Nagarjuna College of Engineering & Technology

Venkatagiri Kote Post, Devanahalli, Bengaluru–562164
An Autonomous Institution under VTU, NAAC Accredited with A+ Grade.

Rules and Regulations

For PG Programme

Master of Business Administration

under Autonomous Scheme

(Effective from Academic Year 2022-23)

NAGARJUNA
COLLEGE OF ENGINEERING
AND TECHNOLOGY

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PROFILE OF THE INSTITUTION

1.1 ABOUT NCET

Nagarjuna College of Engineering and Technology (NCET), a self-financing engineering college, was started in the year 2001 under the aegis of Nagarjuna Education Society, Bangalore. Nagarjuna Education Society (NES) was established in 1995 under the able guidance of Sri J.V. Rangaraju, leading industrialist and philanthropist. His commitment towards contribution to nation building is being achieved by imparting world-class education at all levels, viz. from primary, graduate, post-graduate to doctoral research degree.

NCET is affiliated to VTU, Belagavi, recognized by Government of Karnataka (GoK) and approved by AICTE. The institution is accredited by NAAC with A+ grade with a CGPA of 3.38 during its second cycle. Four UG programmes are accredited by NBA from 2018-19 to 2021-22. The institution has been ranked under ARIIA in B-Band (26-50) during 2020-21. The institution has received 4-star rating from Institute's Innovation Council for Ministry of Education during 2020-21.

The institution has lush green campus spread over 100 acres with on-campus residential facility for boys, girls and staff. These hostels have amenities like mess, recreation room, 600mbps Wi-Fi internet facility, state of art gymnasium, automated laundry, etc. Students are encouraged to actively participate in outdoor games as well.

The college has a spacious library with well stacked books and well subscribed e-journals and e-books. The college is also a member of the VTU Consortium for e-resources. The college is recognized as Nodal Center for virtual lab facility, sponsored by MHRD, GOI. The institution is associated with IITB, Mumbai for the project titled eYantra on Robotic Technology for students and staff. ISRO has recognized the college as one of the centers to carry out projects under STUDSAT. The institution also has MoUs with different leading industries. The institution has received Autonomous status from UGC, VTU and GoK from the year 2015-16. The college is recognized by Government of Karnataka as a Centre of Innovative Science and Engineering Education. Seven departments have been recognized as research centers from Visvesvaraya Technological University, Belgaum to offer Ph.D. programmes. The institution also focuses on imparting training in soft-skills, logical reasoning, aptitude tests & interviews and provides placement to all eligible candidates.

VISION

Leadership and Excellence in Education

MISSION

To fulfill the vision by imparting total quality education replete with the philosophy of blending human values and academic professionalism.

QUALITY POLICY

Nagarjuna College of Engineering and Technology (NCET) shall be maintained, as an "Institution of Excellence" in the domains of Engineering, Technology and Management studies through continual improvement of system, processes and academic professionalism.

1.2 ABOUT THE DEPARTMENT

Nagarjuna College of Engineering and Technology is an Autonomous Institution under Visvesvaraya Technological University Belagavi. NCET is managed by the secretary, the directors and dedicated faculties of Nagarjuna Education Society, a well-known fraternity for their outstanding contribution to higher education. Department of MBA stands for its excellence with management education which is the hallmark of Nagarjuna Group of Institutions. MBA department strives to inculcate in the students the values of excellence, justice, honesty and service to the society.

Department of MBA primarily offers a two-year full-time MBA course (affiliated to the Visvesvaraya Technological University, Belagavi), approved by AICTE, and accredited by NAAC and It also offers Ph.D. (affiliated to the Visvesvaraya Technological University, Belagavi). Apart from that the department offers various customized programmes as an add-on course to the regular course curriculum with a focus on skill development (Value added Program). Department concentrates on the holistic formation of students in all aspects viz., intellectual, social, emotional and with society consciousness. The Institution works with an undeterred zeal to offer its students, the best in class education, blending classroom and experiential learning with industry integrated MBA.

MBA in today's scenario is considered as a basic qualification for management positions be it in Finance, Marketing, Human Resource, Logistics & Supply chain management and Banking & Insurance.

DEPARTMENT VISION

The department aims at providing excellent management education, which fosters the holistic development of the students' personality with human values and global outlook.

DEPARTMENT MISSION

M1: To make management education meaningful and practical by academic integrity and accountability.

M2: To develop respect and tolerance for the views of every individual.

M3: To give attention to issues of national and global relevance.

M4: To create unfettered spirit of exploration, rationality and enterprise.

DEPARTMENT OBJECTIVES

1. To make management education meaningful and practical by the extensive use of pedagogical tools.
2. To inculcate among the students, the skills required for embracing managerial and entrepreneurial career.

1.3 INFRASTRUCTURE

Every department has a congenial academic environment to promote quality education in the field of engineering and technology. Each department is fully equipped with modern laboratories and equipment.

The central facilities are as follows:

- Good ventilated classrooms
- Departmental offices
- Contemporary sports facilities
- Library
- Air-conditioned Auditorium & Seminar Halls
- Health Care Centre
- Hostels (Boys & Girls)
- Cafeteria & Canteen
- Gymnasium
- Reprographic Facilities

1.3.1 LIBRARY & INFORMATION CENTRE

In the spacious and well-ventilated library, students have an access to latest books, journals, computers, CD ROMs and multimedia content. Separate study/discussion rooms are available for the students to study without any disturbance. The college also has the facility of digital library, video conference room and e-Shikshana.

The Library and Information Centre of Nagarjuna College of Engineering and Technology has a comprehensive collection of documents and electronic resources which are useful for faculty members, students and research scholars in their educational activities in the institute. The major objective of our Library and Information Centre is to provide right information to the right user at the right time.

A. SERVICES IN THE LIBRARY

- ➢ Reference Service
- ➢ Circulation Service
- ➢ Print and Web Journals
- ➢ Web Online Public Access Catalog (WEBOPAC)
- ➢ Internet Service
- ➢ Digital Library Service (DELNET)
- ➢ E-learning (NPTEL, VTU-EDUSAT Program)
- ➢ Inter Library Loan Service (Through DELNET)
- ➢ SC/ST & General Book bank service
- ➢ Institutional Membership (VTU-Consortium, DELNET, CMTI, CSI and NDLI)

B. DIGITAL LIBRARY& E-LEARNING CENTER

Nagarjuna College of Engineering and Technology library is having state of the art technology to provide maximum benefit to users. The digital library section is a step towards achieving excellence dissemination of information in the best possible manner. The library users can easily access the latest developments in different areas taking place in any part of the world. The digital services provided at library cater to the collection and development of library materials in digital form. Online search for library books is available through Online Public Access Catalogue (OPAC).

Apart from this, the library has subscribed electronic databases related to Engineering & Technology, namely IEEE, ASCE, IET Digital Library, Springer, Taylor & Francis, Knimbus, ProQuest, ASME, Taylor and Francis.

C. LIBRARY INSTRUCTIONS

- ➢ Every reader/user shall present his/her identity card while entering the library or on demand by the library staff. Sign the register kept at the checkpoint, while entering the library.
- ➢ Every reader/user entering the library should deposit their belonging at the property counter.
- ➢ Show the documents, which are being taken out of the library, to the staff at the checkpoint.
- ➢ Loss of borrower's card must be reported immediately in writing.
- ➢ Each borrower is responsible for the book issued on that card. Hence, a borrower is advised not to lend his card to others.

- Book lost by the borrower must be reported immediately in writing to the librarian, failing which fines will keep on accumulating. Please do not ask for waiver of fines. Replace the book within the time permitted.
- Collect your library card without fail after returning the book from the circulation counter.
- No-due certificate will be issued at the end of Academic year.
- Book should be handled with great care and mutilation of book in any manner will be heavily fined.
- Keep the library clean. Use the dustbins provided in the reading area.
- Loud talking, conversations, etc, are strictly prohibited in the library.
- Use of Mobiles within the library premises is strictly prohibited and penalty of Rs.100/- will be charged if mobile is carried inside the library without switching off.

1.3.2 TRANSPORTATION FACILITIES

The college provides transport facility for student's coming from various places like Bangalore, Gauribidanur, Chintamani and Chikkaballapura on an annual payment basis. The charges levied depend on the pick-up and drop-in points and the distance involved. This facility is optional. Students who wish to use the college transport facility may contact the transport coordinator in the campus and register themselves. Bus pass can be obtained from the transport coordinator after paying the requisite transport fees. If, in the course of the year there is a change in the residential address of the student, it can be brought to the notice of the Transport Manager with a request for a fresh bus pass for the new route; after examining the feasibility and availability, he may issue a fresh pass. If the seat is not available, the student may be kept in waiting list. Any tampering with bus pass or willful damage to bus will attract a severe penalty.

