

# **MBA Regulations - NECR MBA 20**

**(w.e.f 2020-21 Academic Year)**



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# 1. PREAMBLE

## 1.1. VISION, MISSION, QUALITY POLICY AND OBJECTIVES

### VISION

To be one among the premier institutions of the country for professional education in producing technocrats with competent skills, Innovative ideas and Ethics to serve the nation.

### MISSION

- To provide an environment most conducive to learning with state-of-the-art Infrastructure, well equipped laboratories and research facilities to impart high quality technical education.
- To emphasize on innovative ideas and creative thinking and prepare them to meet the growing challenges of the industry.
- To inculcate the leadership qualities, multi-disciplinary approach, Ethics and lifelong learning in graduates to serve the diverse societal needs of our nation

### Quality Policy

We at Narayana Engineering College, Gudur aspire to establish a system of Quality Assurance, which would contribute to the growth of technical education, upholding the highest ethical and professional standards and develop the Institute as a Centre of Excellence

### Objectives

- a. Providing world class education in Engineering, Technology, Applied Sciences and Management studies.
- b. Keeping pace with the ever changing technological scenario and help the students to gain proper direction to emerge as competent professionals, fully aware of their commitment to the society and the nation.
- c. To inculcate a flair for Research, Development and Entrepreneurship.

## 1.2. SHORT TITLE AND COMMENCEMENT

- i. i.The regulations listed under this Section is for Master of Business Administration which is a PG Program offered by Narayana Engineering College(NEC), Autonomous with effect from the academic year 2020-21 and they are called Narayana Engineering College Regulations, 2020(NECR20).
- ii. The regulations here under are subject to amendments as may be made by the Academic Council (AC) of the college from time to time, keeping the recommendations of the Board of Studies (BOS) in view. Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be decided by the AC.

## 1.3. PRELIMINARY DEFINITIONS AND NOMENCLATURES

**Autonomous Institute:** Means an institute designated as Autonomous by University Grants Commission (UGC), New Delhi in concurrence with affiliating University (Jawaharlal Nehru Technological University, Ananthapuramu) and State Government.

**Academic Programme:** Academic Programme means any combination of courses and/or requirements leading to award of a degree.

**Academic Council:** The Academic Council is the highest academic body of the institute and is responsible for the maintenance of standards of instruction, education and examination within the institute. Academic Council is an authority as per UGC regulations and it has the right to take decisions on all academic matters.

**Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

**Backlog Course:** A course is considered to be a backlog course if the student has not cleared and due to which obtained a failure grade (F) in that course.

**Board of Studies (BOS):** BOS is an authority as defined in UGC regulations, constituted by Head of the Organization for each of the departments separately. They are responsible for curriculum design and updation in respect of all the programmes offered by a department.

**College:** Narayana Engineering College, Gudur (NEC) Autonomous.

**Commission:** University Grants Commission (UGC).

**Continuous Internal Evaluation (CIE):** Means evaluation of students' achievement in the learning process. CIE shall be done by the Course Instructor and includes tests, assignments, problem solving, group discussion, quiz, mini-project and seminar throughout the Semester, with weightage for the different components being fixed at the institute level.

**Core:** The courses that are essential constituents of MBA programme are categorized as professional core courses for that discipline.

**Council:** All India Council for Technical Education (AICTE)

**Course:** A unit of teaching, which encompasses various topics, that typically lasts one semester, is led by one or more faculty and has a fixed set of registered students. It is either theory or practical identified by its course title and code number.

**Course Outcomes:** The essential skills that need to be acquired by every student through a course.

**Credit:** A unit by which the course work is measured. A credit is a unit that gives weight to the value, level or time requirements of an academic course. The number of 'Contact Hours' in a week of a particular course determines its credit value.

**Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

**Curriculum:** Curriculum incorporates the planned interaction of students with instructional content, materials, resources, and processes for evaluating the attainment of Programme Educational Objectives

**Degree:** An academic degree conferred by the university upon those who complete the post graduate curriculum.

**Department:** An academic entity that conducts relevant curricular and co-curricular activities, involving both teaching and non-teaching staff, and other resources in the process of study for a degree.

**Department Academic Committee (DAC):** The Department Academic Committee consists of HOD and four senior faculty members from the department to review the academic activities of the department.

**Evaluation:** Evaluation is the process of judging the academic performance of the student in her/his courses. It is done through a combination of continuous internal assessment and semester end examinations.

**Grade:** It is an index of the performance of the students in a said course. Grades are indicated by alphabets.

**Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

**Institute:** Means Narayana Engineering College: Gudur unless indicated otherwise by the context.

**Massive Open Online Courses (MOOC):** MOOC courses inculcate the habit of self- learning.

**Pre-requisite:** A specific course or subject, the knowledge of which is required to complete before student can register in another course at the next grade level.

**Programme:** Means, PG degree program: Master of Business Administration (MBA).

**Programme Educational Objectives:** The broad career, professional and personal goals that every student will achieve through a strategic and sequential action plan.

**Regulations:** The regulations of M.B.A program offered by Institute, are designated as – NECG Regulations - NECR20 and are binding on all the stakeholders.

**Regular Students:** Students enrolled into the two year programme in the first year.

**Semester:** It is a period of study consisting of 20 weeks of academic work equivalent to normally 90 working days. Odd semester commences usually in July and even semester in December of every year.

**Semester end examination (SEE):** Means examination conducted by the institute covering the entire Course Syllabus at the end of the semester.

**Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places

**University:** Means Jawaharlal Nehru Technological University, Ananthapuramu, (JNTUA) is an affiliating University.



## 2. ADMISSIONS

### 2.1. M.B.A.TWO YEARS PROGRAMME (REGULAR)

Admission to the above programme shall be made subject to the eligibility, qualifications and specialization prescribed by the University for each programme, from time to time. Admissions shall be made either on the basis of merit rank obtained by the qualified candidates at an Entrance Test i.e ICET score, subject to reservations prescribed by the Government policies from time to time.

The total seats available as per the approved intake are grouped into two categories i.e. category A and Category B with a ratio of 70: 30 as per the state government guidelines vide G.O No.52.

The admissions for category A and B seats shall be as per the guidelines of Andhra Pradesh State Council for Higher Education (APSCHE) in consonance with government reservation policy.

**Under Category A:** 70% of the seats are filled through ICET counseling.

**Under Category B:** 30% seats are filled based on UG merit in compliance with guidelines of APSCHE.

The course duration for the award of the Degree in Master of Business Administration will be two academic years, with two semesters in each year. However if a student is unable to complete the course within 2 years, he/she can do so by giving more attempts but within 4 consecutive academic years from the date of admission.

### 3. ACADEMIC AFFAIRS

#### 3.1 CATEGORIZATION OF COURSES

Each programme shall have a curriculum comprising of Theory, Practical courses with well-defined Program Outcomes and Programme Educational Objectives (PEO) as per Outcome Based Education (OBE) framework. The content of each course is designed based on the Course Outcomes (CO). The courses of a programme are categorized as follows:

The course group/category along with their broad classification, weightage of credits and description are listed in Table below.

S. No	Course Area
1	Core Courses(CC): Core courses relevant to the branch of study
2	Elective courses(EC) courses: relevant to chosen specialization /branch
3	Employability Enhancement Courses(EEC)
4	Project work /Internship (PR)

### 3.2 COURSE CODING AND COURSE NUMBERING

The Course Code consists of Seven digits/Alphabets. Description as Follows.

