

 <i>Beyond Knowledge</i>	<b>KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM (AUTONOMOUS)</b>		
	Approved by AICTE & UGC, 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>	06.07. 2024

**MBA - INNOVATION, ENTREPRENEURSHIP AND VENTURE DEVELOPMENT (IEV)**

**REGULATIONS 2024 (R 2024)**

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

**DEGREE OF MASTER OF BUSINESS ADMINISTRATION (IEV)**

This set of Regulations is applicable to the students admitted to **MASTER OF BUSINESS ADMINISTRATION in INNOVATION, ENTREPRENEURSHIP AND VENTURE DEVELOPMENT (IEV)** Programme at Knowledge Institute of Technology, Salem from the Academic Year 2024-25 onwards.

<b>1</b>	<b>PRELIMINARY DEFINITIONS AND NOMENCLATURE</b>	
	In these Regulations, unless the context otherwise requires:	
	<ul style="list-style-type: none"> <li>• <b>“Academic Council (AC)”</b> is the apex academic body of the institution. It is responsible for the maintenance of standards of instruction, education and examination within the institution. It has the right to advise the various Departments on all academic matters.</li> </ul>	
	<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>“BOS”</b> means Board of Studies which is the basic constituent of the academic system of the institution. Its functions will include framing, reviewing and updating the curriculum structure &amp; syllabus for various courses and introducing new courses etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“CDT”</b> means Centre for Career Development and Training at the institution which offers various Employability Enhancement Courses.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>“CGPA”</b> means Cumulative Grade Point Average obtained up to a particular semester or up to 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 the 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 a 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 Clause 6.7).</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 the implementation of relevant Rules and Regulations with respect to Autonomous Functioning of the institution.</li> </ul>	
	<ul style="list-style-type: none"> <li>• “<b>Dir-MBA</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>End Semester Examinations (ESE)</b>” means examinations for either theory or laboratory courses 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 (0 to10) 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 Head of the Department who functions under the Director-MBA.</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 Centre, which offers courses on Entrepreneurship, Product Development, Start-up and also incubates Start-ups.</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>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>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)	<p>Candidates seeking admission to the first semester of the Post-Graduate Degree Programmes (MBA–IEV) 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, AICTE and UGC from time to time. The Govt. of Tamil Nadu releases the updated eligibility criteria for the admissions. Admission shall be offered only to candidates who possess the prescribed qualification and the eligibility criteria for the programme.</p>	

(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 the 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.		
<b>3.2</b>	<b>S. No.</b>	<b>Name of the Faculty</b>	<b>Programme(s) offered</b>
	1.	Faculty of Management Sciences	<ul style="list-style-type: none"> <li>Master of Business Administration (Innovation, Entrepreneurship and Venture Development)</li> </ul>
	* This regulation is applicable to MBA (IEV) programme only. For MBA Regular programme separate regulation is prescribed.		
<b>4</b>	<b>DURATION OF THE PROGRAMME</b>		
<b>4.1</b>	The MBA-IEV programme is of TWO years duration. Students with pass in any undergraduate degree satisfying the norms mentioned in <i>clause 2</i> , with a bent of mind on startups, innovation, family business development and management, along with regular business management can join.		
	The programme is designed with a credit range of 100-102 credits and the total credits are divided into 5 modules with Theory Courses, Skill Development Courses, Experiential Learning Courses, Capstone Projects and Action Learning Projects.		
<b>4.2</b>	A student is ordinarily expected to complete MBA (IEV) programme in 4 semesters. The maximum duration permitted to complete the programme is 8 consecutive semesters.		
<b>4.3</b>	Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The HOD, Dir-MBA 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.		
<b>4.4</b>	Additional classes can be conducted for any programme by the HOD with approval from Dir-MBA and 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).		
<b>4.5</b>	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 (IEV)</td> <td>100-102</td> </tr> </tbody> </table>	Programme	Prescribed Credits	MBA (IEV)	100-102
Programme	Prescribed Credits				
MBA (IEV)	100-102				
4.7	<b>Number of courses per semester</b>				
	Each semester curriculum shall normally have a blend of Theory courses, Skill Development Courses, Capstone Projects, Action Learning Projects and Experiential Learning Courses. However, the total number of courses per semester shall not exceed 13. Each Course shall have credits assigned as per <i>Clause 4.8</i>				