1.4 CULTURAL, SPORTS AND RECREATION FACILITIES

The college provides excellent facilities for sports and other recreational activities like playing outdoor games and indoor games. As part of co– curricular activities, fests are organized by the students of Nagarjuna College of Engineering and Technology which provide an opportunity to bring out their latent talents. Students are also allowed to participate in Inter– collegiate cultural and technical fests and the necessary guidance is given to the participants. These activities help in the holistic development of the student's personality. NCET also organizes every year a Mega Cultural Fest 'Kalarava', University fest like Yuvothsava, various technical fests like Techno fest, Hackathons etc.,

1.5 INDUSTRY INSTITUTE INTERACTION & INNOVATION CELL (I4)

At NCET, the importance of Industry Institute Interaction is emphasized by establishing an exclusive I4 cell. The purpose of the I4 cell is to ensure a paradigm shift in the thought process of a student from campus to corporate.

1.6 FACULTY

The faculties at NCET are dedicated to their task and are committed towards developing the full potential of each student. All the faculty members have requisite experience and strong academic background.

1.7 ACADEMIC PROGRAMMES OFFERED

NCET offers Under-Graduate, Post-Graduate programmes and Research programmes. It also offers a wide range of proficiency courses and plans to start a series of certificate and diploma courses soon.

1.8 POST GRADUATE PROGRAMMES

Sl. No.	Programmes
1	Master of Business Administration
2	M.Tech in Structural Engineering

2 DEFINITION OF KEYWORDS

The following are the definitions/descriptions that have been followed for the different terms used in the regulations of MBA programme as per the suggestion given by the University:

(1) Programme: Is an educational programme in Business Administration leading to award of Degree. It involves events/activities, comprising of lectures/ laboratory work/ field work, outreach activities/ project work/ viva/ seminars/ internship/ assignments/ presentations/ self-study/ quiz etc., or a combination of some of these

(2) Branch: Means discipline of MBA

(3) Semester: Refers to one of the two sessions of an academic year, each session being of nineteen weeks duration (with working days greater than or equal to ninety).

(4) Academic Year: Refers to the sessions of two consecutive semesters (odd followed by an even) including periods of vacation.

(5) Course: Usually referred to as 'papers/courses/subjects'. All Courses need not carry the same weight. The Courses should define learning objectives and learning outcomes. A Course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/project work/ viva/ seminars/ term papers/assignments/ presentations/ self-study/MOOC etc., or a combination of some of these.

(6) Credit: Refers to a unit by which the Course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture or two hours of laboratory/practical Courses/ tutorials/ fieldwork per week etc.

(7) Audit Courses: Means Knowledge/ Skill enhancing Courses without the benefit of a grade or credit for a Course.

(8) Choice Based Credit System (CBCS): Refers to customizing the Course work, through Elective Courses, to provide necessary support for the students to achieve their goals.

(9) Course Registration: Refers to formal registration for the courses of ONE semester (Stipulated Credits are allotted to each course) by every student under the supervision of a Faculty Advisor (also called Mentor/ Counselor etc.) in each Semester for the Institution to maintain proper record. Students have to register formally every semester.

(10) Course Evaluation: Means Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) to constitute the major evaluations prescribed for each Course. CIE and SEE shall carry a weightage of 50 % each.

(11) Continuous Internal Evaluation (CIE): Refers to evaluation of student's achievement in the learning process. CIE shall be conducted by the course instructor and includes 2 periodical tests, assignments, oral examination, group discussion, quiz, mini-project and seminar throughout the semester, with weightage for the different components being fixed at the department level.

(12) Semester End Examinations (SEE): Refers to examination conducted covering the entire Course Syllabus at the end of the semester. For this purpose, Syllabi to be modularized and SEE questions to be set from each module, with a choice confined to the concerned module only. SEE is also termed as university examination.

(13) First Attempt: Refers to a student who has completed all formalities and has become eligible to attend the SEE. Attending the SEE at the end of the course shall be considered as first attempt.

(14) Supplementary Semester: A student of MBA programme will have opportunity to register for supplementary semester which is offered after 2nd semester for courses from 1st and 2nd semester and after 4th semester for courses from 1st to 4th semesters.

(15) Credit Based System (CBS): Refers to quantification of Course work, after a student completes teaching-learning process, followed by passing in both CIE and SEE. Under CBS, the requirement for awarding degree is prescribed in terms of total number of credits to be earned by the students.

(16) Credit Representation: Refers to Credit Values for different academic activities considered, as per the Table.1. Credits for seminar, project phases, project viva-voce and internship shall be as specified in the Scheme of Teaching and Examination.

		Table.1 Credit Values		
Theory/Lectures (L) (Hours/Week/Semester)	Laboratory/Practical (P) (Hours/Week/Semester)	Self Study (S)	Credits (L: T: P: S)	Total Credits
10	0	40	0:0:0:40	10
4	0	0	4:0:0:0	4
3	0	0	3:0:0:0	3
2	0	0	2:0:0:0	2
0	0	8	0:0:0:8	2
0	2	0	0:0:2:0	1
1	0	0	1:0:0:0	1

Note: Activities like practical training, study tour and participation in guest lecture, workshops do not carry credits.

(17) Definition of Credits:

01 Hour Lecture (L) per week per semester = 1 Credit

02 Hour Tutorial (T) per week per semester = 1 Credit

02 Hour Practical/Laboratory/Drawing (P) per week per semester = 1 Credit

04 hours of Self study per week per semester = 1 Credit

Note: One credit courses is designed for 13 Hours Teaching – Learning process.

(18) Letter Grade: It is an index of the performance of students in a said Course. Grades are denoted by letters O, A+, A, B+, B, C and F.

(19) Grading: Grade refers to qualitative measure of achievement of a student in each Course, based on the percentage of marks secured in CIE and SEE. Grading is done by Absolute Grading. The rubric attached to letter grades are as follows:

O – Outstanding, **A+** - Excellent, **A-** Very Good, **B+** - Good, **B** – Above average, **C** – Average, **F** – Fail.

(20) Grade Point (GP): Refers to the numerical weightage allotted to each letter grade on a 10-point scale as under:

Letter Grade and corresponding Grade Points on a typical 10- point scale for PG Programmes						
O	A+	A	B+	B	C	F
Outstanding	Excellent	Very Good	Good	Above Average	Average	Fail

(21) Passing Standards: Refers to passing a Course only when getting GP $\geq$ 5.

The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing marks for the CIE is 50% of the maximum marks. Minimum passing marks in SEE is 40% of the maximum marks of SEE. A student shall be deemed to have satisfied the academic requirements (passed) and earned the credits allotted to each course if the student secures not less than 50% in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together.

(22) Credit Point: It is the product of grade point (GP) and number of credits for a course i.e.

Credit Points (CrP) = GP X Credits for the course

(23) Semester Grade Point Average (SGPA): Refers to a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses of a semester and the total course credits taken during that semester.

(24) Cumulative Grade Point Average (CGPA): Is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points earned 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.

(25) Grade Card: Refers to a certificate showing the grades earned by a student. A grade card shall be issued to all the registered students after every Semester End Examination. The grade card will display the programme details (Course code, title, number of credits, grades secured, month & year of passing) along with SGPA of that semester and CGPA earned till that semester.

(26) University: Means Visvesvaraya Technological University (VTU), Belagavi

3   NOMENCLATURE OF PROGRAMMES

3.1   General

The nomenclatures and their abbreviations given below are to be followed as per the suggestion given by the University:

3.1.1 PG Level

The programme shall be called Master of Business Administration abbreviated as MBA.

3.1.2 Research Level: Doctor of Philosophy (Ph.D.)

The Department of MBA provides research facilities to the aspirants of Ph. D. as the Department is a recognized research centre of VTU.

3.2   Programme Duration

- The MBA programme shall be a full-time programme extended over a period of two academic year duration divided into 4 semesters and each semester shall be of 19 weeks duration. For Doctoral Programme, the college strictly follows the University guidelines and regulations.

- A candidate shall be allowed a maximum duration of 4 years from the first semester of admission to become eligible for the award of the Degree, failing which he/she may discontinue the programme or register once again as a fresh candidate to I semester.

