

**ACADEMIC REGULATIONS – 2022**

**FACULTY OF MANAGEMENT STUDIES**

- 1. MBA(General) FULL TIME**
- 2. MBA(General) PART TIME**
- 3. M.B.A (Financial Management)**

## **Academic Regulations 2022**

<b>No</b>	<b>Content</b>	<b>Page No</b>
	<b>NOMENCLATURE</b>	
<b>1</b>	<b>SPECIFIC REGULATIONS APPLICABLE TO MBA PROGRAMME</b>	<b>3</b>
	1.1 Preliminary Definition and Nomenclature	<b>3</b>
<b>2</b>	<b>PROGRAMMES OFFERED, CODE AND DURATION</b>	<b>3</b>
<b>3</b>	<b>ADMISSION CRITERIA</b>	<b>3</b>
<b>4</b>	<b>STRUCTURE OF PROGRAMMES</b>	<b>3</b>
<b>5</b>	<b>PRACTICAL TRAINING / INTERNSHIP</b>	<b>5</b>
<b>6</b>	<b>PROJECT WORK</b>	<b>5</b>
<b>7</b>	<b>ASSESMENT OF STUDENTS</b>	<b>5</b>
	7.1 Assessment Method	<b>6</b>
	7.2 Continuous Assessment	<b>6</b>
	7.3 RE Test for Continuous Assessment	<b>7</b>
	7.4 Validity of Continuous assessment Mark	<b>7</b>
	7.5 Attendance Requirement	<b>7</b>
	7.6 End Semester Examinations	<b>8</b>
	7.7 Passing Requirements	<b>8</b>
	7.8 Award of Letter Grades and C.G.P.A	<b>9</b>
<b>8</b>	<b>ELIGIBILITY FOR THE AWARD OF DEGREE</b>	<b>10</b>
<b>9</b>	<b>EVALUATION PATTERN</b>	<b>10</b>
	9.1 Revaluation / Retotaling	<b>10</b>
	9.2 Classification of the Degree Awarded	<b>10</b>
<b>10</b>	<b>ONLINE PROGRAMME</b>	<b>11</b>

## **FACULTY OF MANAGEMENT STUDIES**

### **1. SPECIFIC REGULATIONS APPLICABLE TO MBA PROGRAMME**

The Faculty of Management Studies currently functioning under the guidance of Head of the Department. Under this faculty the programmes listed below are being conducted by qualified and experienced Professors. This faculty has well equipped library, adequate computer systems and Internet Connectivity.

#### **1.1 PRELIMINARY DEFINITION AND NOMENCLATURE**

In this Regulation,

- i) “Faculty” means specialized division or category of the Programmes like Engineering & Technology, Computer Applications, Management Studies, Humanities & Sciences etc.
- ii) “Programme” means Degree Programme, for example B.C.A, M.C.A,M.B.A etc.
- iii) “Department” means the authority for conducting a programme in a specific discipline/Branch like Economics, Computer Science etc.
- iv) “Course” means a theory or practical subject that is normally studied in a semester like Mathematics, Physics, etc.

### **2. PROGRAMMES OFFERED, CODE AND DURATION**

S.No.	Faculty	Code	Programme	Duration Semester	
				Min	Max
		MBA	MBA(General) (FT)	4	8
			MBA(General) (PT)	6	10
			MBA (Financial Management)	4	8

### **3. ADMISSION CRITERIA**

#### **3.1 Eligibility for Admission in MBA(Full Time & Part time)**

A pass in any degree awarded by any recognized university approved by UGC.

### **4. STRUCTURE OF PROGRAMMES**

**4.1 Category of Courses:** MBA program will have a curriculum and course contents (syllabi) for all the courses approved by the Academic Council. M.B.A. programmes will have their curricula with syllabi Consisting of Programme core, Elective Courses, Open electives,

inter-disciplinary and Humanities courses. These courses include Lectures, tutorials, Laboratory, Seminar, Project work, Practical Training, Report Writing, Tests, Examinations, Viva voce, etc.,

**4.2 Pedagogy:** MBA Program has a pedagogy comprising of appropriate combinations of learning from Theory, Tutorials and Practice sessions.