2	0	M	B	1	0	4

1. Year of beginning/ Approval of regulations    2. Discipline of Course    3. Semester Number    4. Course Sequence Number

- The first two letters represent Year of beginning/ Approval of Regulations.

**Ex.** A course with code starting with 20 represents a course belonging to 2020 Regulations.

- Third and Fourth Letters Indicates Discipline of Course.

Acronym	Name of the Discipline
MB	Management

## 3. Fifth Character Indicates Semester Number.

Fifth Character	Description
1	First Semester
2	Second Semester
3	Third Semester
4	Fourth Semester

## 4. Sixth and Seventh Letters Indicates Course Sequence Number.

For Example: **20 MB 402** is Course offered in 2020 Regulations(**20**) in the Discipline of Master of Business Administration (**MB**), Offered in the Fourth Semester(**4**), the course sequence number is **02**.

### 3.3 CREDIT STRUCTURE

The curriculum shall comprise Core Courses, Elective Courses, Laboratory Courses, Carrier competency and development, Internship and Project. Each course offered is given a L-T-P structure, depending on the number of lecture periods (L), number of tutorial periods (T) and number of periods for practical (P) required per week for an efficient teaching – learning process. A student is expected to put- in his/her own efforts in proportion with periods spent in classroom, as defined in L-T-P structure. On successful completion of the course a student is said to have earned a specified number of credits defined for each course.

All Courses are to be registered by a student in a Semester to earn Credits. Credits shall be assigned to each Course in an L : T : P : C (Lecture Hours: Tutorial Hours: Practical Hours: Credits) Structure. 'Credit' means quantified and recognized learning. Credit is measured in terms of contact hours per week in a semester. Depending on the complexity and volume of the course, the number of contact hours per week will be assigned. Each Theory and Laboratory course carries credits based on the number of hours / week as follows:

- Theory Courses: One Lecture Hour (L) per week in a semester: 01 Credit
- Tutorial: One Tutorial Hour (T) per week in a semester: 01 Credit
- Practical Courses: One Practical Hour (P) per week in a semester: 0.5 Credit

The total number of credits that a student earns during the period of study is called the total credits. For the successful completion of the MBA Programme, a regular student must earn 102 credits.

### 3.4 DURATION OF THE PROGRAMME

#### **M.B.A Two Years Programme:**

The course duration for the award of the Degree in Master of Business Administration will be Two academic years, with two semesters in each year. However if a student is unable to complete the course within 2 years, he/ she can do so by giving more attempts but within 4 consecutive academic years from the date of admission.

### 3.5 MINIMUM INSTRUCTION DAYS

An academic year consists of two semesters. The minimum instruction days excluding exams for each semester shall be 90 days.

### 3.6 MEDIUM OF INSTRUCTION

The medium of instruction shall be **English** for all the courses including their content delivery, examinations, seminars, presentations and project evaluation as prescribed in the programme curriculum.

### 3.7 SEMESTER STRUCTURE

Each academic year is divided into two semesters – **Odd Semester** (usually from July to December) and **Even Semester** (usually from January to June). Each semester shall be of 20 weeks duration and this period includes time for registration of courses, coursework, examination preparation and conduct of examinations.

### 3.8 ACADEMIC CALENDAR

The academic activities of the institute are regulated by Academic calendar and are made available to the students, faculty and all other concerned in electronic form or hand copy. It shall be mandatory for students and faculty to strictly adhere to the academic calendar for completion of academic activities. The copy of the academic calendar is also to be uploaded on the institute website.

The academic activities of the college are governed by academic calendar prepared by IQAC and approved by the principal and HOD. It shall be notified at the beginning of the semester of each academic year.

The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 21 weeks duration (min 90 days) including evaluation, grade moderation and result declaration. The academic calendar should be strictly adhered to, and all other activities including co-curricular and extra-curricular activities should be scheduled so as not to interfere with the curricular activities as stipulated in the academic calendar.

#### ACADEMIC CALENDAR

First Semester (20 weeks)	I Spell of Instructions	8 weeks	18 weeks
	II Spell of Instructions	8 weeks	
	I and II Mid Term Examinations	1 week	
	Preparation and Practical Examinations	1 week	
	Semester End Examinations		2 weeks
Semester Break and Supplementary Examinations			4 weeks
Second Semester (20 weeks)	I Spell of Instructions	8 weeks	18 weeks
	II Spell of Instructions	8 weeks	
	I and II Mid Term Examinations	1 week	
	Preparation and Practical Examinations	1 week	
	Semester End Examinations		2 weeks
Summer Vacation and Supplementary Examinations			4 weeks

## 4. COURSE REGISTRATION

Each student has to compulsorily register for course work at the beginning of each semester as per the schedule mentioned in the Academic Calendar. Each student, on admission shall be assigned to a Faculty Advisor/Mentor who shall advice and counsel the student about the details of the academic program and the choice of courses considering the student's academic background and career objectives. With the advice and consent of the Faculty Advisor/Mentor, the student shall register for a set of courses he/she plans to take up for the Semester.

It is absolutely compulsory for the student to register for courses in time. The registration will be organized departmentally under the supervision of the Head of the Department.

Each student on admission shall register for all the courses prescribed in the curriculum in the student's first and second Semesters of study. Except for the first semester of the first year, the enrolment for the courses shall commence 10 days prior to the last instructional day of the preceding semester for registration process. For first semester of First year, the course registration shall commence after completing the admission process. If the student wishes, the student may change courses 10 days prior to commencement of the concerned semester and complete the registration process duly authorized by the Chairman, Board of Studies of concerned department

- IN ABSENTIA registration will not be permitted under any circumstance. A student who does not register on the day announced for the purpose can register within next 10 working days on payment of late fee as prescribed by the Institute. Normally no late registration shall be permitted after the tenth working day from the scheduled date, except in special cases like a serious medical problem, a family calamity or participation in a

national event, if approved by the Head of the Institution on recommendation of HOD and Faculty advisor/Mentor.

- After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Internal Evaluation marks and appear for the Semester End Examinations.
- A student will be eligible for enrolment only if he / she has cleared all the dues to the Institute, Tuition fee, Hostel fee etc till the end of the previous session, provided he/she is not debarred for enrolment by disciplinary action committee of the Institute.
- If a student fails to pay the fees dues, his/her result for the semester will remain withheld and he/she will not be in a position of registering for the next semester, unless specifically approved by the competent authority.
- No Elective course shall be offered by a Department unless a minimum of 20 students register for that course. However Head of the Institution shall approve for a lesser amount of registration list in case of specific requirements like placement opportunities, higher studies etc as a special case.
- The registration sheet contains the course number, course name, number of credits and category for each course taken in that session. The student makes the choice of courses subjected to having fulfilled the 'prerequisite' conditions in consultation with Faculty Advisor/Mentor.
- The students have to choose **professional elective** from the list of professional electives as prescribed in the course structure of the programme. Core courses can be chosen by the students of the respective disciplines only.
- If a student is prevented from writing Semester End Examination (SEE) of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements



- The registration for any course shall be on first come first served basis, provided the student fulfils prerequisites for that course if any.

Course options exercised through registration are final and cannot be changed or inter- changed; however, if the course that has already been listed for registration by the HOD in a semester could not be offered due to any unforeseen or unexpected reasons, then the student shall be allowed to have alternate choice either for a new course (subject to offering of such a course), or for another existing course (subject to availability of seats). Such alternate arrangements will be made by the HOD, with due notification and time schedule, within the first week after the commencement of class work for a given semester.