- If a candidate, for any reason, temporarily discontinues the Programme or takes a break from programme during any semester, he/she may be permitted to continue in the programme by registering to the same semester of the prevailing scheme.

- The maximum period which a student can take to complete a fulltime academic programme shall be the same as that prescribed by the University from time to time; e.g., double the

nominal duration of the programme, i.e., four years for MBA. Further, the minimum and maximum period with respect to Ph.D. shall be as notified as per University Regulations.

Programme	Years	
	Minimum	Maximum
MBA	2	4

- Besides, the maximum period for a programme, Autonomous Colleges shall also be dictated by the fact that a student has to demonstrate the specified minimum academic performance by registering for the prescribed minimum number of credits in every semester for continuing with the programme and this period can be equal to or smaller than the maximum period indicated as above.

- The calendar of events in respect of the programme shall be notified to students in advance by the Department.

4   ELIGIBILITY FOR ADMISSION

The admission of students to various MBA programmes shall be made by the Autonomous College, by following the orders issued from Government of Karnataka and University Regulations and directions issued from time to time in this regard.

4.1   Admission to MBA Programme:

- Admission to MBA programme is open to any candidates who have passed recognized Bachelor's Degree of minimum 3 years duration or equivalent examination and obtained an aggregate minimum of 50% marks taken together in all the subjects including languages in all the years of Degree Examination and 45% of marks in case of ST and Category-I of Karnataka candidates. (Reservation is applicable only for Karnataka Candidates)

- Reserved candidates have the relaxation according to the university and AICTE norms.

4.2   For Admissions under different quota

PGCET qualification and Roaster system of Government of Karnataka:

There shall be an Entrance Examination (PGCET) for admission to the MBA programme, conducted by Karnataka Examination Authority (KEA). A candidate seeking admission to MBA programme in colleges affiliated to VTU or Autonomous under VTU shall appear for this Examination. For admission under Government quota, ranks obtained in PGCET entrance examination, shall be considered.

For admissions under Management Quota:

The candidates should have appeared for the Entrance Examination conducted by KEA (PGCET) / Karnataka Management Aptitude Test (KMAT) or appeared and qualified under any approved entrance examination conducted by an authority recognised by Government of Karnataka/VTU.

4.3   Admission to Research Programmes:

The admission of candidates for Research Degree programmes at Autonomous Colleges may be made by the concerned College as per the provisions in the prevailing under VTU Regulations governing the research programmes.

4.4   Migration of Students:

For MBA Programme, there shall not be any transfer or migration from branch to branch or college to college.

4.5   Eligibility Criteria Entry level Qualification:

● The eligibility criteria / entry level qualifications for admission of students to PG and Research Degree programmes at the College shall be the same as those prescribed by the University from time to time.

● The eligibility criteria for admission of students from a Non-Autonomous College to an Autonomous College, from one Autonomous college to another Autonomous college and from University scheme at an Autonomous College to its Autonomous Colleges, shall be fixed by the Academic Council of the College, who shall frame suitable rules for this purpose consistent with the objectives of academic autonomy. A copy of the rules so adopted shall be sent to the University within a fortnight of such adoption.

● The eligibility criteria for the admission of students from other Universities (India/Abroad) to the College shall be facilitated by the Academic Council of the College, by getting the individual cases examined by the concerned Board(s) of Studies and also by following the same criteria as above and recommending the names of such candidates qualifying for admission to the University for its approval.

4.6   Semester Scheme

● As it is well known, the Semester Scheme provides several benefits to professional education programmes in contrast to the Annual Scheme. Therefore, the college adopts the Semester Scheme for the MBA programme.

● **Academic Calendar:** There shall be uniformity in the functioning of the Semester Scheme for all academic programmes across all Autonomous Colleges under the University as this can provide good academic flexibility to the stake holders, particularly the students and the faculty members. For this purpose, each academic year shall be divided into semesters, with the calendar, durations and academic activities being fixed in advance by the Autonomous Colleges while maintaining a common opening/ reopening date for the odd semester. A copy of the calendar so fixed by the College shall be forwarded to the University at least two weeks before the commencement of the academic year.

The breakdown of an academic year for implementing the Semester Scheme at Autonomous Colleges is given below:

Typical Breakdown of Academic Year into Semesters	
1. Number of Semester/Year	**Three Semesters** - Two being Main Semesters (Odd, Even) and one being a Supplementary semester (Fast Track Semester). **Note:** Supplementary semester is primarily to assist the slow learners and/or repeater students for repeating the courses. However, the College may use this Semester to arrange Add-On Courses for other students and/or for deputing them for field work and/internship.
2. Semester Durations (Weeks)	Main Semesters (Odd, Even):19 Weeks each. Supplementary Semester: 8 Weeks
3. Academic Activities (Weeks)	**Main Semester: Total:19Weeks** ● Registration of courses – 0.5 Week; ● Course work – 15.5 Weeks; ● Examination Preparation – 1.0 Week; Examinations – 1.0 Weeks; ● Declaration of Results -1.0 Week; **Supplementary Semester** (For Repeaters): **Total:08Weeks** ● Registration of courses – 0.1 Week; ● Course work – 7.0 Weeks; ● Examination Preparation –0.2 Weeks; ● Examination – 0.2 Weeks ● Declaration of Results-0.5 Week; **Inter- Semester Recess:** ● After each main Semester – 2 to 3 weeks, flexible ● After Supplementary Semester – 1 to 2 weeks, flexible. **Note:** In each semester, there are various provisions for students like, Registration of courses at the beginning, dropping of courses in the middle and withdrawal from courses towards the end, all being under the faculty member's advice.
4. Examinations	The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing marks for the CIE is 50% of the maximum marks. Minimum passing marks in SEE is 40% of the maximum marks of SEE. A student shall be deemed to have satisfied the academic requirements (passed) and earned the credits allotted to each course if the student secures not less than 50% in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together. NOTE: The CIE shall be conducted by the Course Instructor throughout a Semester on dates to be announced in advance and the results made known to the students from time to time. This will help the students to decide on dropping of Courses or withdrawal from Courses based on their performance and in consultation with their faculty advisors. The dates for SEE shall be jointly fixed by the College in consultation with the Department/University so as to facilitate the students in the transfer of credits.

5. Other Items	● Care should be taken by the College to ensure that the total number of days for academic work is ≥ 180/ year. ● Academic schedule prescribed by college is strictly adhered to, for success of the Semester Scheme. ● Supplementary Semester is for the benefit of slow learners/repeaters and is optional in nature. ● Students failing in any Course(s) shall re- appear for the same in the subsequent ODD / EVEN Semester as backlog Course(s). ● Students having satisfactory CIE and attendance but failed (F Grade) in SEE in any Course(s) either in regular/ Supplementary examinations need not register for the Course (s) and can appear for SEE as and when conducted. ● This shall be provided upon the request by the students made to the Department. ● Minimum, Maximum and Average Course loads during Supplementary Semester are to be fixed in consultation with the faculty concerned and HOD.

5   CREDIT SYSTEM

5.1   General

Credit System has many advantages over the conventional system of organizing academic programmes; an appropriate Choice Based Credit System (CBCS) for the various programmes is followed. This will be of great benefit to the students in their preparations to meet the challenging opportunities ahead. In the Credit system, the student earns stipulated number of credits, against the courses passed.

5.2   Credit Definition

As it is desirable to have uniformity in the definition of credit across all Autonomous Colleges under the University, the following widely accepted definition for credit is also followed at NCET. Here, one unit of course work and its corresponding one credit (while referring to a Main Semester) is equal to:

01 Hour Lecture (L) per week per semester = 1 Credit

02 Hour Tutorial (T) per week per semester = 1 Credit

02 Hour Practical/Laboratory/ (P) per week per semester = 1 Credit

Note:
● Four credit Courses are designed for 50 Hours Teaching – Learning process.
● Three credit Courses are designed for 40 Hours Teaching – Learning process.
● Two-credit theory courses shall be designed for 26 hours of the Teaching-Learning process.
● One credit theory course shall be designed for 13 hours of the Teaching-Learning process.
● 1 Credit 04 hours of Self study per week per semester.

The following additional factors may also be noted in this connection:

● The above working hours are multiplied by a factor of 2 in the case of the Supplementary

Semester, and

- Other student activities like value added courses, study tours, attending guest lectures will not carry any credit.

- The allocation of credits for credited course will be depending on the expertise opinion during the deliberation of syllabus revision. Syllabus revision shall be based on the recommendations of BOS from time to time.

- The Courses such as Mandatory Course/ Credited Course/Universal Human Values/Project/Internship shall be included as suggested in the Board of Studies.