4.8	<b>Credit Assignment</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 where in 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 Period of EEC courses (like Aptitude / Communication / Case study / Hands on Activity etc.)</td> <td>0.5</td> </tr> <tr> <td>5 days (35-40 hours) of Internship or External program participation</td> <td>1</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 where in more emphasis is on problem solving)	1	ONE Practical Period (P = Laboratory/Seminar/ Project Work etc.)	0.5	ONE Period of EEC courses (like Aptitude / Communication / Case study / Hands on Activity etc.)	0.5	5 days (35-40 hours) of Internship or External program participation	1	
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5	<b>MEDIUM OF INSTRUCTION</b>													
	The medium of instruction is <b>ENGLISH</b> for all courses, examinations, seminar presentations and project work, dissertation/ Thesis reports													
6	<b>STRUCTURE OF PROGRAMME</b>													
6.1	<b>Categorization of Courses</b>													
	The MBA(IEV) Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:													

<b>SUMMARY</b>				
<b>Sl.No.</b>	<b>Course Category</b>	<b>Name of the Category</b>	<b>Credits</b>	<b>Average Credit Percentage/ Remarks</b>
1	FC	Foundational Courses (FC)	6	6
2	RM	Research Methodology and IPR Courses M)	0	0
3	PC	Professional Core Courses (PC)	40	39
4	PE	Professional Elective Courses (PE)	12	12
5	OE	Open Elective Courses (OE)	0	0
6	PW	Project work /Action Learning Project (PW)	35	34
7	MC	Mandatory Courses (MC)	0	0
8	AC	Audit Courses (AC)	0	0
9	PT	Employability Enhancement Courses (PT)	9	9
<b>Total Credits</b>			<b>102</b>	<b>100</b>
<b>6.2</b>	<b>Foundation Courses (FC)</b>			
	Certain basic courses that are required to study the particular MBA-IEV programme are offered under this category. These courses include Accounting for Business, Managerial Economics for Business.			
<b>6.2.1</b>	<b>Professional Core Courses (PC)</b>			
	The students shall study certain courses that are theory in nature and considered as foundational courses, that are referred as Core courses. These courses include courses on Entrepreneurship, Introduction to start-ups and business administration, Innovation Management.			
<b>6.2.2</b>	<b>Professional Elective (PE)</b>			
	Professional Elective Courses (or) Regular elective courses. The students shall study certain courses that are theory in nature and considered as Enabler Courses. These courses broaden the knowledge of the students on a specific domain or specialisation of interest. A student can choose courses from the given list of courses, depending upon his / her interest and chosen project / venture Start-up, feasibility analysis, Venture Finance, Strategic planning and execution, Law ethics and environment for start ups etc..			
<b>6.2.3</b>	<b>Open Electives (OE)</b>			
	Project Specific Elective courses are offered as Enhancement Courses Under open elective courses. The student shall study courses depending upon his/her interest and chosen project / venture. These are in general technology-based courses, can be studied online or taught as per the request of the students or by taking courses offered in Engineering Stream in the institution. These courses can be studied either through online mode or offline mode.			