## 5. ACADEMIC SUPPORT FACILITIES

### 5.1 CLASS COUNSELOR (CC)

Each class of students belonging to different sections of all the two years (from I year to II Year) has a Class Counselor (CC) who is a regular faculty member of the department. The Head of the Department (HOD) will appoint CCs for all the sections of their classes. The CCs will hold the responsibility for two years of the same batch of students until the completion of the programme. The CCs will maintain all records of the class of students assigned to them and generally counsel them on maintaining good attendance, discipline and academic performance. The responsibilities for the class counselor shall be:

#### **The responsibilities for the Faculty Advisor/Mentor shall be:**

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the coordinator of the class committee in planning and conduct of the class committee meetings.

- To monitor the academic performance of the students including attendance and to inform the class committee.
- To motivate and closely monitor the performance, motivate and mentor the students To work closely with the mentors on matters related to students
- To attend to the students welfare activities like awards, medals, scholarships and industrial visits etc.,

## 5.2 FACULTY ADVISOR/MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a faculty member of the Department who shall function as Faculty Advisor/Mentor for those students throughout their period of study. Such Faculty Advisor/Mentor shall advise the students and monitor the courses taken by the students, check the attendance and progress of the students attached to him / her and counsel them periodically and provides professional counseling and psychological assistance for the student if necessary. Any student in the college has any issues related to academic performance, emotional disturbances, family issues, and behavioral / habitual disorders, social isolation etc. is helped by professional counseling by the Faculty Advisor / Mentor. The Faculty Advisor/Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The Faculty advisor/Mentor counsels the student in a private confidential environment.

The responsibilities for the Faculty Advisor/Mentor shall be:

- To act as the channels of communication across the HoD, the allotted students and Parents.
- To collect and maintain various statistical details of academic and other activities of the students

- To monitor the academic performance of the students including attendance and to inform to the parents.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.
- To attend to the students' grievance and redressal requirements and help them.
- To conduct Professional Counseling which help the students to vent, share and express their emotional outburst and suppressed feelings in a confidential environment.
- To help the student to overcome their emotional and psychological difficulties and become self-motivated, self-confident and self-reliant.

### 5.3 CLASS COMMITTEE

A class committee consists of teachers of the class concerned, student representatives and a coordinator. It is like the 'Quality Circle' (more commonly used in industries), with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- Solving the problems experienced by students in the classroom and in the laboratories in consultation with Head of the Department.
- Clarifying the regulations of the degree programme and the details of the rules therein.
- Informing the student representatives about the academic schedule including the dates of assessments and the syllabus portion for each assessment.
- Informing the student representatives about the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / project work etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.

- Analyzing the performance of the students after each test and finding remedial measures, if any.
- Identifying the slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such slow learners.

The class committee for a class is constituted by the Head of the department. The class committee shall be constituted in the first week of commencement of any semester. At least 6 student representatives (usually 3 boys and 3 girls appointed by the HOD) and members of the faculty handling all the courses shall be included in the class committee. Class Counselor (CC) is the coordinator for the class committee.

The coordinator of the class committee may invite the Mentor(s) and the Head of the Department to the meeting of the class committee. The Principal may participate in any class committee meeting.

The coordinator is required to prepare the minutes of every meeting, submit the same to HOD within two working days after the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the head of the institution.

Three or four subsequent meetings may be held in a semester at suitable intervals. 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.

For every class, a class committee shall be constituted by the Heads of Department, as given below:

Class Counsellor (CC)	coordinator
Faculty of all the courses of study	Members
Six student representatives (usually 3 boys and 3 girls appointed by the HOD)	Members

## 6. ATTENDANCE REQUIREMENTS

Ideally every student is expected to attend all classes of all the courses and earn 100% attendance in each and every course.

- A student shall maintain a minimum average attendance of 75% (rounded off to the nearest higher integer) in aggregate of all the Courses of that semester.
- A student shall not be promoted to the next semester and shall not be allowed to appear for the Semester End Examinations (SEE) if he / she fails to put in a minimum average attendance of 75% in aggregate of all the courses of that semester.
- Condonation in shortage of attendance may be recommend by College Academic Committee (CAC) on the specific recommendation of the HOD and the student may be allowed to write the SEE if the student secures an overall average attendance between 65% and 74% (rounded off to the nearest higher integer) under the following conditions provided the principal is satisfied with the genuineness of the reasons.
  - Medical Reasons (Hospitalization/accident/specific illness). Medical certificate, case file and discharge summary are to be submitted as proof of evidence for the reason claimed.
  - Participation in College/University/State/National/International level sports and games, co-curricular and extra-curricular activities with prior approval.
  - Application for medical leave, supported by medical certificate from a registered medical officer, shall reach the HoD with recommendations from Faculty Advisor/Mentor, within five instructional days after returning from leave. Certificates submitted afterwards shall not be entertained on any count. Application for Medical Leave will be considered only in cases where the student is not in a position to attend any of the

classes during the period mentioned in the Medical Certificate. This concession can be availed only for any two semesters during the entire course of the study.

- In case of participation in co-curricular and extra-curricular activities, either in the college or other colleges, students must take prior written permission from HoD concerned and should also submit the certificate of participation from the organizer of the event within five days after the completion of the event for a maximum period of nine days.
- A student availing Condonation shall pay the stipulated fee as prescribed by the college.
- A student suspended on disciplinary action for some period, that period will be treated as absent and attendance will not be considered for Condonation.
- Shortage of Attendance below 65% in aggregate shall in NO CASE be condoned.
- In case of the students having overall attendance less than 65% after Condonation shall be declared detained and has to repeat semester again. He / she shall not be allowed to write the SEE, shall be detained in that semester and his / her registration for that semester shall stand cancelled. He / she shall not be promoted to the next semester unless he / she satisfies the attendance requirements of the current semester. They may seek readmission for that semester when offered next.
- A detained student shall seek readmission and repeat the incomplete semester in the next academic year. Academic regulations applicable to the semester in which readmission is sought shall be applicable to the re-admitted student as per the norms of the institute.
- Every member of the faculty handling a class shall record attendance on all hours of instruction. The course faculty of the

course is required to finalize the attendance on the last instructional day of the course in the semester.

- For readmitted students attendance shall be calculated from the date of commencement of semester as prescribed in the academic calendar.
- For new admissions / transferred students, attendance shall be considered from the date of admission of the student.
- Application for Condonation recommended by the Faculty Advisor/Mentor is to be submitted to the HoD on or before the last instructional day of the semester/or on a date indicated by the department. The application for Condonation should be accompanied by the copies of proofs of certificates of leave (obtained within the stipulated time and submitted to HOD).
- The students shall be informed about their attendance position periodically by the college so that the students can strive to makeup the shortage. However, non-receipt of such information from the college will not be considered as valid reason for exemption from the attendance requirements.
- A weightage of 5 marks will be given to attendance in the Continuous Internal Evaluation (CIE) for all the courses including laboratories offered in that particular semester as mentioned in assessment and evaluation.

The split of marks and range of attendance is as given below –

<b>Attendance percentage in each course</b>	<b>CIE marks</b>
< 75%	0
75% - 80%	2
81% - 85%	3
86% - 90%	4
91% - 100%	5

Attendance will be indicated in the marks memo by a letter code as follows:

Attendance percentage	Grading of Attendance	
90% - 100%	Very Good	A
80% - 89%	Good	B
75% - 79%	Satisfactory	C
65% - 74%	Poor	D



## 7. ASSESSMENT AND EVALUATION

The academic performance of a student in each semester shall be evaluated course wise using two Assessment tools.