5.3 Course Registration

A student shall register for Courses (Core or Elective) to earn credits for meeting the requirements of the Degree. Such Courses together with their Grades and the Credits earned shall be included in the *Grade Card* issued by the College at the end of each semester, like Odd, Even, and Supplementary. It forms the basis for determining the student's academic performance in that semester.

5.4 Registration Procedure

- On the day of registration, the students must meet the concerned faculty advisor/counselor.

- Faculty Advisor will counsel and advice the students regarding the courses to be registered during the current semester, considering the performance of the student during the previous semesters.

- Students will pay the prescribed fee and collect fee paid receipt from Account Section.

- Students will produce the fee paid receipt to the Counsellor and the Counsellor will plan for enrolling the students for the courses indicated in the registration form.

5.4.1 Registration for First Year ODD Semester

- A student has to register for all the courses offered in the semester by the Department. Partial registration of courses is not permitted.

5.4.2 Registration for First Year EVEN Semester

- All the students are eligible to move from First semester to Second semester within the same academic year.

- A student has to register for all the courses offered in that semester. No partial registration of courses is allowed.

5.4.3 Registration for Second Year

- Student with a maximum of four backlog courses of first year shall be eligible for taking admission to second year (III Semester).

- Should not have dues of the previous semesters to the Institution, hostel and library.

- Should not have any disciplinary proceeding pending against the candidate.

5.5 Course Prerequisites

- Certain courses need the knowledge of courses offered in the previous semesters, called

prerequisites.

- Department notifies the prerequisite courses. Students are not permitted to drop or withdraw the prerequisite courses.
- Further, for taking some courses, student has to complete the pre-requisite course as per the curriculum structure.

6. COURSE LOAD

In the planning of coursework for MBA academic programme in the college, it is therefore necessary to specify the average course load for a student per semester as well as its minimum and maximum limits.

6.1. Course Outline

Looking at the prevailing practices at leading institutions in India and abroad, considering the AICTE Model Curriculum for MBA Programmes (February 2020) and considering the academic strength and capability of an average student, University has fixed the course load at all Autonomous Colleges at 26 credits/ semester (average level) with its minimum and maximum limits being set at 22 to 28 credits respectively. This pattern is followed uniformly at NCET by making a provision in its time table for the students to register for up to a maximum of 26 credits on an average in each semester.

6.2. Course Flexibility:

Further, as directed by the University to all the Autonomous Colleges, NCET follow the practices listed below for providing flexibility to the students in their academic programmes and to meet their varied needs.

a. **Faculty Advisor:** There is a faculty advisory system (comprising its regular faculty members) established in the College with each faculty advisor being assigned a group of students. The functions of Faculty Advisor shall be to:

- Advise the students in the group on all academic matters (like registration of courses, dropping of courses and / or withdrawing from courses),
- Monitor the students in the group for their individual academic performance,
- Identify students in the group who are slow, average, or fast learners to help them pace their studies/ learning at the college based on their individual abilities, and
- Serve as friend, philosopher, and guide to all of them in the group during their studentship at the College

b. With the faculty advisory system in place, a student to be normally permitted to register for the average course load in the first semester. Based on the performance in the semester and faculty advice, he/she has to continue with this load (for average and fast learners) or to reduce it to the minimum permissible (for slow learners) by dropping of/ withdrawing from some course(s) credits before the dates prescribed for these. This facility to assist the student to pace the course work,

minimize the chances of failure in the course(s) and optimize the learning process.

c. This experience also helps fast learners (or outstanding students) to accelerate their programmes by registering and maintaining up to the maximum (equal to 28 credits) course load in each succeeding semester based on their performance in the preceding and the current semesters. Such students to be able to complete the credit requirements of the programme in a shorter time.

Similarly, slow learners to register only for the minimum (equal to 20) number of credits in each succeeding semester and strive to maintain good performance in all the courses registered and complete the total requirements for the programme at a slower pace, say 5 to 6 semesters. However, the student has to complete the programme within the permitted maximum duration of four years.

d. The College as per the direction of university has set uniform standards for enabling the vertical progression of students from one academic year to the next. The number of credits earned by a student during the semester / year and Semester Grade Point Average (SGPA) as well as the Cumulative Grade Point Averages (CGPA) shall serve as performance indices to determine the standards as given in the guidelines.

e. The College has a well-organized Faculty Advisory system, effective examinations/assessment system and a comprehensive academic calendar prescribing specific dates for each activity, for good success in realizing the flexibilities.

7 CURRICULUM FRAMEWORK

a. Curriculum Framework is important in setting the right direction for MBA programme at an Autonomous College, as it considers the type and quantum of knowledge necessary to be acquired by a student to qualify for a particular award in the candidate's specialization area.

b. This helps in assigning the credits for each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and the total number of credits to be earned by a student to fulfill the requirements for the conferment. The college also considers the AICTE Model Curriculum notified from time to time and follows them so as to be abreast of the national trends in this connection.

c. Besides, this also helps in assigning the credits for each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and the total number of credits to be earned by a student to fulfill the requirements for the conferment. The Autonomous Colleges shall also consider the AICTE Model Curricula notified from time to time and follow them so as to be abreast of the national trends in this connection.

8 COURSES

A typical breakdown for the MBA Degree curriculum is as follows:

Course Category	Proposed Breakup of Credits
Core Courses (Hard/Soft)	58
Electives (Specialization/Others)	30
Organization Study & Project Work	12
Total	**100**

The curriculum of the programme shall be any combination of following type of courses:

8.1 A candidate shall exercise his / her option in respect of the electives and register for the same before the beginning of the concerned semester. The candidate may be permitted to opt for change of elective subject within 10 days from the commencement of the semester as per the calendar of events.

8.2 Students shall be allowed to choose the elective/s (Specialization), depending on their career plans, and there shall not be any restriction to the minimum number of students to be registered for an elective course.

8.3 Internship/Organizational Study

The student shall undergo Internship / Organization Study as per the Scheme of Teaching and Examination.

- The Internship / Organization Study are an extended period of work experience undertaken by university/Institute students looking to supplement their degree with professional development. The students are allowed to prepare themselves for the workplace and develop practical skills.

- The internship shall be carried out in any industry/ R&D Organization/ Research Institute/ Institute of national and international repute Business organization/ recognized national and international Professional Bodies, Societies or Organizations.

- The Department shall schedule for Viva-Voce examination during SEE.

- The rubrics for evaluation and viva-voce examination for CIE and SEE will be detailed in the Scheme of Syllabus.

- Internship / Organization Study shall be mandatory for all students for the award of the Degree. Those who do not complete the Internship / Organization Study shall be declared fail and have to complete it during subsequent examinations.

8.4.1 General Guidelines

a) The Internship shall be for a period of 4 weeks immediately after the completion of 2nd Semester Examinations but before the commencement of the 3rd Semester classes.

b) Organizational Study shall be compulsory for all the students.

- The students are permitted to carry out the internship anywhere in India or abroad. The institution shall not bear any cost involved in carrying out the internship / organization study by

students. However, students can receive any financial assistance extended by the organization.

c) No two students of an institute shall work on the same organization.

- The Department shall nominate a faculty to facilitate, guide and supervise students under internship / organizational study.

- The students shall report the progress of the organizational study to the guide at regular intervals and seek his/her advice. The Guide shall maintain the progress record/diary of the candidate's undergoing internship.

- The student shall seek the guidance of the internal guide on a continuous basis, and the guide shall give a certificate to the effect that the candidate has worked satisfactorily under his/her guidance.

- After the completion of the organizational study, students shall submit a report with a completion certificate to the Head of the Department with the approval of internal guide and external guide.

8.4.2 Submission of Report

Students shall submit two hard copy of the report to the college with hard bound color of royal blue and a soft copy in PDF file (Un-editable Format).

8.4.3 Format of the Internship Report

Report shall be prepared using the word processor viz., MS Word, Times New Roman font sized 12, on a page layout of A4 size with 1" margin all sides (1.5" on left side due to binding) and 1.5 line spacing. The Internship report shall not exceed 40 pages. The chapterization scheme shall be mentioned in the syllabus.

8.4.4 Evaluation

- Internal evaluation will be done by the internal guide.

- **Viva-Voce / Presentation:** A viva-voce examination shall be conducted at the respective department where a student is expected to give a presentation of the work. The viva –voce examination will be conducted by the respective HOD/ Senior Professor/Coordinator/Internal Guide of the department and the external guide will be from the industry/ faculty from the other affiliated institutions of VTU / PG centers of VTU / Universities.

