



Sri SAI RAM INSTITUTE OF TECHNOLOGY

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi
Accredited by NBA and NAAC "A+" | An ISO 9001:2015 Certified and MHRD NIRF ranked institution
Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairamit.edu.in



MASTER OF BUSINESS ADMINISTRATION

REGULATIONS 2020

CHOICE BASED CREDIT SYSTEM (CBCS)

2 year Full-time – (4 semester program)

(With effect from the Academic Year 2020 – 2021)

These regulations are applicable to the students admitted to the Management (MBA) Program from the academic year 2020 onwards.

1. DEFINITIONS AND NOMENCLATURE

- a. **University:** University refers to the affiliating Anna University, Chennai, awarding the MBA degree.
- b. **Institution:** Institution refers to Sri Sairam Institute of Technology, Chennai, an Autonomous institution affiliated to Anna University, Chennai. Head of the Institution means the Principal of the College who is responsible for all the academic activities and for the implementation of relevant rules of this regulation.
- c. **Academic Year:** Two consecutive semesters (one odd + one even) constitute an academic year.
- d. **Semester:** Each semester consists of 15-18 weeks of academic work equivalent to 90 actual teaching days. The Odd Semester may be scheduled from July to December and Even Semester from January to June.
- e. **Choice Based Credit System (CBCS):** The CBCS offers choice for students to choose from the prescribed cluster of courses offered by the Program.
- f. **Program:** Educational program leading to the award of the MBA Degree.
- g. **Course:** It is referred to as "Subject", a unit of the program. The courses carry different weightage. Every course, defines learning objectives and learning outcomes. A course may be designed to comprise of lectures / tutorials / laboratory work / field work / outreach activities / project work / vocational training / viva – voce / seminars / term papers / assignments / presentations / self-study / case study etc. or a combination of some of these.

- h. Credit:** A unit by which the course work is measured. Credit determines the number of hours of Lectures per week.
- i. Department:** Team of faculty members responsible for the program of study.
- j. Head of Department:** Faculty heading a department.
- k. Chairperson - Academic Council:** The authority of the Institution, responsible for all the academic activities of the Institutions / Departments for the implementation of the relevant Rules and Regulations.
- l. Controller of Examinations:** The authority of the Institution and is responsible for all the Examinations related activities.
- m. Chairperson - BoS:** The Individual heading the Board of Studies of a particular department.

2. ELIGIBILITY FOR ADMISSION

The eligibility criteria for joining the MBA program are as prescribed by the Anna University. Presently it is mandated that “The candidate is required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under the qualifications for admissions as per the Tamil Nadu Common Admission (TANCA) criteria”. The criteria will be announced every year by the Anna University.

A student joining the full-time MBA program should not be employed during the program (on a part-time or full-time basis) and should not enroll in any other educational program except with the written approval by the HOD.

3. DURATION & STRUCTURE OF THE PROGRAM

The program is structured with a well defined Program Outcomes (PO).

The normal duration of the MBA program will be of two years consisting of four semesters and the maximum will be eight semesters, including a permitted break of study, if any. All necessary courses must be completed with a pass mark, within the maximum duration of the course.

A semester shall normally consist of 90 working days including the examination period but not less than 65 working days. In any case, the number of class hours mentioned in the curriculum will be completed as per the credits assigned.

The program consists of 100 total credits as outlined in the curriculum.

SEMESTER-WISE TOTAL CREDIT

Year	Semester	Credits per Semester
I	I	29
	II	31
II	III	28
	IV	12
Total		100

4. CLASSIFICATION OF COURSES

The program curriculum is designed as theory, practical or theory-cum-practical courses with well-defined outcomes. In addition, the curriculum will also include professional skill-development and value-added and certification courses with or without credits.

The curriculum will specify the class hours (duration of 50 minutes) in a semester for each course. The credits will determine the weightage in computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of the student.

For credit-courses, the class hours will be as follows:

Theory courses : 15 hours per credit, per semester
Practical courses : 30 hours per credit, per semester

For non-credit courses, the performance of the student will be graded as Average, Good and Excellent by the course instructor and that will be included in the Grade Sheet of the student.