1. **Continuous Internal Evaluation (CIE)** : The performance of the student in each course is evaluated by the faculty all through the semester; with midterm examinations, assignment test, project reviews, viva-voce, laboratory assessment and other means covering the entire syllabus of the course.
2. **Semester End Examination (SEE)**: It shall be conducted by Controller of Examinations at the end of each semester, as per the academic calendar and with a written examination for theory courses and practical/project examination for laboratory/project.

The division of marks and the assessment procedure for different types of courses offered during the period of study is as given below.

### 7.1 THEORY COURSES

The syllabus for theory courses shall be divided into Six Modules and each Module is given equal weightage in terms of distribution of marks. Each course shall be evaluated for a maximum of 100 marks. The distribution of marks shall be 40 marks for Continuous Internal Evaluation (CIE) and 60 marks for Semester End Evaluation (SEE).

#### 7.1.1 Continuous Internal Evaluation (CIE):

The distribution of 40 marks allotted for CIE is as given below:

Name of the Test	Marks
Mid Term Examinations	20
Assignments	10
Term Work	05
Attendance	05
<b>Total</b>	<b>40</b>

Two midterm examinations shall be conducted during a semester. The duration of each midterm examination shall be 90 minutes and shall be evaluated for 20 marks. First midterm examination shall be conducted for I, II and III modules of the syllabus with one either or type question from each module. The second midterm examination shall be conducted for IV, V and VI modules with one either or type question from each module.

Final midterm examination marks shall be arrived at by considering the marks secured by the student in both the mid examinations with 80% weightage given to the better mid exam and 20% to the other.

Six Assignment Tests (one from each module) shall be conducted during the instruction days in a semester. The duration of each Assignment shall be 60 minutes and shall be evaluated for 10 marks. The question paper shall consist of 2 questions of equal weightage (5 marks each). Final assignment marks of 10 shall be arrived by considering the average marks of all assignments secured by a student in that course. The syllabus for Assignments and Mid Term Examinations is given below.

Name of the Test	Syllabus for CIE
Assignment – 1	Module – I
Assignment – 2	Module – II
Assignment – 3	Module – III
Mid Term Examination – 1	Modules – I, II & III
Assignment – 4	Module – IV
Assignment – 5	Module – V
Assignment – 6	Module – VI
Mid Term Examination – 2	Modules – IV, V & VI

Term Work assessment shall be conducted for the theory courses. Term work is continuous assessment based on work done, submission of work in the form of report/notes, timely completion and

understanding. It should be assessed by subject teacher based on the type of submission i.e. multiple choice quizzes / tutorial work / term paper / open book examination / seminars / GD/ Field work/ Mini project/ field visits etc. as mentioned in course syllabus.

Marks for attendance shall be calculated as mentioned in 6 of attendance requirements.

If the student is absent for the mid semester examination and assignment tests, no re-exam shall be conducted and marks for that examination shall be considered as zero.

### **7.1.2 Semester end Evaluation (SEE)**

The Semester End Examination shall be conducted for 60 Marks for a duration of 3 Hrs. The question paper shall consist of 6 questions of 10 marks each and all the questions shall be compulsory. All the questions shall be either/or type (internal choice) covering one module of syllabus for each question.

A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the SEE and a minimum aggregate of 50% of the total marks in the Semester End Examination and Continuous Internal Evaluation (SEE & CIE) taken together.

### **7.1.3 Re-Registration for improvement of Continuous Internal Evaluation (CIE) marks**

Following are the conditions to avail the benefit of improvement of internal evaluation marks:

The candidate should have completed the course work for all four semesters pending Project work submission. He should have passed all the subjects for which the CIE marks secured are more than 50%.

Out of the subjects the candidate has failed in the examinations due to CIE marks secured being less than 50%, the candidate shall be given one chance for each Theory subject and for a maximum of three Theory subjects for Improvement of CIE marks.

The candidate has to re-register for the chosen subjects and fulfill the academic requirements. For each subject, the candidate has to pay a fee equivalent to one third of the tuition fee to the college along with the requisition through the Principal.

In the event of availing the Improvement of CIE marks, the CIE marks as well as the Semester End Examinations (SEE) marks secured in the previous attempt(s) for the reregistered subjects stand cancelled.

The CIE Marks improvement examination shall have of 4 questions of 10 marks each and all the questions shall be compulsory (total 40 marks). The content for the examination shall be on the whole syllabus.

## 7.2 LABORATORY COURSES

Laboratory courses shall be evaluated for a maximum of 100 marks. There shall be a Continuous Internal Evaluation (CIE) for 40 marks and 60 marks for Semester End Evaluation (SEE).

### 7.2.1 Continuous Internal Evaluation (CIE)

There shall be a Continuous Internal Evaluation of the laboratory work on day to day basis. Day-to-day work in the laboratory shall be evaluated for 40 marks by the concerned laboratory teacher based on the regularity/record/viva/internal test/lab seminar. The distribution of 40 marks allotted for CIE is as given in Table below.

Criterion	Marks
Day to Day work	15
Record	5
Internal Test/Lab Seminar	10
Viva Voce	5
Attendance	5
Total	40

Either an Internal Test or Technical Seminar shall be conducted for 10 marks. In case of Internal Test, the test shall have questions framed from the experiments conducted in that lab and shall be conducted at the end of the semester. In case of seminar, a lab seminar on technical topic may be conducted as per the schedule provided by the concerned faculty / HoD. The marks for attendance shall be calculated as mentioned in 6 of attendance requirements.

Any student who shall remain absent for any of the CIE, for any reason what so ever, shall be deemed to have secured 'zero' marks in the examination.

### 7.2.2 Semester end examination (SEE)

The Semester End Examination shall be conducted for 60 Marks for a duration of 3 Hrs. The questions shall be framed from the experiments conducted in that lab.

Each SEE for laboratory shall be conducted by the concerned laboratory faculty as Internal Examiner and a senior expert in the subject from the same / other department/industry/other college as External Examiner appointed by the Chief Controller of Examinations.

The evaluation shall be done as per the evaluation format given below:

Aim/ Procedure / Table	Execution	Result	Viva Voce
20	20	10	10

A student is declared to have passed in a laboratory course if he / she secures not less than 40 % marks in SEE and 50% of marks on the whole (including CIE & SEE).

Laboratory marks and the sessional marks awarded by the department are not final. They are subject to scrutiny and scaling by the institute wherever it felt desirable. In such cases, the sessional and laboratory marks awarded by the department shall be referred to a committee formed by the Chief Controller of Examinations. The Committee shall arrive at a scaling factor and the marks shall be scaled as per the scaling factor. The recommendations of the Committee are final and binding.

The laboratory records and internal test papers/lab seminar report shall be preserved for three years after the final examinations of that semester in the respective departments as per the norms of the Institute and shall be produced to the Committees as and when they ask for.

### 7.3 INTERNSHIP

In order to encourage practical thinking and application of management knowledge, the students may undergo Internship at any Industry/ company/ firm/ organizations/ corporate sectors during summer vacation. In this case the training has to be undergone continuously for the entire period specified.

Students should undergo 6 to 8 weeks internship during II semester vacation (summer vacation). This internship will be given 2 credits in the III semester grade sheet.

The Head of the Department may identify a faculty member as the coordinator for the course. Internship shall carry 100 marks and shall be evaluated through SEE (internal). At the end of Internship the student shall submit a certificate from the organization where he/she has undergone internship. The evaluation will be made based on the report and a viva-voce examination conducted by a three member Departmental Committee constituted by the Head of the Institution, consisting of the Head of the Department, senior faculty of the department and coordinator/guide. Based on the recommendation by the committee, the student will be awarded marks and the results will be sent to the Controller of Examinations.