6.2.4	<b>Theory Courses and Tracks</b>	
	<p><b>Outline:</b> The courses focus on TWO Major Tracks, Start-up Track focusses on Innovation and Innovation management, Entrepreneurship, formation of Founders Team, Start-up / Venture creation. Business Management Track focuses on concepts of Business Management, Legal and Compliance aspects. These tracks covered by professional core courses and foundation courses.</p> <p><b>Key Learning areas:</b> <b>Start-up Track:</b> Business Environment and Entrepreneurship, Formation of Founders Team and Team Dynamics, Market Research, Business Idea Identification and Finalisation, Design Thinking, Innovation and Innovation Management, Customer Centric Solution Approach, Innovative Product Development, Business model, Product-Market Fit, Continuous Product and Market Development, Successful Venture Formation, Operations Management, Strategy Formation for further Growth, Family Business Development and Intellectual Property Rights (IPR).</p> <p><b>Management Track:</b> Organizational Structure, Strategy, and Leadership, Finance Management, Human Resource Management, Supply Chain Management, Project Management, Marketing and Sales Management, Product Pricing strategies, Macro and Micro economics, Cost and Management Accounting, Legal, Tax, Environment &amp; Sustainability and Information Systems &amp; Data Management.</p>	
6.3	<b>Employability Enhancement Courses (EEC / PT)</b>	
6.3.1	<p><b>Skill Development Courses (SDC)</b></p> <p><b>Outline:</b> In addition to startup, innovation and business management courses, the students need to develop management, startup and personality related skills and learn specific tools/techniques to equip themselves as great executors. These are provided as Skill Development Courses.</p> <p><b>Key Learning areas:</b> Specific Skill sets required for performing the given task, include: Communication skills, Business Proposal writing, Soft skills, Tools and Techniques, etc.,</p> <p><b>Experiential Learning</b></p> <p><b>Outline:</b> Experiential Learning track is designed to make the students to get real field experience, with which he can understand the nuances of real business world and gain enough confidence and courage to venture on his/her own. It has two tracks: (i) inside the college campus and (ii) outside the campus, each has 3 credits.</p> <p><b>EXPL-1: Experiential Learning (Internal):</b> Gaining Experience from Entrepreneurs, Leaders, Consultants, Mentors, Self-Learning &amp; Sharing (Experience Sharing sessions, Book Reviews) and participate in various in-house activities like Ideation, Hackathon, Boot Camps, Focus Workshops, etc., These are internal programs executed during semesters 1, 2, and 3, one credit for each semester activities.</p> <p><b>EXPL-2: Participative Learning (External):</b> Participative learning courses are experiential learning courses in order to get field exposure, the students have to go out of the campus attend workshops, seminars, conferences, boot camps, short term training programs in incubators / industry and Expos and conclaves related to Start-ups and Innovations. ONE credit is assigned for attending External Programs during 1<sup>st</sup> and 2<sup>nd</sup> semesters (Total 5 days / 35-40 hours will be considered equivalent to one credit.</p>	

	In addition, the students have to undergo two weeks Internship at an Incubator or Industry or equivalent (for two credits) during 1 - 3 semesters.					
<b>6.4</b>	<b>Project Work /Action Learning Courses (PW)</b>					
	<b>Execution of Capstone Projects and Action Learning Projects</b>					
	Project Work courses are a multifaceted, comprehensive and interdisciplinary project that often requires students to apply the knowledge and skills acquired throughout their academic careers to solve real-world problems or issues.					
(a)	<p><b>Capstone projects</b> Highlight of a student's academic career and can provide valuable experience and skills for their future endeavours. The students will have to undertake 3 capstone projects in 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> semesters. Each capstone project carries 3 credits.</p> <p><b>Action Learning Projects</b> In the ALP track, the students, generally as a like-minded group with diverse backgrounds, actually establish a start-up or get involved in various activities related to Entrepreneurship, Innovation and Innovation Management. The ALP track is spread over semesters for getting enough time for execution.</p>					
(b)	Capstone Projects (CSP) and Action Learning Projects (ALP) are similar to the project work in a regular programme. CSP and ALP shall be carried out by a team that consists of 3 students (maximum). Each team will be assigned with a Faculty in charge / Faculty Supervisor (FS) as a guide and an external mentor can also be arranged based on the need.					
(c)	HOD and Dir-MBA will nominate a Project Coordinator for Capstone Projects (CSP) and Action Learning Projects (ALP) separately, who will coordinate all the activities regarding the project work. In addition, HOD and Dir-MBA will constitute a Review Committee (RC) with the approval of Head of the Institution. The composition of RC is Department Project Coordinator (Convenor), one Senior Faculty (nominated by HOD and Dir-MBA) and Faculty Supervisor of the project team. First two members will remain the same for all projects and the 3 <sup>rd</sup> member, Faculty Supervisor will vary according to the team reviewed. For the projects supervised by Department Project Coordinator and Department Faculty Reviewer, HOD and Dir-MBA will nominate alternate faculty for fair assessment.					
(d)	The progress of the Capstone Project works will be reviewed at regular intervals, by the CSP Review Committee (CSP-RC). The progress of the Action Learning Projects works will be reviewed at regular intervals, by the ALP Review Committee (ALP-RC). In general, review meetings will be on physical mode. If necessary, such reviews can be conducted <i>online</i> with the prior approval of HOD, Dir-MBA and Dir-CDDA. Suitable records for all the meetings have to be maintained by the Department Project Coordinators.					
(e)	The RCs 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 RCs will make assessments. Weightages for various assessments are given below:					
	<b>Continuous Internal Assessment (60 Marks)</b>			<b>End Semester Examinations (40 Marks)</b>		
	<b>Review I</b>	<b>Review II</b>	<b>Review III</b>	<b>Project Report</b>	<b>Viva-Voce Examination</b>	
20	20	20	<b>External</b>	<b>Internal</b>	<b>External</b>	