The following courses are a part of the MBA curriculum:

Course Description

S.No	Type of course	Description
1	Base Course (BC)	These courses provide the basic knowledge that is necessary to pursue management education.
2	Professional Course (PC)	These courses provide the student with the basic knowledge about different functional areas of management in an organization. They provide the width of knowledge in which students can build depth in their chosen area(s) of specialization.
3	Professional Electives (PE)	These courses enable the students to gain a in-depth of knowledge in subjects pertaining to their specializations.
4	Value Added Courses (VAC)	These courses are meant to enhance the life skills and the knowledge of students and improve their employability. The grade sheet of the respective semester will carry details of the courses completed by the student and provide a qualitative grading. Some of these courses will be mandatory and will be a part of the curriculum.
5	Skill Development Courses (SDC)	The course will address specific skills (such as communication) and are largely activity based. These courses will have credits assigned to them. Valuation will be on a continuous basis and a grade will be awarded and included in the computation of CGPA.
6	Summer Internship (SI)	This provides student with real-life experience of working in an organization, understanding how it functions and to apply the knowledge gained in the program. The student will do this internship at the end of the first year of the program.
7	Final Project (FP)	This is research oriented and addresses a problem in the

		industry or that identified by a faculty. The students will accordingly carry out the project in a company or within the institution. Each student will be linked to a faculty member, who will guide the student throughout the project.
8	Theory Course	A course that involves learning of concepts and their applications including quantitative problem solving.
9	Laboratory Course	A course that involves learning of software tools and packages that aid in solving problems pertaining to management.
10	Theory-cum-Laboratory Course	A theory course that also has laboratory sessions as a part of the course-work.
11	MOOC	From time to time, online courses offered by reputed aggregators (Swayam, Coursera, etc) and institutions may be announced. A student can choose to complete the online course(s) with prior approval from HOD (subject to AICTE-UGC regulation). The list of such courses and method of evaluation in these courses will be announced separately. The charges for these courses will be borne by the students.

5. MEDIUM OF INSTRUCTION

The medium of instruction will be English only. It is desirable that the medium of communication among students and between students and faculty members is also English.

6. CURRICULUM

The curriculum and the syllabi for the two-year MBA program is proposed by the Board of Studies and approved by the Academic Council of the Institution. The curriculum is included as Annexure A to this document.

7. REGISTRATION FOR COURSES

All students will have to compulsorily register for all courses in the first and second semesters. For the third and fourth semesters, the registration will be done before the end of the previous semester as per dates mentioned in the academic calendar.

This will include registration for:

- Electives for the semester (as outlined in Point 25)
- Core courses, if any, for the semester
- Skill development courses with credits, if included in the curriculum
- Courses dropped earlier
- Courses being repeated for want of attendance earlier
- Courses in which student has failed earlier (class attendance not required)
- Courses in which student has withdrawn earlier

The maximum credits that a student can register for, cannot exceed 36 per semester.

Registration should be done only in the semester in which the courses are offered again. In case the same course is not offered, an equivalent will be offered to the student.

Some value added courses, which are not a part of the curriculum, will be optional for students. Students will register separately for such courses as and when they are announced. A nominal fee payment might be involved for such courses.

8. DROPPING OF A COURSE

Student has the option to drop one course each in the third and fourth semester after having registered for the same. This will have to be done within 7 days of the start of the respective semester or as per the dates announced for this. The approval of the HOD will be required for dropping a course.

A course dropped by a student maybe done in the corresponding semester in the next academic year when the course is offered again. In case the same course is not offered, an equivalent course will be informed to the student.

Dropping of courses is not permitted in the first and second semesters.

9. EVALUATION OF STUDENTS FOR A THEORY COURSE

The evaluation of students will be done continuously throughout the semester as well as through an end-semester exam. The total marks for a course will be 100, of which 40 for continuous assessments (CAM) and 60 for the end-semester exam (ESE).

The end semester exam would typically be for 100 marks for a maximum duration of 3 hours. The marks will be converted to a base of 60 while computing total marks for the course.

The continuous assessment will consist of a combination of any of the following assessments.