S. NO	ITEM	MARKS
1	Submission of Report with certificate	40
2	Presentation	30
3	Viva – Voce	30
	Grand Total	100

A student is declared to have passed in Internship if he / she secures 50% marks.

If a student does not successfully complete the Internship in a semester, the registration will be considered as cancelled. Further, it will not be treated as arrear and examination will not be conducted. Alternatively, if he/she wishes, he/she can re-register for the same in the ensuing semesters and successfully complete it as and when it is offered subsequently. If a student does not secure 50% of marks in the assessment, it shall be treated as an arrear and he / she has to attend the examination as and when it is offered.

**Schedule for Submission:**

Documents	Descriptions	Time of submission
Confirmation Letter from Industry	Original hard copy before starting Internship	Min one week before joining
One page report of organization	hard copy before starting Internship	Min one week before joining
Daily Dairy	Student shall maintain a daily record of activities done during the internship in the form of a diary in his/her own handwriting.	One week before submission of internship /industrial training report
Internship Certificate	Original Certificate, Photo copy	One week before submission of internship report
Internship Report	Printed copy (piral bound) - 2 no's duly signed by guide, coordinator & HoD to be submitted	One week before one week final assessment or as per the date given by Chief controller of examination

## 7.4 CASE STUDY

A case study is a management problem for a specific business. A management case study contains a description of real-life management issues and proposed solutions. A case study generally contains facts, theories, assumptions, analysis, and prioritized solutions. For practitioners the case can provide an exemplar of current practice or provide cases where problems have arisen as a guide to better management practice. To students of management the case provides a contextual basis of exploring the application of theory.

A case study based curriculum is known to work for the development of key skills such as problem solving, decision making, analytical abilities – quantitative and/or qualitative, coping with ambiguities, individual study, time management, presentation skills, group working, communication and soft skills. A major advantage of teaching with case studies is that the students are actively engaged in figuring out the principles by abstracting from the examples.

Through written analysis of case studies students will analyze the impact of varying organizational decisions and dynamics on employee and management behavior.

### **Objectives:**

- To enhance analytical and logical thinking capabilities of the student.
- To improve the communication and presentation skills of the student.
- To enable the student understand the process of problem analysis, identifying appropriate solutions with respect to the concepts of the subject.

### **Nature of the activity:**

- Total sessions in a semester shall be distributed for all the subjects.



- The concerned teaching staff shall select the cases of recent origin for discussion from his subject.
- Faculty shall guide the students to follow the certain steps while analyzing the case. Such as:

Step 1: Comprehend the Case Situation

Step 2: Defining the Problem

Step 3: Identify the causes of the problem

Step 4: Generating Alternative Solutions

Step 5: Decision/select the best solution

Step 6: Taking Action and Following Up

#### **7.4.1 Evaluation procedure:**

The programme carries a weightage of 1 credit.

The distribution of marks shall be 40 marks for Continuous Internal Evaluation (CIE) and 60 marks for Semester End Evaluation (SEE).

#### **Continuous Internal Evaluation (CIE):**

The distribution of 40 marks allotted for CIE is as given below:

<b>Name of the Test</b>	<b>Marks</b>
Mid Term Examinations	20
Assignment Tests	10
Case analysis Report	05
Attendance	05
<b>Total</b>	<b>40</b>

Two midterm examinations shall be conducted during a semester. The duration of each midterm examination shall be 90 minutes and shall be evaluated for 20 marks. First midterm examination shall be conducted for I, II and III modules of the syllabus with one either or type question

from each module. The second midterm examination shall be conducted for IV, V and VI modules with one either or type question from each module.

Final midterm examination marks shall be arrived at by considering the marks secured by the student in both the mid examinations with 80% weightage given to the better mid exam and 20% to the other.

Six Assignment Tests (one from each module) shall be conducted during the instruction days in a semester. The duration of each Assignment Test shall be 60 minutes and shall be evaluated for 10 marks. The question paper shall consist of 2 questions of equal weightage (5 marks each). Final Assignment Test marks of 10 shall be arrived by considering the average marks of all assignment tests secured by a student in that course.

If the student is absent for the mid semester examination and assignment tests, no re-exam shall be conducted and marks for that examination shall be considered as zero.

### **Semester End Evaluation (SEE)**

The Semester End Examination shall be conducted for 60 Marks for duration of 3 Hrs. The question paper shall consist of 3 questions of 20 marks each and all the questions shall be compulsory. All the questions shall be either/or type (internal choice).

A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the SEE and a minimum aggregate of 50% of the total marks in the Semester End Examination and Continuous Internal Evaluation (SEE & CIE) taken together.

## **7.5 BUSINESS NEWS ANALYSIS**

Business News Analysis as a course has been designed to equip the future professionals with the multiple skills. Under this programme, students are required to take as daily activity on business news analysis and prepare a report as minimum of 2 pages. The programme carries a weightage of 0.5 credits.

**Objectives:**

- To understand the contemporary business practices, changes and challenges.
- To get the knowledge of business processes through analysis and discussion of news contents with various disciplines like Economics, Marketing, Finance, Operations etc.
- To enhance vocabulary, business knowledge, market information and general knowledge.
- To understand and correlate class room theory with the business practices.

**Scheme of Evaluation:**

There shall be a Continuous Internal Evaluation of the Business News Analysis on day to day basis. Day-to-day work in the Business News Analysis shall be evaluated for 50 marks by the concerned teacher based on the Presentation /participation / regularity / report.

The distribution of 50 marks allotted for CIE is as given in Table below.

<b>Scheme of Evaluation</b>	<b>Marks</b>
Class Presentation	10
Class Presentation report	05
End-Semester BNA Report	10
End-Semester BNA presentation	20
Attendance	05
<b>Total</b>	<b>50</b>

At the end of semester the student shall submit an End-Semester BNA Report. The evaluation will be made based on the report and End-Semester BNA presentation conducted by a three member Departmental Committee constituted by the Head of the Institution, consisting of the Head of the Department, senior faculty of the department and BNA Faculty. Based on the recommendation by the committee, the student will be awarded marks for 10 and 20 as

mentioned in the above table and the results will be sent to the Controller of Examinations. If the student is absent for the End-Semester BNA report and presentation, no re-exam shall be conducted and marks for that examination shall be considered as zero.

## 7.6 PMCI ANALYSIS

The Business Analysis Programme called Product-Market-Company-Industry (PMCI) analysis. Under this programme, students undertake activity on a product allotted by the faculty and prepare a report. Comprehensive study should be done by the student regarding the aspects relating to assigned product –market - company – industry. Faculty/Student has to choose top ten companies for making the PMCI analysis. The programme carries a weightage of 0.5 credits.

The contents of the study will be in the following sequence:

**Product:** product characteristics, durability, utility, uses, components, product extensions, applications

**Market:** types of market structure, size, growth, market share, nature of competition, selling techniques, consumer perception.

**Company:** profile, plants, product range, financial performance, innovative practices and movement of stock prices

**Industry:** industry growth, industry structure, industry attractiveness, trends and opportunities in the industry.etc.