- The date for viva-voce examination shall be fixed by the department in consultation with the external examiner, approved by BOE Chairperson, Controller of Examinations and Principal.

- Both Examiners shall jointly award the Viva - Voce marks.

- In case of non-availability of industry professional, a senior professor or a faculty with more than 10 years of experience may be invited to conduct the viva-voce examination.

- Internship carries 100 marks consisting of 50 marks for Internship report (evaluated by internal guide) to be taken as CIE and 50 marks for viva-voce examination, to be considered as SEE.

- The minimum requirement of CIE and SEE marks shall be 50% of the maximum marks

respectively. In total, the student has to secure 50% of the course maximum marks i.e., the sum of the CIE and SEE marks prescribed for the course.

Sl No.	Evaluation Type	Particulars	Marks
1.	CIE	Report Evaluation by the Guide	50
2.	SEE	Viva-Voce Examination to be conducted by the department and an External examiner from the Industry/Institute.	50
Total			**100**

8.4.3 Failure to undergo Internship

Internship is one of the 'head of passing'. Completion of Internship is mandatory. If any student fails to undergo/complete the Internship, he/she shall be considered as fail in that Course and the prescribed credits shall not be awarded in that Course.

The student shall be eligible for the internship credits only after satisfying the conditions prescribed for the same during the supplementary semester / subsequent academic year. The reappearance shall be considered as an attempt.

If the report has been submitted and the CIE marks allotted, subsequently the candidate can appear only for Viva-voce.

8.5 Project work

Each student shall carry out the project work independently as per Scheme of Teaching and Examinations under the guidance of one of the faculty members of the Department. If the project is of inter-disciplinary nature, a co-guide shall be taken from the other concerned department.

Based on the ability/abilities of the student/s and recommendations of the mentor, a single disciplinary major-project is to be assigned to a student. The main project work needs to be taken up within Institute / any Industry/ R&D labs/ Business Organizations, Outside the Campus. It is desirable, that the outcome of the project work may be published /patented.

The Schedule to be followed before commencement of Project, Synopsis, Schedule to be followed during Project work, Rubrics for project evaluation and viva-voce examination for CIE and SEE and Formats for Project Report and Evaluation shall be detailed in the Scheme of Syllabus.

8.5.1 General Guidelines

● The project work shall be compulsory for all the students opting for all specializations.

● The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide, if any, during the 3rd Semester itself. The subject and topic of the dissertation shall be from the major field of studies of the candidate.

● The project work shall be for a period of 6 weeks immediately after the completion of 3rd SEE but before the commencement of the 4th Semester classes.

● The students are required to submit synopsis to the guide with minimum of 2 pages as per the

format duly signed by the respective guide and HOD, before commencement of the project.

- Modification of only the title, but not the field of work may be permitted at the time of final submission of dissertation report during IV semester.

- By keeping the business trend in the present scenario, university has given an option to the students to select the research problem either from business organization or they can carry out the project on freelance basis subject to the approval of department committee.

- It is the total responsibility of the internal guide to monitor the freelance project.

- In case, business problem selected from a Company, no two students of an institute shall work on the same problem in the same organization.

- The student shall seek the guidance of the internal guide on a continuous basis, and the guide shall give a certificate to the effect that the candidate has worked satisfactorily under his/her guidance.

- All the material that relates to the project work, including completed questionnaires should be shown to the guide and be kept by the students until the results are declared. Students are advised not to throw the material away once their project work is submitted, as they might be asked to present it as part of the viva voce before their project work results are declared.

- The student shall submit a soft copy of the dissertation work to the Department. The softcopy should contain the entire Dissertation in monolithic form as a PDF file (not separate chapters).

8.5.2 Report Format

On completion of the project work, student shall prepare a report with the following format.
- The Project report shall be prepared using word processor viz. MS Word with New Times Roman, 12 font size.

- All the reports shall be printed in the A4 size 1" margin on all the sides.

- The report shall be hard bound facing sheet of royal blue color indicating the title of college and month & year of admission (spiral binding not permitted).

- A certificate by the guide, HOD and Head of the institution indicating the bonafide performance of the project by the student to be enclosed.

- An undertaking by the student to the effect that the work is independently carried out by him/her.

- The certificate from the organization if applicable (if its Freelance project, certificate is not required and internal guide can issue a certificate for successful completion).

- **Contents of the Report**: Shall be available in the Syllabus

8.5.3 Plagiarism Check

- Plagiarism is considered as academically fraudulent, and an offence against university academic discipline. It is a major offence, and shall be subjected to the corrective procedures.

- It is compulsory for the student to get the plagiarism check done before submission of the project report.

- The allowable plagiarism index is less than or equal to 25%. (Refer 220MB5.3 of VTU guidelines)

- The student is required to attach a certificate of plagiarism check showing the percentage along with dissertation report.

8.5.4 Publication of Research Findings

Students are expected to present their research findings in Seminars/ Conferences/ Technical/ Management Fests or publish their research work in Journals in association with their Internal Guide.

8.5.5 Non-compliance of Project Work

Project is one of the 'head of passing'. The Project Work is mandatory for the award of Degree. Those, who do not take up and complete the Project work shall be declared fail in that course and shall have to complete the same at the time of next ensuing examination after satisfying the Project Work requirements.

8.5.6 Project Report Evaluation:

- Internal evaluation will be done by the internal guide.
- External valuation shall be done by a faculty members of other institute drawn from VTU affiliated institute, reputed institutions, or VTU PG Centres with minimum of 10 years' experience.
- **Viva-Voce / Presentation:** A viva-voce examination shall be conducted at the respective department where a student is expected to give a presentation of his/ her work
- The viva –voce examination will be conducted by the respective HOD / Senior faculty of the department and an expert drawn from the VTU affiliated institutes/ VTU PG Centres/Reputed institutes with minimum of 10 years of experience as appointed by the BOE Chairperson.
- Minimum passing marks of the Project work is 50% in each of the components such as Internal Marks, report evaluation and viva-voce examination.

Sl No.	Evaluation Type	Particulars	Marks (100)
1	CIE	Internal Assessment by the Guide- Based on three Presentations by Students	150
2	SEE	Report Evaluation by the Guide & External Examiner Average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.	100
3	SEE	Viva-Voce Examination to be conducted by the Guide and an External examiner from the Industry/ Institute (Joint Evaluation)	50

9 ASSESSMENT

9.1 Performance Assessment

● The assessments of a student's performance in course work during or at the conclusion of a programme are done by examinations. At NCET, the assessment is preferably of the achievement testing type, so that a student's knowledge, understanding and competence in the courses studied are properly assessed and certified. Typically, achievement testing is done in two parts, as follows: both of them being important in assessing the student's achievement:

● **Sessional:** Continuous Internal Evaluation (CIE) involves tests, weekly/fortnightly class tests, assignments, problem solving, group discussions, quiz, seminar, mini-project, and other means which is decided by the course instructor, Internal Board of Examinations and the BOE Chairman. For a pass in all the courses, the student shall secure a minimum of 50% of marks in CIE.

● **Terminal:** Semester End Examination (SEE) to be conducted at the end of the Semester by the examination department of the institute; this includes a written examination for theory courses and practical/design examination with built-in oral part for laboratory/ design courses. For a pass in all the courses, the student shall secure a minimum of 40% of marks in SEE.

9.1.2 Assessment Details: Sessional

i) Continuous Internal Evaluation:

The minimum CIE marks to be secured in all courses shall be 50% of the maximum marks. The Course Instructor, Internal Board of Examination and BOS chairman has all the right to decide on the pattern of CIE for their respective courses and the same should be clearly mentioned in the syllabus copy after approval of BOS. Two Tests each of 25 Marks (Duration - 1:00 Hour). The total CIE marks shall be the sum of the marks secured in CIE Tests and 1 Alternate Assessment. CIE are conducted during the following duration during the course.

➤ First Test at the end of 7th Week of the Semester
➤ Second Test at the end of the 15th Week of the Semester

ii) CIE Question Paper Pattern for theory courses:
● Each CIE is conducted for 2.5 modules.
● CIE question paper consists of 2 questions from each module with internal choice.

iii) Alternate Assessment:
● Assignments/ Quizzes/ Participation in Seminar/ Workshops/ Case study/ MOOC/ Group Discussions /Presentation/ Self-study Projects/ Other Co-curricular activities suitably planned to attain the CO's and POs for 25 Marks

- The rubrics for alternate assessment will be at the framed by the respective course teacher with the approval of head of the department. The same has to be maintained in the course file.

iv) **One credited course:**

- The rubrics will be framed by the course teacher. The same needs to be approved by head of the department.