- Mid-semester exam (20 marks)
- Weekly tests (Maximum 10)
- Quiz (Maximum 10)
- Presentations (individual) (Maximum 5)
- Assignment and / or written case submission (individual) (Maximum 5)
- Class Participation (Maximum 10)
- Mini Projects (Individual) (Maximum 10)

(The figures in brackets indicate the marks out of 40.)

The mid-semester exam is compulsory for all the courses other than those with only continuous evaluation and laboratory courses.

The above is an illustrative list of assessment methods and the individual course faculty may incorporate other components. The components and the grading methodology for each course will be announced to the students at the beginning of the semester.

A Student will not be awarded marks in the continuous assessment in the following cases:

- Absence from mid-semester exam, weekly tests and quiz
- Non-completion and submission of assignments, mini-projects and case analysis on time
- Absence from class for a scheduled presentation

Absentees for a mid-semester exam will be offered a retest only for medical reasons or if permission has been obtained from HOD in advance for valid reasons. Medical reasons need to be supported by an appropriate medical certificate from a recognized medical professional.

The mid-semester and end-semester examinations will test the student at all the levels of learning.

The Controller of Examinations will conduct the end-semester examinations. The mid-semester examinations and other tests will be conducted by the department.

10. EVALUATION OF STUDENTS FOR A THEORY-CUM-LABORATORY COURSE:

These are the theory courses that have a laboratory component to enhance the learning of the students. The evaluation of these courses will be on the following basis:

Continuous assessment comprising of:

Weekly tests & mid-semester exam for theory	: 30 marks
Laboratory evaluation	: 10 marks
End-semester exam – theory only	: 60 marks

The end-semester exam will be conducted for a duration of 3 hours for 100 marks. The marks obtained, will be calculated to a base of 60 marks for computing the total marks obtained in the course.

The Controller of Examinations will conduct the end-semester examinations. The mid-semester examinations and other tests will be conducted by the Department.

11. EVALUATION OF STUDENTS FOR A LABORATORY COURSE:

The break –up of evaluation will be as follows:

Continuous evaluation	: 50 marks
End-semester exam	: 40 marks
Viva-voce	: 10 marks

Continuous assessment will be done as specified by the faculty conducting the course at the commencement of the course. The maintenance of a record of exercises done is mandatory for all evaluations.

The components for continuous evaluation will be announced at the beginning of the semester. The viva-voce will be conducted along with the end-semester exam.

The Controller of Examinations will conduct the end-semester examinations and viva- voce.

12. EVALUATION OF SUMMER INTERNSHIP

The normal duration of Summer Internship will be four weeks. Most of the internships will involve fieldwork and primary data collection. Each student will be assigned a guide in the organization and also be linked to a faculty guide internally.

The credits for the summer internship are mentioned in the curriculum. The continuous valuation will be done by the faculty guide and will be linked to milestones as per a time schedule. The final valuation will be done internally by a faculty panel based on a report and a viva-voce to a panel.

The components and methodology of valuation and the time schedule for Summer Internship will be informed to the students prior to the start of internship. Students are expected to meet the deadline dates. Delay in submitting the internship report will need an approval from the faculty guide and HOD.

The summer internship is a full-time activity and the student is expected to be engaged in the company throughout the internship.

A offer letter from the company at the start of the internship and a certificate of completion are mandatory requirements. The responsibility of identifying opportunities and finalizing the company will be left to the choice of the student.

EVALUATION PARAMETERS FOR IMMERSION PROJECT

S.No	Contents
1	Significance and impact of the project
2	Sensitization of key issues
3	Exhibiting Managerial skills
4	Sustainability of the project & the plans for sustainability
5	Report presentation
6	Oral Presentation or Viva- Voce

EVALUATION PARAMETERS FOR SUMMER INTERNSHIP

S.No	Contents
1	First Gate Review - Problem Identification and Review of Literature- Submission
2	Second Gate Review- Instrument Design and Methodology - Submission
3	Third Gate Review – Preparation of Proposal - Submission
4	Project Report
5	Qualifying Viva Voce (Includes Peer Assessment of 5% in Case of Team projects)

13. EVALUATION OF FINAL SEMESTER PROJECT

There will be a continuous assessment and a final assessment. The continuous assessment will be linked to various milestones achieved during the project. The final assessment will be based on a project report and a viva-voce to a panel.