**4.3 Learning Credits:** Learning Credits are earned by the learner based on the Credit distribution for the particular course.

Learning Environment	Learning Credit (C)
1 Hour* Learning from a Lecture Session per week (L)	1
1 Hour* Learning from a Tutorial Session per week (T)	1
1 Hour* Learning from a Practice Session per week (P)	0.5

#### 4.4 Components of curriculum structure and credit distribution:

S. No	CATEGORY	Description	No. of Courses	Credits	Total	Credit Weightage %	Contact hours
1	CORE COURSES	Core Theory	11	43	51	50	430
		Core Lab (L1,L3,L4,L5)	4	8			80
2	ELECTIVE COURSES	Department Core Electives/ Skill enhancement electives	7	21	21	20.6	210
3	INTERDISCIPLINARY COURSES	Allied Theory (STAT,ECO)	2	8	12	11.76	80
		Lab(L2,L6)	2	4			40
4	ENTREPRENEURSHIP DEVELOPMENT SKILLS	Entrepreneurship Development	1	4	4	4	40
5	PROJECTS/INTERNSH IP/ CORE SKILL	Project	1	6	14	13.7	384
		Core Skills(SE1)	1	2			20
		Internship	1	6			288
Total				102	102	100	1532

#### 4.5 MBA Program offers Elective Courses on various specializations.

1. Marketing Management
2. Financial Management
3. Human Resource Management
4. Information Systems

5. Operations Management
6. Logistic and Supply Chain Management
7. International Business Management
8. Tourism Management
9. Hospital and Healthcare Management
10. Sports Management
11. Education Management
12. Media and Entertainment Management
13. Agricultural Management
14. Entrepreneurship Management.

Students can opt for single or dual specialization out of 14 specializations offered.

4.6 **Minimum Learning Credits** for the award of M.B.A Degree: 102

4.7 **Medium of Instruction:** The medium of instruction, examination and project report will be in English.

4.8 **Semester curriculum:**

Each semester of MBA program shall normally have a combination of theory and practical component which includes a internship of 4 weeks and Final Project of 8 weeks. Total duration of the program is 4 semesters and total credits for MBA is 102

## 5. PRACTICAL TRAINING/ INTERNSHIP

At the end of the **second semester** all students of MBA will undergo Practical training in any industry / business organization of repute for a minimum of **four weeks duration**. At the end of the training they will submit a report highlighting their observation and mention / identify at least one problem area where Management practices can improve the performance of the organization. Total credits allocated for internship - 6

## 6. PROJECT WORK

At the end of the fourth semester all students of MBA will undergo Practical training in any industry / business organization of repute for a minimum of **8 weeks duration**. At the end of the training they will submit a report highlighting their observation and mention / identify at least one problem area where Management practices can improve the performance of the organization. Total credits allocated for Main Project – 6. The final assessment of the report and the viva voce will be conducted by two Examiners-one the internal guide and the second, the external guide / expert / examiner.

## 7 ASSESMENT OF STUDENTS:

**Objectives:**

The primary objective of student assessment is to motivate them for right learning. The secondary objective is to evaluate and the grade students according to their academic performance.

## 7.1 ASSESSMENT METHOD

S.No.	Types	Continuous Assessment Tests	Weightage	End Semester Examination	Weightage
1.	Theory	CAT <sub>1</sub> , CAT <sub>2</sub> CAT <sub>3</sub>	50	ET	50
2 .	Practical	P <sub>1</sub> , P <sub>2</sub>	50	EP	50

## 7.2 CONTINUOUS ASSESSMENT FOR M.B.A:

- **Continuous assessment for all theory courses will be based on the following assessment tools.**

1. CAT 1: It comprises of 2 modules. Each module carries 50% weightage.

Module 1 :( Part A-5x2 mark and Part B-4x10 marks

Descriptive-‘either’ ‘or’ type)-Unit 1& II –Maximum marks 50 & duration is 90 minutes

Module2: Any one ILM(ILM can be quiz, group discussion, seminar presentation, Role play, case study, participation in workshop/conferences etc.)