**Evaluation process:**

Scheme of Evaluation	Marks
Class Presentation	10
Class Presentation report	05
End-Semester PMCI Report	10
End-Semester PMCI presentation	20
Attendance	05
<b>Total</b>	<b>50</b>

At the end of semester the student shall submit an End-Semester PMCI Report. The evaluation will be made based on the report and End-Semester PMCI presentation conducted by a three member Departmental Committee constituted by the Head of the Institution, consisting of the Head of the Department, senior faculty of the department and PMCI Faculty. Based on the recommendation by the committee, the student will be awarded marks for 10 and 20 as mentioned in the above table and the results will be sent to the Controller of Examinations. If the student is absent for the End-Semester PMCI report and presentation, no re-exam shall be conducted and marks for that examination shall be considered as zero.

### **7.7VALUE ADDED COURSES (VAC)/CERTIFICATE COURSES (CC)**

Value Added Courses (VAC)/Certificate Courses (CC) are designed and offered for the benefit of the students, to prepare them to meet the challenges of the global work environment. Students can undertake the Value Added Courses/certificate courses for better career development and to acquire the knowledge in latest developments in Business administration.

MBA Degree is one of the most sought after degree for many job roles and functions. But constant and specialized learning is what is required at all times. If the student is passionate about a particular domain, certifications are a great way to further enhance student knowledge. Also, student display his interest in the particular domain. There are many certifications in the areas of Marketing, Finance, HR and international business etc, which can be taken during the course. These certifications not only add value to student resume but also make management student a better professional.

The Value Added Courses/Certificate Courses aim to provide additional learner centric graded skill oriented management training, with the primary objective of improving the employability skills of MBA students. The main objectives of the program are:

- To provide students in understanding of the expectations of industry/organization.
- To improve employability skills of MBA students.
- To bridge the skill gaps and make students industry/organization ready.

The Students may undergo VAC/CC apart from the courses mentioned in the curriculum and the credits earned through these VAC/CC shall be prescribed in the curriculum for the award of the degree. Each VAC/CC is assigned one Credit. The credits earned through VAC/CC will be considered for CGPA calculation. The performance of the students in the VAC/CC is evaluated through continuous assessments for 100 marks (40 marks for continuous evaluation and 60 marks for final evaluation). If a student gets a pass mark in the VAC/CC, then the credits earned will be eligible for credit calculations and included in CGPA. Certificate Courses (CC) pursued through MOOCs platform like SWAYAM-NPTEL online courses, Coursera online courses, BEC certification courses etc. also be considered. Head of the Department shall submit the list of such courses, duly approved by Department programming Committee (DPC) to the Controller of Examinations to administer the examination process. Value added courses/Certificate courses shall be offered by the Department with prior approval from the Head of the Institution. The details of the syllabus, time table and faculty may be sent to the Controller of Examinations after approval from the Head of the institution. A separate Certificate will be issued on successful completion of the course by the Office of the Controller of Examinations. The Head of the Department may identify a faculty member as coordinator for the course.

### **Assessment for Value Added Courses/Certificate Course:**

The VAC/CC shall carry 100 marks and shall be evaluated through continuous assessments (40 marks for continuous evaluation and 60 marks for final evaluation). Continuous assessment marks shall be

awarded based on Quiz / Assignment / Test / Mini project / Case study / Viva Voce etc for 40 marks. The assessment scheme (40 marks for continuous evaluation and 60 marks for final evaluation) followed for each course will be decided by the expert /staff handling the course and will be approved by the DAC. A committee consisting of the Head of the Department, staff handling the course, coordinator and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The marks shall be assigned to the students by the above committee based on their performance.

S. No	Assessment	Marks
1	Evaluation 1	20
2	Evaluation 2	20
3	Final Evaluation	60
	Total Marks	100

A student is declared to have passed in Value Added Courses (VAC)/Certificate Courses (CC) if he / she secures 50% marks in Continuous evaluation.

Based on the type of VAC / CC, the committee has the choice / can fix up the evaluation pattern apart from the above break up of marks mentioned.

For VAC/CC offered through MOOCS the conversion of examination results into corresponding Grades shall be decided by DAC. If the students fails to complete VAC/CC offered by any service provider through MOOCS in 3 attempts, the student has to register and complete the VAC/CC through regular mode as when offered by the college.

## 7.8 CAREER COMPETENCY DEVELOPMENT (CCD)

This will have Continuous internal Evaluation (CIE) and Semester End Examination (SEE). This includes Aptitude, Verbal Reasoning, Logical Reasoning, Group Discussion, Oral and Written Communication Skills,

Presentation skills, Resume Preparation and Interview Skills along with HR skills, marketing skills etc.

The CCD shall be evaluated for 100 marks. Out of the 100 marks, CCD shall be evaluated for 40 marks in CIE for day-to-day evaluation and 60 marks in SEE on the basis of end (internal) examination.

The assessment pattern (scheme of examination) for CIE and SEE shall be mentioned along with the syllabus. The Principal may identify a faculty member as the coordinator for CCD at the beginning of the academic year to monitor the CCD program and evaluation process. The syllabus for CCD shall be prepared by the concerned faculty approved by the committee constituted by the Principal at the beginning of the semester.

## 7.9 PROJECT/FIELD WORK

A student shall carry out the Project/Field work in final semester. He / she shall initiate the project/Field work in III semester (II year I - Semester) winter break and continue it in the IV semester (II year II Semester). The project/field work shall be evaluated for 200 marks. Out of a total of 200 marks for the project work, 60 marks shall be for Internal Evaluation and 140 marks for the End Semester Examination. A candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses of I, II and III Sem). The objective of Project/Field work is to enable the student to take up investigative study in his/her domain.

### 7.9.1 Continuous Internal Evaluation (CIE)

There shall be a continuous internal evaluation of the project for 60 marks during IV semester of the 60 marks, 15 marks shall be allotted by the supervisor / guide based on the day to day assessment and 45 marks shall be allotted based on three project/Field work reviews evaluated by the CIE Project Review Committee (CIE PRC) comprising of Head of the Department, respective supervisor / guide and one senior faculty member from the department.



S. No	Criterion	Marks
1	Day to Day work	15
2	Three Reviews(15+15+15)	45
	<b>Total Marks</b>	<b>60</b>

### 7.9.2 Semester End Evaluation (SEE)

The candidate can submit Project/Field work report with the approval of CIE PRC, at the end of the IV semester Instruction as per the schedule. Extension of time within the total permissible limit for completing the programme is to be obtained from the Head of the Institution. Three copies of the Report /Thesis / Dissertation certified in the prescribed form by the supervisor & HOD shall be presented to the HOD.

The SEE for project/Field work shall be conducted for 140 marks at the end of IV semester. The viva-voce examination may be conducted for all the eligible candidates as per the IV semester examination schedule. The evaluation for 140 marks shall be done by a SEE PRC comprising of an External Examiner nominated by the Head of the Institution, Head of the Department and the Guide / Supervisor.

The 140 marks shall be evaluated in two different criteria as shown below.

S. No	Criterion	Marks
1	Report and publication	100
2	Presentation and Viva Voce	40
	<b>Total Marks</b>	<b>140</b>

A student is declared to have passed in Project/Field work if he / she secures 45% marks in SEE and 50% of marks on the whole (including CIE & SEE).

## 8. ACTIVITY POINT PROGRAMME (APP)

Apart from technical knowledge and skills, to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit. They should have entrepreneurial capabilities and societal commitment. In order to nurture these qualities, NEC has introduced activity points to be earned by the students during their academic stay at the college covering extra-curricular and co-curricular activities. To match these multifarious requirements, NEC has created a unique mechanism of awarding minimum 60 Activity Points over and above the academic grades.