A schedule will be announced for the project milestones including the last date for the submission of the report. Deviations from dates due to inevitable and justifiable reasons would need to be approved by the faculty guide and HOD.

The final semester project is a full-time activity. If carried out in a company, the student is expected to be engaged full-time in the company throughout the duration of the project. If the project is carried out in the Institution, the student is expected to be present in the campus throughout, except for the purpose of data-collection. Detailed guidelines including valuation will be provided to the students prior to the start of the project.

Internal Project evaluation will be carried by the faculty guide. Failure to obtain a pass-mark in the final semester project will necessitate the student doing a project again in the subsequent semester. The student needs to register afresh for this project and pay the course fee as stipulated by the Institution.

The components of the internal evaluation are

- Stage-wise progress in the project (4 stages) - 20 marks
- Overall Final presentation - 20 marks

14. COURSES WITH ONLY CONTINUOUS EVALUATION

A few courses, as specified in the curriculum, will have only continuous evaluation. There will be no end-semester examination conducted for these courses. The basis for continuous evaluation will be informed at the start of the course. The final marks and grade will be determined on the basis of the continuous evaluation.

If the course has credits, it is necessary to obtain a pass mark. A student who fails in such course will need to re-appear the course in the consecutive semester.

The current curriculum specifies Case Lab I, II & III, Life & Managerial Skills, Professional Skill Development and Career Enrichment Techniques as belonging to this category.

15. ATTENDANCE:

Students are expected to attend all the classes and other sessions organized by the Institution. As far as possible, permission for anticipated absence due to medical and other unavoidable reasons must be obtained in advance from the HOD and the same has to be communicated to the Class Faculty Coordinator. Permission for representing the Institution in external events must be obtained from the HOD prior to the event.

Unanticipated absence for a few sessions due to illness, bereavement in the family etc., must be regularized with a leave application when the student resumes classes.

It is desirable that there is no unexplained absence for any reasons whatsoever.

16. ELIGIBILITY TO WRITE END SEMESTER EXAM:

A student must have a minimum 80% attendance in each course to be eligible to write the end-semester exams for that particular course. The percentage of attendance will be computed based on the theory classes and practical sessions held for each course during the semester.

Attendance will be calculated as following:

$$\frac{\text{Total number of hours attended in a course during the semester}}{\text{Total Number of hours of Classes held in the Semester for the Course}} \times 100$$

The attendance figure will be rounded off to the next highest integer to determine the eligibility to write the exam.

Exceptions to the 80% requirement will be granted only for prolonged illness involving hospitalization and participation in sports events at the State and National level. Requests for medical reasons will have to be made in writing along with a medical certificate from the hospital concerned. Sports reasons, must be authorized by the Physical Director of the Institution. Any such request will be examined and approved by the HOD. In these exceptions, the total attendance for a course cannot be lower than 65%.

In case the course attendance is less than 80% (or 65% as mentioned above), the student will have to repeat the course in the subsequent academic year when the course is offered again, attend classes for the course and complete the continuous assessment before writing the end-semester examinations. If the same course is not offered in the subsequent year, the students will have to take up an equivalent course.

The days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the overall percentage of attendance.

17. REGISTRATION FOR END-SEMESTER EXAMINATIONS:

Students will need to register for the end-semester exams for all the registered courses as mentioned in point 7 other than those for which approval have been obtained for withdrawal. The necessary registration fees as decided by the Institution will be payable. The last date for registration will be announced during the semester.

Students also need to register for the final viva-voce and pay applicable fees for:

- Summer Internship
- Final Project

However, a student who has registered for an exam, but does not have the required attendance as on the last day of the semester will be debarred from writing the end-semester examinations. The student has to repeat the course as mentioned in point 16.

18. WITHDRAWAL FROM END-SEMESTER EXAMINATION(S):

A student may be permitted to withdraw from appearing for the end semester examination in any course or courses for valid reasons (medical reasons / unexpected family situations). This facility can be availed ONLY ONCE during the entire program. Valid documents, for medical reasons and unexpected family situations, shall be submitted by the student at least seven days before the commencement of the first examination. This request will need the recommendation of the Head of the Department and an approval by the Head of the Institution with intimation to Controller of Examinations.