Continuous Internal Assessment of Theory Courses with 2 or more credits		
CIE1	**CIE2**	**AAT**
Class test at the end of 7th Week for 1.00 Hour duration	Class test at the end of 15th Week for 1.00 Hour duration	Seminar / Quiz / MOOC / Group Discussions or Any other AAT
25 Marks	**25 Marks**	**25 Marks**
Total Marks: 100. To be Reduced to 50 Marks for Grade Calculation		

- The CIE marks in a theory course, for 25 marks, shall be based on the average of two tests covering the entire syllabus. An additional test may be conducted for deserving students to provide an opportunity to improve their CIE Marks before the end of the semester. The decision to conduct an additional test may be taken by the concerned course teacher and the HoD depending on the merit of the case/s. The CIE marks shall be the average of the marks scored in two tests. (Refer 220MB8.1 of VTU regulations)

v) **Practical/Laboratory Courses**

- CIE marks for the practical course is 50 Marks.
- Department shall conduct 01 Test. The test shall be conducted after the 10th Week of the Semester.
- The lab test shall be conducted by the lab course teacher only. Assistance may be taken from other teachers who have handled or handling the lab course.
- In each test, test write-up, conduction of experiment, acceptable result, and procedural knowledge will carry a weightage of 10 marks for lab record, 30 marks for implementation and 10 marks for Viva–Voce examination.

vi) **Maintenance of CIE Answer scripts**

The candidate shall write tests in Blue Books which shall be preserved by the Head of the Department for at least 5 years after the announcement of results and shall be made available for verification by any external agency

9.1.3 Assessment Details: Terminal

i) The minimum SEE marks to be secured in all courses shall be 40% of the maximum marks. The BOE has all the right to decide on the pattern of SEE for the courses. Semester End Examination for each course for 100 Marks (Duration – 3:00 Hours).

ii) **Question Paper Pattern : Semester End Examination**

The SEE question paper will be set for 100 marks and the marks scored will be proportionately reduced to 50.

● The question paper will have two parts A and B.

● Part A has 8 full questions carrying equal marks with internal choices, out of which 4 full questions will have to be answered.

● Each full question is of 20 Marks & will have 3 sub question's covering the syllabus

● Part B has a compulsory question of 20 Marks, which are a case study/ case let /Analytical question in nature.

9.2 Question Paper Guidelines:

● For an effective performance assessment of students in a course, a good question paper needs to be used as the main tool. This makes it necessary to make sure that the question papers used:

  ➢ Cover all sections of the course syllabus uniformly.

  ➢ Be unambiguous and free from any defects/ errors.

  ➢ Emphasize knowledge testing, problem solving and quantitative methods.

  ➢ Contain adequate data / other information on the problems assigned and

  ➢ Have clear and complete instructions to the candidates.

● The above requirement makes it necessary for a question paper to cover the entire syllabus, with a provision for the students to answer questions from the whole syllabus. As students need to be given some choice in the questions included in a paper, it is necessary for the question papers at SEE and CIE in particular, must have built in choice under each module of the syllabus.

● Besides, it is also necessary for the course syllabi to be drafted properly, be defect-free and also properly given in modular form to enable the setting of good question papers covering the whole syllabus. These aspects have to be taken into account, in particular, by the Boards of Studies.

9.2 EXAMINATIONS:

9.2.1 Maintenance of Examination Standards

For ensuring a high standard in both CIE and SEE fully meeting the provisions of the University Statutes and being able to declare the results of student's performance in a time bound manner as per the academic calendar, the college follows the points given below for conducting the examinations.

9.2.2 Continuous Internal Evaluation (CIE)

The CIE shall be conducted exclusively by the department. The department has to announce the components of CIE to the students in advance, maintain transparency in its operation, declare the evaluation results in time and then return the answer scripts and assignment sheets to them as soon

as possible.

9.2.3 Moderation Committee for CIE

A moderation Committee for CIE shall be constituted in the Department to monitor the assessment of a course with regard to CIE components. The committee shall be chaired by the Head of the Department and faculty members nominated by the Head of the Department shall be the members of the committee. This committee is responsible for the entire process of CIE in the Department, including the grievances, if any.

9.2.4 Guidelines for Moderation Committee

Moderation Committee may be constituted at the department level for CIE question paper scrutiny and to look after any discrepancy in the process of Conduction of CIEs. Split up of marks for each of the different types of assessment in a course is to be checked.

9.2.5 Semester End Examinations (SEE)

The SEE is conducted by Examination Department. Here, the Internal and External Examiners are mainly associated with the work of question paper setting.

Students have to compulsory have to register for SEE, if they have satisfied the attendance and CIE requirement of the semester.

- The examinations for all the courses shall be conducted at the end of each semester.
- Students having no backlog courses may not have more than one examination on the same day. However, students having backlog courses may face a situation where they may have:
  1. Two examinations on the same day, one during the morning session and the other in the afternoon session, and/or
  2. Examinations on consecutive days.
- As changing the examination dates is not an option, the examination timetable shall not be modified/ altered/ adjusted in any of the above two cases. In the first and second cases, the students shall manage the examinations as per their discretion.

SEE Evaluation: The answer scripts of SEE are evaluated by both the internal course expert and external course expert. The average of both is considered in declaration of the results. The guidelines of evaluation are followed as per the regulations of VTU and notifications for respective programmes notified from time to time. (Refer 220MB8.9 to 8.12 of VTU Regulations)

9.2.6 External Review of SEE:
An external review is conducted under the aegis of the Board of Examinations of the College by appointing a panel of experts from outside the College aiming at a complete review of SEE operations in the College. This includes steps such as, question paper review, checking of all the answer scripts, this step is also necessary for gaining the confidence of the University and of the society at large, of the fairness, transparency, and acceptability of the examination practice among the stakeholders.

9.3   ELIGIBILITY FOR SEE

9.3.1   Attendance Standards: All students shall maintain a minimum attendance of 85-90% in each course registered. In case of any shortfall in this, a provision to condone 15-10% of the attendance by the principal of the college can be exercised due to valid reasons. For this the necessary documents in support are to be submitted along with the recommendations to condone by the HOD. Any student against whom any disciplinary action by the College is pending shall not be permitted to attend any SEE in that Semester. (Refer 220MB10.3 of VTU regulations)

A student failing to secure the minimum percentage of attendance in any Course/shall not be eligible for the SEE conducted and they shall be considered as fail (**NE**) because of Not Satisfying Sessional Attendance (NSSA).

9.3.2 Marks and Passing Standards:

Passing Standards at Colleges using Absolute Grading	
Evaluation Method	**Passing Standards**
	PG Programmes
Sessional (ContinuousInternal Evaluation)	Score $\geq$ 50%
Terminal (Semester End Examination)	Score: $\geq$ 40%
	SEE + CIE $\geq$ 50%

a.   Examination for all Courses under SEE shall be conducted for a Maximum of 100 Marks. The marks secured by the students for 100 Marks shall be proportionately scaled down to a maximum of 40 Marks to add the same with the CIE marks for the award of the grade.

b.   For MBA Programme, the minimum SEE marks to be secured shall be 40 % of the Maximum Marks in all courses.

c.   The sum total of CIE and SEE Marks must be 50% of the Maximum Marks prescribed for a Course as per the scheme of teaching and examination. Students who satisfy the above conditions, and obtain any grade from A+ to C in a Course shall be considered to have passed that Course.

d.   A student shall be declared fail if he/she

  i.   Fail to satisfy the conditions of passing standards

  ii.   Absents himself/herself to the examination.

  iii.   Is held guilty of examination malpractice and for any other reasons and declared the performance of any course/s as null and void by the competent authority

  iv.   The course/s in which student/s fail to satisfy attendance and CIE requirement (NE Courses) are also considered as **'F'** only.

  v.   If a student secures an **F** grade in any of the Courses, he/she shall reappear for that Course(s) during the subsequent SEE and considered as **backlog**. The CIE marks that were awarded to the student in the first attempt in the concerned Course(s) shall be carried forward. However,

revised CIE marks are considered only in cases of **NE** (not eligible to appear for SEE due to NSSA/NSSR cases), where the student will appear for supplementary or fast track semester.

vi. A student shall be declared to have completed the programme of MBA and is eligible for the award of degree, provided the student has undergone the stipulated Course work of all the Semesters under the same Scheme of Teaching and Examination and has earned the prescribed number of credits mentioned in the academic period.