				10	15	15	
	<b>Note:</b> Review-I, Review-II, and Review -III will be carried out with appropriate time interval.						
(f)	The general guidelines for assessment of CSP and ALP as mentioned above. The respective Department Project Coordinator has to ensure the same.						
(g)	If a student submitted his/her project report but failed to show up for the viva-voce test. It will be regarded as unsuccessful. If a student fails to submit the project report on valid reason, the head of the institution may allow him/her to resubmit the report within 60 days of the results announcement and to reappear in a viva-voce examination upon the recommendation of the concerned supervisor and HOD / Director-MBA and HOI. The degree classification and award will be handled in accordance with the regulations if the student passes the reappearance exam. <b>This provision is applicable for ALP only and not for CSP.</b>						
<b>6.5</b>	<b>Online / Off campus Courses</b>						
(a)	Student can take up few courses Online mode or Physical mode or Hybrid mode as per regulations. The courses already completed in the institution should not be repeated in any mode.						
(b)	<b>Online Courses:</b> The students can choose few courses from NPTEL / SWAYAM or any reputed online platform or any institution / organisation approved by the CDDA and CEC (refer clause 6.7). The assessment and grades given by the external institute / organisation will be considered and accepted only if the guidelines issued by the CEC are satisfied. Students can study RE or PSE only through online mode. Maximum of 10 credits can be studied in online mode.						
(c)	<b>Off campus Courses:</b> The students can study few courses outside the campus, offered by reputed institutions /incubation centres / other organisations offering IEV related courses in offline mode. The assessment and grades given by the external institute / organisation will be considered and accepted only if the guidelines issued by the CEC are satisfied. The course of study can be Core, Elective, SDC, CSP or ALP. Maximum 10 credits can be studied by the student. Only Physical / Hybrid mode considered under this category.						
(d)	Credit Equivalence Committee (CEC) (Refer <i>Clause 6.7</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.						
(e)	A student must get approval from the HOD and CDDA before registration and studying any online / off campus courses in order to get credit equivalence and grades, <b>15 days before the commencement of courses.</b>						
(f)	The Class Advisor and HOD is responsible for keeping records and sending the details of course, marks and grading guidelines to COE.						
<b>6.6</b>	<b>Assessment of Online/Off campus courses:</b> The CEC will issue guidelines for assessment and credit equivalence for courses studied under this category. The guidelines will be based on the regulations of the Anna University.						
<b>6.7</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 HOD and Dir-MBA (Members). Credit Equivalence Committee is responsible						

	for deciding and recommending Credit Equivalence for the requests made by the students/faculty/HOD with approval of the Head of the Institution.	
<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 and etc. MC course 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 fully by Internal Assessment mode.	
<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 6 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 HOD, Dir-MBA 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 /other electives</li> <li>iv. Online / Off campus (Physical Mode) Courses (Prior approval is needed)</li> </ol> <p>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, HOD, Dir-MBA and Head of the Institution have to offer necessary guidance and ensure that all the students have registered for the required classes in a given semester.</p>	
<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 first to pre-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 HOD and Head of the Institution due to valid reasons. Total number of credits of such courses dropped <i>shall not exceed 6 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).	

7.3.2	<p>The overall attendance (for a given semester) will be calculated as given below:</p> $\text{Overall \% of Attendance} = \frac{\text{Total No. of periods attended, taken together, in all courses during the semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times (\text{NW})^*} \times 100$ <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	<p>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 HOD. If the reasons cited are valid and satisfactory, HOD 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.</p>	
7.3.4	<p>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.</p>	
7.3.5	<p>The minimum attendance required is <b>MUST</b> to register and appear for the End Semester Examinations in a given semester.</p>	
8	<p><b>CLASS ADVISOR</b></p>	
	<p>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 HOD 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:</p>	
	<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 HOD 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, HOD 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 HOD.</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 of the semester.</li> </ul>	

<b>9</b>	<b>CLASS COMMITTEE</b>	
	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:	
<b>9.1</b>	<ul style="list-style-type: none"> <li>• Solving problems experienced by students in the class room and in the laboratories.</li> <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>	
<b>9.2</b>	The class committee for a class under a particular branch is normally constituted by the HOD. 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.	
<b>9.3</b>	The class committee shall be constituted within the first week of each semester.	
<b>9.4</b>	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.	
<b>9.5</b>	The chairperson of the class committee may invite the Class Advisor(s) and the HOD to the class committee meetings.	
<b>9.6</b>	The Head of the Institution / Vice Principal / Management / Directors may participate in any class committee meetings.	
<b>9.7</b>	The chairperson is required to prepare the minutes of every meeting, submit the same to HOD 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.	
<b>9.8</b>	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.	
<b>9.9</b>	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.	
<b>9.10</b>	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.	