Notwithstanding the requirement of mandatory seven days' notice, applications for withdrawal at a shorter notice for special cases under extraordinary conditions will be considered on the merits of the case.

If the withdrawal is approved, the student will need to re-register and write the end- semester exam when offered next. The continuous assessments will need to be completed again and marks earned afresh.

Such withdrawal, once approved will not be treated as a failure when determining the award of the degree. However, the student is not eligible for the award of ranking.

Withdrawal from any course will not be permitted:

- If a student does not meet the mandatory attendance required to write the end-semester exam.
- For an arrear exam.

The final approval for withdrawal will depend on the merits of the case and will be decided by the Head of the Department and the Head of the Institution.

However, all examinations will need to be completed and passed within the maximum duration of the program.

19. WITHDRAWAL FROM SUMMER INTERNSHIP:

Under exceptional health-related circumstances, a student can seek permission for exemption from summer internship. The request must be made in writing to the HOD with a suitable medical certificate. If during the summer internship, a student has to withdraw for health-related reasons, a representation can be made to the HOD with a suitable medical certificate. If granted permission, it will be deemed to be a withdrawal.

A student who has withdrawn from summer internship will undertake a special project in-lieu of the internship during the third semester under the guidance of a faculty member. The evaluation pattern will be conveyed to the student at the start of the semester.

20. REVALUATION OF END-SEMESTER EXAMINATIONS:

After the announcement of the final grades, a student wanting to consider re-valuation can seek photocopies of the answer script from the COE on payment of applicable charges. If the student is convinced that he/she should get better marks, an application can be made to the Controller of Examination along with a separate fee. The COE will arrange to get the paper re-valued.

Revaluation is not permitted for practical course, internship, project, and courses with only continuous evaluation.

21. PROVISION OF A SCRIBE:

The Institution will provide for a scribe to students who are in genuine need as per the guidelines issued by the Government of Tamil Nadu.

22. MARKS AND GRADES.

- GRADE POINT AVERAGE AND CUMULATIVE GRADE POINT AVERAGE:

A candidate who secures not less than 50% (both continuous assessment and end semester examination marks put together) and a minimum of 50% marks in the end semester examination (wherever applicable) shall be declared to have passed the course.

The grades awarded will be as follows:

Total Marks (Continuous assessment + End Semester Examinations)	Letter Grade	Grade Point
$91 \leq TM \leq 100$	O	10
$81 \leq TM \leq 90$	A+	9
$71 \leq TM \leq 80$	A	8
$61 \leq TM \leq 70$	B+	7

$50 \leq TM \leq 60$	B	6
$0 \leq TM < 50$	RA	0
Shortage of Attendance	SA	-
Withdrawal from End Semester Examination	W	-
Absent	AB	-
Audit Course	AU	-

RA: Reappear for end-semester examination

SA: Shortage of attendance

A student who is absent from an end-semester examination after having registered for the same shall be considered to have appeared for that examination and failed.

Grade Point Average (GPA) and Cumulative Grade Point Average are calculated as per the formulae given below:

The Grade Point Average (GPA) is computed as follows:

$$\text{GPA} = \frac{[\sum(\text{Course Credits}) \times \text{Grade point}] \text{ for all courses registered in that semester}}{[\sum \text{Course Credits}] \text{ for all courses registered in that semester}}$$

The Cumulative Grade Point Average (CGPA) is computed as follows:

$$\text{CGPA} = \frac{[\sum(\text{Course Credits}) \times \text{Grade point}] \text{ for all courses registered from first semester}}{[\sum \text{Course Credits}] \text{ for all courses registered from first semester}}$$

The Grade sheets will be issued, through the head of the department every semester after the publication of results up to the pre-final semester and a consolidated grade sheet will be issued after the successful completion of all courses and become eligible for the award of degree.

23. PERFORMANCE ASSESSMENT COMMITTEE:

A performance assessment committee will be constituted by the Head of the Institution for every academic year. The committee shall meet to assess the attainment of Course Outcomes and Program Outcomes, progress and status of the students at the beginning and end of the semesters. The committee can invite Faculty Advisors and students.