Every regular student, who is admitted to the MBA programme, is required to earn 60 Activity Points in addition to the required academic grades, for getting 2 Years MBA programme. The Activities can be spread over the years (during the programme), any time during the semester weekends and holidays, as per the interest and convenience of the student from the year of entry to the programme. However, minimum hours specified must be satisfied.

Professor in-charge of Centre for Extension Activities (CEA) is the Coordinator for conducting APP. These activities will be conducted by CEA / Sports / NSS / departments /hobby clubs/TPO of the Institute. The student has to register for APP in the beginning of the semester at CEA with registration fee. Any APP registered by the student involving any financials/payments, have to be paid by the students on their own. The student will be provided a certificate from the concerned coordinator and Institutional Head. Every student is required to prepare a file containing documentary proofs of activities, done by him/ her. This file will be duly verified by the concerned coordinator NSS/Sports /CEA/HOD/TPO and submit to the Professor in-charge of Centre for Extension Activities (CEA). CEA shall consolidate the activity points earned by students on a semester basis and enter the consolidated points on an academic year basis. Then he will send the consolidated report of activity points earned by the students to the controller of

examination duly signed by the concerned HOD and Head of the Institution after verification. All documental proof for awarding the activity points should be obtained and kept with the CEA to be verified by the Academic Audit team.

The student should earn at least 60 activity points before he/ she appears for his/ her Final Examinations. The points students earned will be reflected on the student's transcript. However, there will be neither grades/ marks for these points nor will there be any effect on SGPA/CGPA and shall not be considered for vertical progression.

Student has to earn 60 Activity Points out of 100 points offered during two years/four semesters (Each semester 25 Activity points). In case students fail to earn the prescribed activity points, fourth semester grade card shall be issued only after earning the required activity points. Students shall be admitted for the award of degree only after release of the fourth semester grade card.

**The Main Activity Segments are as given below:**

1. CEA/NSS/National Initiatives
2. Sports & Games
3. Cultural Activities
4. Women's form activities
5. Hobby clubs Activities
6. Professional society Activities
7. Dept. Students Association Activities
8. Technical Club Activities
9. Innovation and Incubation Cell Activities
10. Professional Self Initiatives
11. Others

S No	Nature of Activity	Activity Points
<b>1. CEA/NSS/National Initiatives</b>		
1	Registration for APP at CEA for the Semester	3
2	Participation in Various Activities Conducted by CEA/ NSS (For each activity)(Activities mentioned below)*	3
3	Prize/Award at college level activity	5
4	Prize/Award at university level activity	10
5	Prize/Award at National level activity	20
<b>2. Sports &amp; Games</b>		
1	Participation in Various Activities Conducted by Sports & Games dept. at college level (For each activity)	3
2	Participation in Various Activities Conducted at university/District level (For each activity)	5
3	Participation in Various Activities Conducted at State level (For each activity)	7
4	Participation in Various Activities Conducted at National level (For each activity)	10
5	Prize/Award at college level activity	5
6	Prize/Award at university/district level activity	10
7	Prize/Award at National level activity	20
<b>3. Cultural Activities</b>		
1	Participation in cultural Activities Conducted at college/ Dept. level like Annual Day/Fresher's Day/ Dept. Day (For each activity)	5

2	Participation in cultural Activities Conducted at college level during Independence Day/Republic Day (For each activity)	6
3	Participation in cultural Activities Conducted at college/ Dept. level (Outside) during various events (For each activity)	7
4	Prize/Award in cultural activity at college/Dept level	7
5	Prize/Award in cultural activity at college/Dept level (outside) during various events.	10
6	Prize/Award in cultural activity at University level during various events.	12
<b>4. Women's forum activities</b>		
1	Membership in women's forum	3
2	Participation in Various Activities Conducted by women's forum at college level (For each activity)	3
3	Participation in Various Activities conducted at university/District level (For each activity)	5
4	Participation in Various Activities conducted at state level/National level (For each activity)	7
5	Participation in Various Activities Conducted at Inter National level (For each activity)	10
6	Prize/Award at college level activity	5
7	Prize/Award at university/district/state level activity	10
8	Prize/Award at National /international level activity	20
<b>5. Hobby clubs Activities</b>		
1	Membership in Hobby Clubs	3
2	Participation in Various ActivitiesConducted by	4

	Hobby Clubs at college level (For each activity)	
3	Participation in Various Activities Conducted at university/District level (For each activity)	5
4	Participation in Various Activities Conducted at State level (For each activity)	7
5	Participation in Various Activities Conducted at National level (For each activity)	10
6	Prize/Award at college level activity	5
7	Prize/Award at university/district state level activity	10
8	Prize/Award at National level activity	20
<b>6. Professional society Activities</b>		
1	Membership in Professional Societies	3
2	Participation in Competitions conducted by Professional Societies -(HMA,CII etc.) at college level	4
3	Participation in Competitions conducted by Professional Societies - (HMA,CII etc.) at college level (Outside)	5
4	Participation in Competitions conducted by Professional Societies - (HMA,CII etc.) at University level	6
5	Prize/Award at college level activity	5
6	Prize/Award at university/district level activity	10
7	Prize/Award at National level activity	20
<b>7. Dept. Students Association Activities</b>		
1	Membership in Dept. Students Association	3

2	Participation in Competitions conducted by Dept. Students Association at college level	3
3	Participation in Competitions conducted by Dept. Students Association at college level (Outside)	5
4	Participation in Competitions conducted by Dept. Students Association at University level	6
5	Prize/Award at college level activity	5
6	Prize/Award at university/district level activity	10
7	Prize/Award at National level activity	20
<b>8. Innovation and Incubation Cell Activities</b>		
1	Membership in IIC	3
2	Participation in Competitions conducted by IIC at college level	4
3	Participation in Competitions conducted by IIC at college level (Outside)	5
4	Participation in Competitions conducted by IIC at University level	6
5	Prize/Award at college level activity	5
6	Prize/Award at university/district level activity	10
7	Prize/Award at National level activity	20
8	Patent-Filed/Published	20
9	Patent- Approved/Licensed	15
10	Prototype developed and tested	20
11	Awards for Products developed	15
12	Innovative technologies developed and used by industries/users	20

13	Got venture capital funding for innovative ideas/products.	20
14	Societal innovations	20
<b>9. Professional Self Initiatives</b>		
1	Participation (Registration) in Management fest etc at the college level	3
2	Presentation in Management fest etc at the college level	3
3	Prize/Award in Management fest etc at the college level	5
4	Participation (Registration) in Management fest etc at University level	5
5	Presentation in Management fest etc at University level	5
6	Prize/Award in Tech Fest/NLTS etc at University level	10
7	student representatives at Department/college level	5
<b>11. Others</b>		
1	Member/participation in various cells and committees at college/department level	3
2	Industrial visits-Participation and submission of report	5

CEA/NSS/National Initiatives:

Following suggestive activities may be carried out by students in teams:

- Prepare, implement and plan to create local job opportunities.
- Prepare, implement and plan to improve education quality in village.
- Prepare an actionable DPR for doubling the village Income.
- Developing Sustainable Water Management system.