<b>9.11</b>	If any student attendance is less than 75%, the Class Advisor has to appropriately inform to the HOD and the student concerned for suitable mid-course correction. The class committee has to ensure the process.					
<b>10</b>	<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 HOD / 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 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:					
		<b>S. No.</b>	<b>Type of Course</b>	<b>Weightage of IA</b>	<b>Weightage of ESE</b>	<b>Total Marks</b>
		01	Professional Core Courses (PC)	40	60	100
		02	Foundational Courses (FC)	40	60	100
		03	Professional Elective Courses (PE)	40	60	100
		04	Project Specific Electives	40	60	100
		05	Employability Enhancement Course (PT) (i) Skill Development Course -I (ii) Experiential Learning Course -I	100	-	100
		06	Capstone Project (PW)	60	40	100
			(i) Action Learning Projects (ii) Participative Learning Course	100	-	100
		07	Mandatory Courses (MC)	100	-	100
		08	Online/Off campus courses	**	**	
		**Refer <i>Clause(s) 6.5 and 6.6</i> for details.				
<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.					

11.5	For the End Semester Examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.
11.6	The procedure for award of marks in IA and End Semester Examination are discussed in the <i>appropriate Clauses</i> .
12	<b>PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT AND END SEMESTER EXAMINATIONS</b>
	For all courses, Core courses, Regular Electives, Project Specific Electives, Skill Development Courses, Online / Off campus courses, Capstone project work and other courses, the Continuous Internal Assessment (IA) and End Semester Examination marks shall be awarded as per the procedure given below:

12.1	<b>Theory Courses (TC, RE, PSE)</b>																					
	The continuous Internal Assessment (IA) for theory courses is 40 marks in general consists any one of the following patterns:																					
	<table border="1"> <thead> <tr> <th>Method</th> <th>IAT-1</th> <th>IAT-2</th> <th>Non Test based Assessment*</th> <th>Total IA</th> <th>Total ESE</th> <th>Total Marks (IA+ESE)</th> </tr> </thead> <tbody> <tr> <td>Details</td> <td>Written Test 50 marks 01.30 hrs. duration</td> <td>Written Test 50 marks 01.30 hrs. duration</td> <td>It will be announced by the course faculty during the commencement of the classes</td> <td>-</td> <td>Written Examination 100 marks 03.00 hrs duration</td> <td>-</td> </tr> <tr> <td>Marks</td> <td>15</td> <td>15</td> <td>10</td> <td>40</td> <td>60</td> <td>100</td> </tr> </tbody> </table>	Method	IAT-1	IAT-2	Non Test based Assessment*	Total IA	Total ESE	Total Marks (IA+ESE)	Details	Written Test 50 marks 01.30 hrs. duration	Written Test 50 marks 01.30 hrs. duration	It will be announced by the course faculty during the commencement of the classes	-	Written Examination 100 marks 03.00 hrs duration	-	Marks	15	15	10	40	60	100
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	The Faculty member handling the course must submit the marks to the COE through the HOD. The marks are calculated out of 100 for each assessment 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).																					
12.2	<b>Skill Development Courses</b>																					