24. REAPPEARANCE IN FAILED SUBJECTS:

A student who fails in a subject can re-write the end-semester exam of a theory course or a theory-cum-laboratory course whenever the exam is held next. There will be no attendance requirement for re-writing the exam. The CAM needs to be earned again by completing all

assessments specified in the repeat semester.

A student who fails in a laboratory course or courses with only continuous evaluation will need to repeat the course when offered. The student has to attend the classes, satisfy attendance requirements, complete continuous assessments and pass the course. All these need to be completed within the maximum duration of 4 years.

All examinations must be completed with a pass mark within the maximum duration of the program.

25. SPECIALIZATIONS AND ELECTIVES:

The Institution will provide for dual specialization, that is, specialization in two functional areas. The specializations will be offered as combinations of two functional areas.

The Institution will offer specializations and electives in tune with the industry requirements.

The Institution reserves the right to specify a minimum number of enrolments for any specialization and elective. A specialization or elective might be withdrawn if the enrolment is below the minimum number.

There will also be a maximum enrolment for any specialization and elective. In case the number exceeds the maximum, academic performance will be the basis for selection of students. Other students will have to choose from other options.

The list of specializations and electives that will be offered for each batch of students will be announced in the second & third semester respectively. The students would need to indicate their choice before a stipulated date. The final list will be drawn up before the end of the semester.

Once the enrolment for specializations and electives are finalized and announced, changes will not be permitted under any circumstances. The students will register for the electives chosen / allotted and core subjects, if any, in the next semester prior to the end of the semester.

A student can claim to have specialized in any functional area if at least 50% of the electives are from that area. This will determine eligibility for applying to opportunities during placement.

The specializations and electives on the offer might vary from year to year.

The classes for electives might be spread over the entire day depending on the availability of faculty resources. It is mandatory that students attend these classes.

Audit Course:

A student who wishes to expand his knowledge in an area will be permitted to audit one elective per semester. A written request has to be made for this at the time of choosing electives. Only students with an overall attendance of 85% and a CGPA of 7.5 will be eligible to audit a course. The student will be permitted to attend classes and audit the course subject

to the class size not exceeding 60, approval by the course faculty and HoD.

Once a student starts an audit course, a minimum attendance of 75% must be maintained and obtain at least 50% marks in continuous assessments. The student's grade sheet will carry a mention of the audit course done.

The responsibility of managing the attendance rests with the student.

26. CLASS ROOM SESSIONS:

Each class will be of 50 minutes duration. The number of sessions for each course is as mentioned in the curriculum.

Theory classes can consist of lectures, presentations, discussions, video sessions or any other activity designed by the faculty member. The hours specified will include the time spent on continuous assessment components.

If necessary, a faculty member will organize tutorial sessions and identify students requiring extra attention. These will be normally conducted outside regular class hours. Attendance in tutorial sessions is mandatory for such students. These sessions will not be considered as a part of the class hours specified in the curriculum.

27. CONDUCT OF COURSES:

During the first session of the course, the concerned faculty member will provide the following information to the students:

- An outline of the course and the expected course outcomes
- Detailed syllabus
- Reading references from text book, reference books and other sources
- Reading material other than text book
- Session-wise course plan
- Continuous assessment components and weightage
- Web resources

28. EXPECTATIONS FROM STUDENTS:

The MBA program is a terminal program for most students and there is a huge expectation from external stakeholders. In this aspect, the students are advised to adhere to the instructions provided by the department and the institute then and there to be a master of everything.

29. MENTORING

Each student will be assigned to a faculty for guidance in matters pertaining to academics, careers and other general issues. Students are expected to interact periodically with their faculty mentors and update their progress in the program. The faculty will maintain a record of these interactions with/without necessarily incorporating the content of the discussions.

30. CLASS COMMITTEE MEETING:

A class committee of students will be constituted at the beginning of each academic year. The committee will have representation from a cross-section of students. The committee will meet twice or thrice in a semester with the Class Faculty Coordinator and Head of Department to provide feedback on progress of various courses and articulate any difficulties faced by students collectively. Appropriate action will be initiated by the Head of Department and wherever necessary, the feedback will be shared with the concerned faculty members.

A record of such meetings will be maintained by the Class Faculty Coordinator.

