p> <ul style="list-style-type: none"> <li>• Should have secured a CGPA of not less than <b>6.50</b>.</li> </ul>	
<b>16.2.3</b>	<b>Second Class</b>	
	All other students (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in Second Class.	
<b>16.3</b>	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 clause 17) for the purpose of classification	
<b>17</b>	<b>PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION</b>	
<b>17.1</b>	A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by the 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 the COE through the Head of the Institutions with required documents.	

17.2	Withdrawal application is valid if the student is otherwise eligible to write the examination ( <u>Clause 7.3</u> ) 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 Department. The Head of the Institution will approve the Withdrawal based on the genuineness of the case. For a student to withdraw from a course / courses, he/she should have registered for the course, fulfilled the attendance requirements (vide <u>Clause 7.3</u> ) and earned continuous assessment marks.
17.2.1	Notwithstanding the requirement of mandatory 10 days, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case by the Head of the Institution, if applied, 3 days before the result passing board meeting.
17.3	In case of withdrawal from a course / courses, the courses will figure both in the Grade Sheet as well as in the Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.
17.4	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).
17.5	If a student applies for withdrawal from Project Work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30 days after the declaration of results for Project Work and the same shall not be considered as reappearance.
17.6	Withdrawal is permitted for the End Semester Examinations in the final semester as well.
18	<b>PROVISION FOR AUTHORIZED BREAK OF STUDY</b>
18.1	A student is permitted to go on authorized break of study for a maximum period of <b>one year</b> as a single spell.
18.2	Break of Study shall be granted <i>only once</i> 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 re-join the programme in a subsequent year. Permission may be granted based on the merits of the case provided he/she applies to the Director, Student Affairs 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 re-joining the programme.
18.3	The student permitted to re-join 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 re-joining. The students re-joining in new Regulations shall register for additional courses (if required). Such students have to make a request to Credit Equivalence Committee (CEC) through Head of the Department. CEC will analyze the regulation studied by the student and the Current Regulations and instruct any additional courses to be studied 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.

18.4	The authorized break of study is included in the duration specified for passing all the courses for the purpose of classification (vide <i>Clause 16.2</i> ).	
18.5	The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in ( <i>Clause 18</i> ) irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.	
18.6	If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' ( <i>Clause 18.1</i> ).	
18.7	If a student wants to take up a job / start-up / entrepreneurship during the period of study he/she shall apply for authorized break of study for one year. The student shall join the job / start-up / entrepreneurship only after getting approval of the same by the Head of the Institution with due proof to that effect.	
18.8	No fee is applicable to students during the Break of Study period.	
<b>19</b>	<b>DISCIPLINE</b>	
19.1	Every student is required to maintain discipline and decorum both inside and outside the institution. They shall follow all the rules regulations and should not indulge in any activity which can tarnish the reputation of the University or Institution. The Head of the Institution shall refer any act of indiscipline by students to the Discipline Committee and other appropriate committee for action.	
19.2	Any Examination related "Malpractices", the guidelines by Controller of Examinations will be followed.	
19.3	As per AICTE and State Government guidelines, no student should involve in any kind of Ragging, Sexual Harassment, Consumption of Alcohol and Narcotic Products within the Campus Premises and Hostels, and Anti-National Activities. Involvement in such aspects are serious disciplinary matters and will be dealt seriously.	
<b>20</b>	<b>REVISION OF REGULATIONS, CURRICULUM AND SYLLABI</b>	
	The Institution may from time-to-time revise, amend or change the Regulations, Curriculum, Syllabi and Scheme of Examinations through respective Board of Studies and the Academic Council of the Institution.	

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