10 GRADING

10.1.1 GENERAL

In recent years, the grading system has replaced the evaluation of student's performance in a Course based on absolute marks, because of its many advantages. Here again, it is necessary to maintain uniformity in the grading practices at different Colleges to ensure that the migration of students to transfer of credits among Autonomous Colleges under the University is made easy.

10.1.2 Letter Grade:

Course Letter Grade (or simply letter grade or grade) is an index of performance of a student in a said course and refers to a qualitative measure of achievement of a student in each course, based on the percentage range of marks secured in CIE and SEE put together.

Grades are denoted by letters O, A+, A, B+, B, C, P and F. The rubrics attached to letter grades are as follows: **O**-Outstanding, **A+**- Excellent, **A** - Very Good, **B+** - Good, **B** -Above Average, **C**-Average and **F**-Fail. If student remain **absent** for SEE of any of the course, the letter grade assigned to that course shall be **F**.

Grade NE: If a student fails to satisfy Attendance and / or CIE requirement for course/s then such course/s shall be marked as **Not Eligible (NE)** i.e., Not eligible to appear for SEE in that Courses/s.

Letter Grade and corresponding Grade Points on a typical 10- point scale for PG Programmes							
Letter Grade	**O**	**A+**	**A**	**B+**	**B**	**C**	**F**
	Outstanding	Excellent	Very Good	Good	Above Average	Average	Fail
Grade Points	10	9	8	7	6	5	0
% of Marks secured	90-100	80 - 89	70 - 79	60 - 69	55 - 59	50 - 54	0-49

10.1.3 Grade Points

Depending on the letter grades assigned, a student earns certain grade points. As the grading system can have different scales for grade points (like 5, 8, and 10) with a greater number of points in the scale being desirable for providing higher resolution in the assessment. Moreover, all Autonomous Colleges under the University need to follow the same scale for uniformity in the operations. Hence, NCET shall follow the 10-Point grading system, as given in Table for absolute grading system.

a. The grade points given in the above table will help in the evaluation of credit points earned by the students in a Course. As the credit points are equal to the number of credits assigned to the Course multiplied by the grade points awarded to the students in that Course. This shall be used in arriving at the credit index of the student for that semester, as it is the sum of total of all the credit points earned by the student for all the Courses registered in that semester.

b. **Earning of Credits:** A student shall be considered to have completed a Course successfully and earned credits if he/ she secures an acceptable letter grade in the range O to F. Letter grade F in any course implies failure of the student in that Course and no credit shall be earned.

c. **Transitional Grades:** The transitional grades, such as, 'I', 'W' and 'X' shall be awarded to a student in the following cases. These grades need to be converted into one or the other of the letter grades (O to F) after the student completes his/her course requirements, including the examinations.

   ➢ **Grade 'I':** Awarded to a student having satisfactory attendance at classes and meeting the passing standards at CIE in a Course, but remained absent from SEE for valid and convincing reasons acceptable to the college, like:

   o Illness or accident, which disabled him/her from attending SEE

   o A crisis in the family at the time of SEE, which required the student to be away from the college

   o Any other verifiable exigency like student participating in activities representing the college.

   ➢ **Grade 'W':** Awarded to a student having satisfactory attendance at classes, but withdrawing from that course before the prescribed date in a semester under faculty advice.

   ➢ **Grade 'X':** Awarded to a student having high **CIE marks (≥ 90% and above Marks)** in a course, but SEE performance observed to be poor, which could result in an overall **F** grade in the Course.

d. **Make-up Examination:** The Makeup examination facility shall be available to the students who may have missed to attend the SEE of one or more Courses in a Semester for valid reasons and given the **'I'** grade. Students having the **'X'** grade shall also be eligible to take advantage of the facility. The Makeup Examination shall be held as per dates notified in the academic calendar. However, it will be possible for autonomous college to hold this examination at any other time in the semester with the permission of its academic council. In all these cases, the standard of the make-up examination shall be the same as that of regular SEE for the Courses.

e. All the **'I'** and 'X' grades awarded to the students shall have to be converted to the appropriate letter grades and communicated to the students within two days of the respective Makeup Examinations Results. Any **'I'** and **'X'** grades still not converted within two days after the last scheduled Makeup Examinations shall automatically be converted to **'F'** grade.

f. All the **'W'** grades awarded to the students shall be eligible for conversion to the appropriate letter grades only after the concerned students re-register for these Courses in a main **Odd/ Even or**

Supplementary Semester and fulfill the passing standards for their CIE and SEE (CIE + SEE) as prescribed.

10.1.4   Grade Card

Each student shall be issued a Grade Card for every examination the student has appeared. This will have a list of all the courses registered by a student in the semester, together with their credits, the letter grades and grade points awarded in each case. Only those courses registered for credit and having grade points shall be included in the computation of the student's performance, like SGPA and CGPA. The Courses taken for audit will not form part of this computation. It may be noted that each PG student shall have to obtain the grade **P** in each mandatory course to qualify for the Degree Award by the University. Results of the student, who has appeared for Make-up examination, shall be included in the ensuing semester grade card.

If a student remains absent for SEE of any of the courses, the letter grade assigned in the grade card to that course shall be **F**. If a student is not eligible to appear for SEE due to non-compliance of any of the course/s requirements then letter grade assigned against that course/s shall be **NE.**

10.1.5   Grade Point Averages

SGPA and CGPA: The Credit index can be used further for calculating the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both being important academic performance indices of the student. While SGPA is equal to the credit index for a Semester divided by the total number of credits registered by the student in that semester, CGPA gives the sum total of credit indices of all the previous semesters divided by the total number of credits registered in all these Semesters. Both the equations together facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Thus, equations for SGPA and CGPA shall be as per the VTU Regulations for PG programme notified from time to time.

The grading system with the letter grades and the assigned range of marks under the absolute grading system are as given below:

Letter Grade and corresponding Grade Points on a typical 10- point scale for PG Programmes						
	O	**A+**	**A**	**B+**	**B**	**C**	**F**
Letter Grade	**Outstanding**	**Excellent**	**Very Good**	**Good**	**Above Average**	**Average**	**Fail**
Grade Points	10	9	8	7	6	5	0
% of Marks secured	90 - 100	80 - 89	70 - 79	60 - 69	55 - 59	50 - 54	0 - 49

A student obtaining Grade **F** in a course shall be considered Fail and is required to reappear in subsequent SEE. Whatever the letter grade secured by the students during his/her reappearance will be retained. However, the attempts taken to clear a course shall be indicated in the grade cards.

Computation of SGPA and CGPA:

SGPA: $\dfrac{\sum[CourseCreditsxGrade\ Points]\ for\ all\ the\ Courses\ applied\ in\ that\ semester\ excluding\ transitional\ grades}{\sum[Course\ Credits]\ for\ all\ the\ Courses\ in\ that\ Semester\ excluding\ transitional\ grades}$

CGPA:

$\dfrac{\sum[CourseCreditsxGradePoints]\ for\ all\ Courses\ excluding\ those\ with\ F\ grade\ until\ that\ semester}{\sum[CourseCredits]\ for\ all\ Courses\ excluding\ those\ with\ F\ grades\ until\ that\ semester}$

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade cards.

10.2   Award of Class

Sometimes, it is necessary to provide equivalence of these averages, viz., SGPA and CGPA with the percentages and /or Class awarded as in the conventional system of declaring the results of University Examinations. This shall be done by Autonomous College under the University only at one stage by prescribing certain specific thresholds in these averages for First class with Distinction, First Class, Second Class, and Pass Class at the time of Degree Award.

10.3   Conversion of Grades into percentage and Class Equivalence

10.3.1   Conversion of grades into percentage

The following formula for Conversion of CGPA to Percentage of Marks to be used only after a student has successfully completed the programme:

Percentage of Marks secured = P = CGPA Earned X 10

10.3.2   Class Equivalence

Subsequent to the conversion of final CGPA, after successful completion of the programme, into the percentage of marks (M), a graduating student is reckoned to have passed in

- First Class with Distinction (FCD), If $M \geq 70\%$,

- First Class (FC), If $M \geq 60\%$ but $< 70\%$,

- Second Class (SC), If $M \geq 50\%$ but $< 60\%$

11   PROMOTION AND ELIGIBILITY (VERTICAL PROGRESSION) (Refer 220MB11.0 of VTU regulations)

11.1   Promotion:

- There shall be no restriction for promotion from an ODD semester to the next EVEN semester, provided the student has fulfilled the attendance requirement.