	The Skill Development Courses are to be considered as purely Internal (with 100% internal marks only). The mode of assessment will be specified for each course in the beginning of the semester. Each student has to score minimum of 50 marks (out of total 100 marks) to pass. If a student fails, the student has to carry out additional activities specified by HOD and Dir-MBA in the forthcoming semester and earn a minimum of 50 marks to pass.	
	<b>Assessment for Online / Off campus Courses</b> Refer Clause 6.6	
<b>12.3</b>	<b>Assessment for Experiential Learning Course</b>	
<b>12.3.1</b>	<b>Assessment for Experiential Learning – 1 ( Internal)</b>	
	Gaining Experience from Entrepreneurs, Leaders, Consultants, Mentors, Self-Learning & Sharing (Experience Sharing sessions, Book Reviews), and participate in various in house activities like Ideation, Hackathon, Boot Camps, Focus Workshops, etc., <b>Assessment:</b> The mode of assessment will be specified for each course in the beginning of the semester. Each student has to score minimum of 50 marks (out of total 100 marks) to pass. If a student fails, the student has to carry out additional activities specified by the HOD, Dir-MBA and CDDA through Department in the forthcoming semester and earn a minimum of 50 marks to pass. The necessary documents and relevant reports to be submitted will be informed by the faculty in charge at the beginning of the semester after the approval from the Dir-MBA /HoI	
<b>12.3.2</b>	<b>Assessment for Experiential Learning - 2 (External)</b>	
	The students have to go out of the campus attend workshops, seminars, conferences, boot camps, short term training programs in incubators / industry. ONE credit is assigned for attending External Programs during 1 <sup>st</sup> and 2 <sup>nd</sup> semester (minimum of 5 days or 30-40 hours is treated eligible for one credit). For Internships the students have to undergo two weeks Internship at any Incubator or Industry during 2nd and 3rd semester gap or equivalent (one week internship = 1 credit) with prior approval from the HOD and DIR-MBA. Attending programs / internships more than the requirement is permitted, however, they will not be considered for additional credits. <b>Assessment:</b> The mode of assessment and the scheme of assessment will be specified for each course in the beginning of the semester. Each student has to score minimum of 50 marks (out of total 100 marks) to pass. If a student fails, the student has to carry out additional activities specified by the HOD, Dir-MBA and CDDA through Department in the forthcoming semester and earn a minimum of 50 marks to pass.  The necessary documents and relevant reports to be submitted will be informed by the faculty in charge at the beginning of the semester after the approval from the HOD, Dir-MBA, CDDA and HOI. Student has to submit an IPT report in the prescribed format after each industry training within 15 days to the Department EXPL Coordinator. Based on the IPT/EXPL Report, the Department EXPL Coordinator will evaluate and award marks. CDT will provide the format for submission of EXPL Report. Assessment will be for 100 marks (IA only) and Absolute Grading will be followed.	
<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 HODs 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 HOD for redressal. In case, the student is not satisfied with the redressal by the course faculty and HOD, the student can represent the matter to the Dir-MBA. If the student still not satisfied, he / she can write to the Head of the Institution. 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 “Open day” 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. The student has to apply for retotalling or revaluation (if willing to), within five working days after the “Open day”.	
	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 ' <b>FACULTY CLASS RECORD</b> ' which consists of attendance marked in each lecture or practical or project work, the test marks, and the record of class work(topic covered), separately for each course. This should be verified by the HOD periodically (at least three times in a semester) for checking the syllabus coverage and the 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 HOD. Class Advisor and HOD 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 HOD 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 EMESTER 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 a 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 HOD and Head of the Institution.	

14.5	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.																																		
14.6	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.																																		
14.7	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.																																		
15	<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.																																		
15.1	<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" data-bbox="400 1081 1209 1621"> <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 a laboratory course or a 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 courses with 100 % internal assessment (IA) only, 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 /HOD 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 as per the Withdrawal guidelines (<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> </ul>															
	<ul style="list-style-type: none"> <li>The Grade Point Average (GPA) for the semester.</li> </ul>															
	<ul style="list-style-type: none"> <li>The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.</li> </ul>															

	<p>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.</p>	
	$\text{GPA/CGPA} = \frac{\sum_{i=1}^n [C_i * (GP)_i]}{\sum_{i=1}^n [C_i]}$	
	<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 with appropriate Specialization as applicable 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 from the earlier Regulations or joins the institution by transfer from other institutions.</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</p>	

	<p>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 16.1 and 16.2) 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 <i>Clause 17</i> ) 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.	
<b>17.2</b>	Withdrawal application is valid if the student is otherwise eligible to write the examination ( <i>Clause 7.3</i> ) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the HOD and Dir-MBA. 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 <i>Clause 7.3</i> ) and earned continuous assessment marks.	
<b>17.2.1</b>	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.	
<b>17.3</b>	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.	
<b>17.4</b>	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).	
<b>17.5</b>	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.	
<b>17.6</b>	Withdrawal is permitted for the End Semester Examinations in the final semester as well.	
<b>18</b>	<b>PROVISION FOR AUTHORIZED BREAK OF STUDY</b>	
<b>18.1</b>	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 HOD, Dir-MBA. 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 4.2</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.
19	<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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