2. CAT 2: It comprises of 2 modules. Each module carries 50% weightage.

Module 1 :( Part A: 5x2 marks and Part B: 4x10 marks descriptive-‘either’ ‘or’ type)(Units 3&4)-Maximum marks 50 & duration is 90 minutes.

Module2: Any one ILM (ILM can be quiz, group discussion, seminar presentation, Role play, case study, participation in workshop/conferences etc.)

3. CAT3:

University Exam pattern (All units) – Maximum marks- 100 & 3 hours duration. Part A: 10x2 Mark, Part-B: 5x12 marks (one question to be answered from each unit-“either /or” type.), Part-C: 1x20marks-Case study/questions in the Blooms taxonomy level 4, 5 or6.

Weightage of Continuous assessment mark:

CAT 1 : 20%

CAT 2 : 20%

CAT 3 : 40%

Assignment : 10%

Attendance : 10%

For attendance Continuous assessment mark can be awarded as per the following scheme.

Break-up of marks for attendance,

100% attendance: 10 marks

95 to 99% : 09 marks.

90 to 94% : 08 marks

85 to 89% : 07 marks.

80 to 84% : 06 marks.

75 to 79% : 05 marks

Less than 75 : 0 marks.

### **7.2.1 Continuous assessment for Practical courses:**

Two assessments P1,P2 are conducted one at the middle of the semester and the other at the end of the semester by the department for all practical courses. Average of P1 and P2 will be given 75% weightage and 25 % weightage for the attendance for the Continuous assessment mark calculation.

### **7.3 RE TEST FOR CONTINUOUS ASSESSMENT**

If a student is not able to write any of the tests due to genuine reasons OR if a Student wants to improve the Continuous assessment Mark, the Head of the Department concerned may arrange to conduct a special test and the same may be considered for Continuous assessment. However, not more than one such test shall be conducted for a student in a course for the semester.

### **7.4 VALIDITY OF CONTINUOUS ASSESSMENT MARK:**

Continuous assessment mark awarded for each course will be considered only for the first two attempts in the university examination and the result will be declared on the basis of Continuous assessment mark and University end semester examination mark. From the third attempt onwards, full weightage (100%) shall be assigned to marks scored in the end semester University

examinations and the Continuous assessment marks they have scored during the regular course of study will be ignored.

#### **7.5 ATTENDANCE REQUIREMENT.**

The teacher handling a course of study must finalize the attendance percentage and performance report three days prior to the last instruction day of the course of study in the semester and send it to Head of the Department and Dean. The students falling short of 75% attendance are normally not allowed to write the end semester examinations. However, those students who have less than 75% attendance for reasons of medical and other emergency situations can be considered for condoning of attendance by the Vice Chancellor provided their overall attendance in a course of study including the period of illness etc., does not fall below 65%. If the attendance falls short due to medical ground backed by medical certificate, up to 5% shortfall can be condoned by the Dean and if it is more than 5%, the Vice Chancellor will have the discretionary power for condoning on a case-to-case basis. The students falling short of 65% attendance have to re-do the courses in the next academic year.

#### **7.6 END SEMESTER EXAMINATIONS:**

Question papers for end semester examination will be set by External Examiners chosen from a panel of qualified and experienced teachers formed by the Controller of Examinations, under the advice of concerned Heads of the Departments and duly approved by the Vice Chancellor.

Question paper pattern for M.B.A:

Part A: 10x2 marks

Part B: 5x12 marks ("Either- Or")

Part C: 1x20 marks (Case study)

Duration of all theory examinations will be for 3 hours and the maximum mark is 100.

#### **Question paper Scrutiny Committee:**

Controller of Examination (COE) will constitute department wise Question paper scrutiny committee (3 to 4 members from each department) in consultation with the Heads of the departments. Before the start of the university examination (at least 15days before the commencement of the examination) the members of the committee shall be called by COE for the scrutiny of the question papers.