31. ACADEMIC INTEGRITY AND HONESTY:

It is expected that the students will be honest and conduct themselves with integrity. Malpractice of any sort in classes and in exams and falsification of records will be dealt with severely. Plagiarism and copying in assignments will attract a penalty of zero marks. Repeat / serious offenders will be removed from the rolls of the Institution. Detailed guidelines on this will be available in the office of the Controller of Examinations for perusal by the students.

32. BREAK OF STUDY IN THE PROGRAM AND REJOINING:

A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the program (not more than a year) in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and wishes to rejoin the program, the student shall apply in advance to the Principal, through the Head of the Department. Once approved, the student can withdraw and rejoin the program in the next academic year for the same semester on payment of fees as applicable for the year.

The candidate permitted to rejoin the program after the break shall be governed by the curriculum and regulations in force at the time of rejoining.

The authorized break of study will not be counted for the purpose of classification of the award of degree.

The total period for completion of the program reckoned from the commencement of the first semester of the student shall not exceed the maximum period of four years (or eight semesters).

If any student repeats a semester / year for want of requisite attendance or good conduct, this will not be considered as a break of study.

If the candidate has not reported back to the Institution, after the break of study, his/her name shall be deleted permanently from the rolls of the Institution. Such candidates are not entitled to seek readmission under any circumstances.

33. AWARD OF DEGREE & CLASSIFICATION:

A student shall be declared to be eligible for the award of the degree if the student has satisfied the following:

- Has completed the prescribed courses of study and evaluation successfully
- Earned the number of credits prescribed as specified in the curriculum.
- Has completed the program within the maximum stipulated time.
- No disciplinary action is pending against the student.

A student who qualifies for the award of degree as above, having passed the examination in all required courses in the first appearance within two years from the date of joining the program (or within three years including an authorized break of study of one year) and securing a CGPA of not less than 8.50 shall be declared to have passed in First Class with Distinction.

A student who qualifies for the award of degree as above, having passed the examination in all required courses within two years from the date of joining the program (or within three years including an authorized break of study of one year) and securing a CGPA of not less than 6.5 shall be declared to have passed in First Class.

In both the above cases, the student should not have been prevented from writing any end-semester Examination due to lack of attendance.

All other students not covered above and who are eligible for the award of degree having passed the examinations in all required courses within the maximum duration of the program shall be declared to have passed in Second Class.

Students who have withdrawn from any end-semester examinations with prior approval will not be eligible for the award of a rank in the program.

34. PLACEMENTS & INTERNSHIPS:

Placement is one of the most important outcomes of the program both for students and the Institution. The Institution attaches a very high priority to this and actively interfaces with companies to create enough opportunities that provide a good starting point for careers in management. It is natural that the Institution stipulates high standards for students to be eligible for placement. Such eligibility criteria for participating in the placement activities along with guidelines will be shared with the students at the appropriate time.

The onus of getting opportunities for Summer Internships / Final Project lies with the students.

35. EXTRA / CO-CURRICULAR ACTIVITIES:

It is advisable for the students to participate in as many activities as possible within and outside the Institution, which contribute to honing of their skills and competencies for a successful career in management. Competitiveness, multi-tasking, time management, teamwork, presentation skills, networking skills, social awareness are some of the traits that are highly valued by recruiters. Students can judiciously identify such activities for

participation. It is compulsory that permission be obtained for internal and external participation within the framework of class attendance requirements. Students are accountable both to themselves and to the Institution for their time during the program.

36. DISCIPLINE

Every student is required to observe a disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which tends to bring down the prestige of the institution.

In the event of an act of indiscipline being reported, the Head of the Institution shall constitute a disciplinary committee to enquire into the act of indiscipline.

Ragging is strictly prohibited. Punitive actions will be taken against the students, those who indulge in ragging as per the Government norms.

37. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Academic Council of the Institution reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

38. EXCEPTIONS AND SPECIAL CASES

In the event of any clarification in the interpretation of these regulations, they shall be referred to a Standing Committee. The Standing Committee will offer suitable interpretations / clarification / amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

The Head of the Institution is authorized to make exceptions in the above regulations based on the merit of the case. All such exceptions will have to be ratified in the next meeting of the Academic Council.