- Prepare and improve a plan to improve health parameters of villagers.
- Developing and implementing of Low Cost Sanitation facilities.
- Prepare and implement plan to promote Local Tourism through Innovative Approaches.
- Implement/Develop Technology solutions which will improve quality of life.
- Prepare and implement solution for energy conservation.
- Prepare and implement plan to Skill village youth and provide employment.
- Develop localized techniques for Reduction in construction Cost.
- Prepare and implement plan of sustainable growth of village.
- Setting of Information imparting club for women leading to contribution in social and economic issues.
- Developing and managing efficient garbage disposable system.
- Contribution to any national level initiative of Government of India. For eg. Digital India/ Skill India/ Swatch Bharat Internship.
- Street Plays for social, economic awareness of citizens (drugs, corruption, election awareness, cleanliness, etc.)
- Awareness of Various Govt. schemes for benefit of citizens
- Women empowerment
- Rain harvesting related activities & Tree Plantation

## 9. MOOCS

The college intends to encourage the students to do online courses in MOOCs, offered internationally. The main intention to introduce MOOCs is to obtain enough exposure through online tutorials, self-learning at one's own pace, attempt quizzes, discuss with professors from various universities and finally to obtain certificate of completion of the course from the MOOCs providers.

Institution intends to encourage the students to do at least one MOOC in every semester of MBA Programme. The MOOC(s) shall be offered for the existing course titles. The department shall give a list of standard MOOCs providers among edx, Udacity, Coursera, NPTEL or any other standard providers, whose credentials are endorsed by the HOD.

The department shall appoint Coordinators and allot the students to them who shall be responsible to guide students in selecting online courses and provide guidance for the registration, progress and completion of the same.

A student shall choose an online course (relevant to his/her programme of study) from the given list of MOOCS providers, as endorsed by the teacher concerned, with the approval of the HOD. If the student fails in completing the course within the III semester, he must complete the course in the IV semester with the special permission from the HOD.

The Committee constituted by the Principal will decide the grade conversion of MOOCs Certification.

## 10. MINIMUM ACADEMIC REQUIREMENTS

In addition to the attendance requirements mentioned regulations for the award of MBA Post Graduation Degree, a student must satisfy the minimum academic requirements as given below:

A student shall be deemed to have satisfied the minimum academic requirements and earn all the credits (102 Credits) for each theory or practical course in MBA Programme.

**Theory courses:** A student is declared to have passed in a theory course if he / she secures not less than 45% marks in SEE and 50% of marks on the whole (including CIE & SEE).

**Laboratory courses:** A student is declared to have passed in a laboratory course if he / she secures not less than 45% marks in SEE and 50% of marks on the whole (including CIE & SEE).

**Internship:** A student is declared to have passed in Internship if he / she secures 50% marks.

**Case Study:** A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the SEE and a minimum aggregate of 50% of the total marks in the Semester End Examination and Continuous Internal Evaluation (SEE & CIE) taken together.

**Business News Analysis:** A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum aggregate of 50% of the total marks in the Semester End Examination.

**PMCI Analysis:** A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum aggregate of 50% of the total marks in the Semester End Examination.

**Value Added Courses (VAC)/Certificate Courses (CC):** A student is declared to have passed in Value Added Courses (VAC)/Certificate Courses (CC) if he / she secures 50% marks in Continuous evaluation.

**Project:** A student is declared to have passed in Project/Field work if he / she secures 45% marks in SEE and 50% of marks on the whole (including CIE & SEE).

**Activity Point Programme (APP):** Student has to earn 60 Activity Points out of 100 points offered during two years/four semesters (Each semester 25 Activity points).

A student shall be treated as failed, if he/she does not submit a report mini-project, project, or does not make a presentation of the same before the evaluation committee as per the schedule.

A student shall register for all the courses covering 102 credits as specified and listed in the course structure of the MBA. Programme, fulfills all the attendance and academic requirements for 102 credits, 'earn all 102 credits' to successfully complete the post graduate programme.

If a student fails to secure a pass grade in a particular course, it is mandatory that he shall register and reappear for the examination in that course during the next semester when SEE is conducted in that course. It is mandatory that he should continue to register and reappear for the examination till he secures a pass grade.

A student detained in a semester due to shortage of attendance, may be re-admitted into the same semester in the next academic year for fulfillment of the academic requirements.

Academic regulations applicable to the semester in which re-admission is sought shall be applicable to the re-admitted student. However, no grade allotments or SGPA/ CGPA calculations shall be done for the entire semester in which the student has been detained.

Students who fail to earn at least 102 credits as indicated in the course structure within four academic years counting from the year of their admission shall forfeit their seat in MBA programme and their admission stands cancelled.

## 11. GRADING

After each subject is evaluated for 100 marks, the marks obtained in each subject will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Range of Marks	Grade	Grade Point
$\geq 90$	S (Superior)	10
80-89	A (Excellent)	9
70-79	B (Very Good)	8
60-69	C (Good)	7
50-59	D (Average)	6
$< 50$	F (Fail)	0
Absent	Ab (Absent)	0

A student obtaining Grade F shall be considered failed and will be required to reappear for that subject when the next supplementary examination offered.

### 11.1 SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA):

The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA = \frac{\sum_{i=1}^n (C_i \times G_i)}{\sum_{i=1}^n C_i}$$

Where,  $C_i$  is the number of credits of the  $i^{\text{th}}$  subject,  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course and  $n$  is the number of subjects.

The Cumulative Grade Point Average (CGPA) will be computed in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$CGPA = \sum_{i=1}^n (C_i \times S_i) / \sum_{i=1}^n C_i$$

Where 'Si' is the SGPA of the i<sup>th</sup> semester, Ci is the total number of credits in that semester and n is the number of semesters.

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

**Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

**Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters as mentioned in the above table.

## 12. AWARD OF DEGREE AND CLASS

A candidate shall be eligible for the award of respective degree if he/she satisfies the minimum academic requirements in every subject and secures 'satisfactory' or higher grade report on his/her thesis/dissertation and viva-voce. Based on overall percentage of marks obtained, the following class is awarded.

Class Awarded	CGPA Secured
First class with Distinction	$\geq 8$
First class	$\geq 7$ and $< 8$
Second class	$\geq 5$ and $< 7$

## 13. WITH – HOLDING OF RESULTS

If the candidate has not paid dues to the college or if any case of indiscipline is pending against him, the result of the candidate shall be withheld and he will not be allowed/ promoted into the next higher semester. The issue of degree is liable to be withheld in such cases.

## 14. TRANSITORY REGULATIONS

Candidates who have discontinued or have been detained for want of attendance or who have failed after having undergone the course in earlier regulations and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered, subject to the regulations mentioned, Whereas they continue to be in the academic regulations they were first admitted.

## 15. STANDING COMMITTEE

A Standing Committee is functional to take immediate policy decisions. This committee is constituted for the smooth functioning of the various autonomous programmes of the institute and shall consist of the following members:

Principal	Convener
Dean-Academics	Member
All HODs	Member(s)
Member Secretary, Academic Council	Member
Controller of Examinations	Member

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee meets on a need basis to make decisions regarding important / policy types of decision regarding an issue(s) arising and demanding immediate attention without for the next immediate Academic Council meeting. The Standing Committee will offer suitable interpretations/ clarifications/amendments required for the special case on such references. The committee will meet as and when necessary and send its recommendations to the Academic Council for consideration / ratification / approval. The term of the members is not fixed as the members by their designations are to be members of the Standing Committee.

## 16. RULES FOR DISCIPLINARY ACTION FOR MALPRACTICES/ IMPROPER CONDUCT IN EXAMINATIONS.

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination	Expulsion from the examination



	hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University

		examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
6.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.

7.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the impostor is an outsider, he will be handed over to the police and a case is registered against him.
8.	Refuses to obey the orders of the Chief Superintendent/Assistant Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the

	instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the

		<p>remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.</p> <p>Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.</p>
10.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment.	