#### **7.7 PASSING REQUIREMENTS:**

A student who secures not less than 50% of total marks prescribed for the course of MBA with a minimum of 50% of the marks prescribed for the end semester university examination (including MBA project work) shall be declared to have passed in the Examination. Total marks for a course of MBA are 100, in which 50% marks are for End semester examination and 50 % marks are for Continuous Assessment.



## 7.8

### AWARD OF LETTER GRADES AND C.G.P.A

Each student is awarded a final letter grade for each course at the end of the semester based on the aggregate of marks obtained through Continuous assessment and external assessment. The letter grades and the corresponding grade points, as recommended by UGC, are as follows:

Letter	Numerical Grade	Normalized Mark range
H	10	90 – 100
S	9	80 – 89
A	8	70 – 79
B	7	60 – 69
C	6	50 – 59
F	-	< 50 Failure due to poor performance
F*	-	≥ 50 denotes failure in end semester examination
RA	-	Re - Appear
AB	-	Absent for the End semester examination

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

- The Faculty and the Department in which the candidate has Studied.
- The list of courses enrolled during the semester and the marks and grade scored
- Grade Point Average (GPA) is computed for each semester.  
The GPA, a measure of performance of the students in the semester to which it refers, is calculated as follows:

$$\text{GPA} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where ‘n’ is the number of courses registered for the semester,  $c_i$  is the number of credits allotted to a Particular course, and  $g_i$  is the grade points carried by the letter corresponding to the grade awarded to the student for the course.

- iv) Cumulative Grade Point Average (CGPA) is computed at the end of every semester from the 2<sup>nd</sup> semester onwards to which it refers, and will be calculated as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

where ‘m’ is the total number of courses the student has registered from the first semester onwards up to and including the semester, just completed. ‘c<sub>i</sub>’ is the number of credits allotted to a particular course and ‘g<sub>i</sub>’ is the grade-points carried by the letter corresponding to the grade awarded to the student for the courses. CGPA will be rounded off to the first place of decimal and recorded as such.

## 8. ELIGIBILITY FOR THE AWARD OF DEGREE

A student will have to earn credits as given below for the award of MBA Degree.

Total credits required for the MBA Full Time/ Part Time – **102 Credits**

## 9. EVALUATION PATTERN

Double Evaluation will be done for all PG Programmes. First valuation will be done by the External examiner and the second valuation by the internal examiner. If the difference of the mark awarded by the internal and external examiner is more than 15%, such scripts will go for the third valuation. The average of 2 evaluations will be taken as the End semester examination mark.

The average of Continuous assessment and end semester mark will be considered as the final mark in the end semester examination.

### 9.1 REVALUATION / RETOTALING

For PG programmes, revaluation will not be permitted as the answer scripts undergo double valuation. However the students aggrieved of the result, are permitted to apply for re-totaling within 15 days from the date of Publication of results..

### 9.2 CLASSIFICATION OF THE DEGREE AWARDED

A candidate is said to have qualified for the award of degree when he / she has completed and passed courses worth the minimum number of Credits stipulated for that degree.

- 9.2.1 A candidate who has qualified for the award of degree having passed the examination in all the courses of all semesters in his / her first

appearance securing not less than 9.00 CGPA shall be declared to have passed in ***First class with Honors***.

- 9.2.2 A candidate who has qualified for the award of degree having passed the examination in all courses of all semesters in his / her first appearance securing not less than 8.00 CGPA but less than 9.00 CGPA shall be declared to have passed in ***First class with distinction***.
- 9.2.3 A candidate who has qualified for the award of degree having passed in all courses at the end of the stipulated minimum period with not less than a CGPA of 6.50 shall be declared to have passed in ***First Class***.
- 9.2.4 All other candidates (not covered in Secs. 9.2.1, 9.2.2 and 9.2.3) who have qualified for the award of degree before the stipulated maximum period shall be declared to have passed the examination in ***Second class***.

## **10 ONLINE PROGRAMME:**

**Online MBA programme is conducted as per the guidelines of UGC. Online MBA Program shall follow the same norms as per Regular Mode wherever applicable.**