- Students have to fulfill the attendance and CIE requirement to appear for SEE of Courses registered for that semester.

- The students who fail to satisfy attendance and CIE requirement has to repeat the courses in Supplementary semester whenever it is offered by the Department.

11.2   Vertical Progression:

Vertical progression shall be as per VTU Regulations and notifications for respective programmes notified from time to time.

- **Carryover of Backlog Courses:** Candidates, with a **maximum of four backlog courses** of first year shall be eligible for taking admission to second year (**III Semester**).

- Each credit course shall be treated as a head of passing.

- Mandatory Non-Credit Courses: The mandatory non-credit courses, if any shall not be considered for the eligibility criterion prescribed for promotion, award of Class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree.

- However, for the award of Degree, the student has to pass in all courses as per applicable scheme and regulations and earn the prescribed credits. This is subject to a permitted maximum duration of 4 years from the date of Admission.

11.3   Eligibility for Award of Degree:

A student shall be declared to have completed the degree of MBA, provided the student has undergone the stipulated course work as per the regulations and has earned the prescribed credits, as per the Scheme of Teaching and Examination of the programme.

Minimum CGPA of 5.0 for Award of Degree

Noncompliance of CGPA ≥ 5 at the end of the Program

(a) Students, who have completed all the courses of the Program but do not have a CGPA ≥ 5.00 at the end of the Program, shall not be eligible for the award of the degree.

(b) In such cases, students shall be permitted to appear again for SEE in Course/s including Project Work Viva-Voce of 4th Semester without the rejection of CIE marks for any number of times, subject to the provision of the maximum duration of the Program to make up the CGPA equal to or greater than 5.00 for the award of the Degree.

(c) In case, the student earns improved grade/s in all the reappeared course/s (Backlog / Supplementary semester), the CGPA shall be calculated considering the improved grade/s. If it is >5.00, the students shall become eligible for the award of the Degree. If CGPA <5.00, the students shall repeat the procedure.

(d) In case, the students earn improved grade/s in some course/s and the same or lesser than the previously earned pass grade/s in the other reappeared course/s, the CGPA shall be calculated considering the improved grade/s and the pass grades earned before the reappearance. If it is ≥ 5.00, the student shall become eligible for the award of the degree. If CGPA <5.00, the students shall repeat the procedure.

(e) In case, the student earns improved grade/s in some courses and fails in the other reappeared

course/s, the CGPA shall be calculated by considering the improved grade/s and the previously earned pass grade/s of the reappeared course/s in which the student has failed. If it is ≥ 5.00, the student shall become eligible for the award of the degree. If CGPA <5.00, the students shall repeat the procedure.

(f)   In case the student fails (i.e., earns **F** grade) in all the reappeared course/s, pass grade/s of the course/s earned by the students before reappearance shall be retained. In such cases, the students shall repeat the procedure.

(g)   The student shall obtain written permission from the principal to reappear in SEE to make up the CGPA equal to or greater than 5.00.

12 SUPPLEMENTARY / FAST TRACK SEMESTER

- The students who have satisfied CIE and Attendance requirements for the course/s and obtained **'F'** grade in SEE are permitted to appear directly in ensuing examination/s as backlog paper/s. The students need not re-register for such course/s in the supplementary/ fast track semester. In case the student wishes to improve CIE/ he/she has to re-register for supplementary / fast track semester as and when offered next.

- The student who obtains required attendance and CIE in supplementary semester, but obtains **'F'** grade in SEE, is permitted appear for SEE subsequently as backlog course/s. The student need not repeat course for Attendance and CIE.

- The Course/s for which the student does not possess satisfactory attendance and CIE score **(NSSA & NSSR)** shall be marked as **NE** in the Grade sheet. Such students are not permitted to take up SEE for the Courses marked as **NE** in Grade sheet. The students have to re-register only for the course/s marked as **NE** in Supplementary Semester / Fast track Semester, whenever it is offered by the department and obtain the required CIE and attendance.

- Courses with Transitional Grades Viz **"W"**, **"I"**, **and "X"** are also eligible to register in supplementary semester in case if they wish to improve the score in CIE.

- All courses may not be offered in the Supplementary Semester. It is the discretion of the Department to offer the courses based on the availability of resources. The Department shall notify time table for Supplementary semester well in advance to the Examination Section.

- Supplementary Semester is optional; it is for the student to make best use of the opportunity. Supplementary semester is a special semester and the student cannot demand it as a matter of right.

- A student is permitted to register for a maximum of **20 credits** in Supplementary / Fast track Semester.

- A student has to choose those courses which are offered by the Department in a given Supplementary semester.

12.1 When to offer Supplementary Semester:

A student of MBA programme will have the opportunity to register for Supplementary semester which is normally offered after 2nd semester for courses of 1st and 2nd semester as applicable and after 4th semester for courses from 3rd to 4th semester. Project work, being a course with larger credits will not be allowed for registering in supplementary semester. However, it can be allowed for parallel registration in subsequent semesters when it is offered to the succeeding batches as a backlog however if the student has completed the project work.

13   OTHER ACADEMIC MATTERS

13.1   Choice Based Credit System

1. Choice Based Credit system for Academic Programmes is of considerable benefit to the students for customizing their programmes of direct interest of them, developing their individual capabilities and talents, and preparing them for exciting careers ahead in the 21st Century.

2. The students are provided with easy access to the scheme of instruction, syllabi, credit structure of programmes and the courses being conducted (either in print or in electronic form) so as to assist them in course work planning.

3. Establishing a dynamic faculty mentoring system where 10-20 students are assigned to an Advisor for guiding them in planning/ implementing their course work in a flexible and effective manner and also monitoring them.

13.2   Time Schedules

i. **Academic Schedules:** To specify various time schedules, Academic Calendar is prepared to assist the students and also the faculty members. These include, dates assigned for registration of courses, dropping of courses and withdrawal from courses. This enables the students to be well prepared, minimize their chances of failure in CIE and/or SEE and take full advantage of the flexibility provided by the credit system.

ii. **Registration of Courses:** Each student shall have to register for courses at the beginning of a semester. The permissible course load to be either average number of credits in the 1stSemester of a programme or to be within the limits of minimum and maximum credits prescribed in each later semester. A period of 2-3 days is specifically assigned for this event in the Academic Calendar for the students to seek faculty advice, discuss with the course instructors and complete the formalities.

iii. **Dropping of Courses:** Based on the review conducted, of student's performance in CIE by the Faculty Advisors concerned, a specific time period is fixed, e.g in the middle of a semester, to mainly assist the students having poor performance to be facilitated to drop the identified

course(s) (up to the minimum credits specified for the semester) without being mentioned in the Grade Card. Such Courses to be re- registered by these students and taken up for study at a later semester in the programme.

iv. **Withdrawal from Courses:** With the help of review by the faculty advisor, regarding student performance in CIE, course(s) that need to be withdrawn can be identified (up to the minimum credits specified for the semester) with mention in the Grade Card (grade 'W'). Such Courses to be re-registered by these students and taken up for study at a later semester in the programme.

v. **Declaration of the Results and appeal on grades**
   ● The results of the Semester End Examination shall be announced by the Office of the Controller of Examinations (COE).
   ● Before the announcement of the results, COE shall place the results before the Result Moderation Committee for approval. The approved results sheets shall be sent to the departments for announcement and the results of the individual students shall be made available in the college website.

13.3 Temporary Withdrawal:

A student shall be permitted to withdraw temporarily from college on grounds like, prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester, provided that:

● The student applies to the College within at least 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such a withdrawal, along with supporting documents and endorsements of his/her parents/guardians.

● If college is satisfied of the genuineness of the case and that, even by taking into account the expected period of withdrawal, the student has the possibility to complete the prescribed programme requirements within the time limits specified by the college permission by concerned will be given.

● The student should not have any dues or demands at the College including tuition and other fees as well as library material.

● A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and /or charges as may be fixed by the college until such time as his/her name appears on the students' Roll List. However, it may be noted that the fees/charges once paid shall not be refunded.

● Normally, a student will be entitled to avail of the temporary withdrawal facility only once during his/her studentship of the programme at the College. However, any other concession for the student shall have to be approved by the Academic Council of the College.

13.4 Termination from the Programme:

A student shall be required to withdraw from the programme and leave the College on the following grounds:

● Absence from classes for more than six weeks at a time in a semester without leave of absence being granted by the competent Authority.

● Failure to meet the standards of discipline as prescribed by the College from time to time

13.5 Re-Admissions

● Students who are temporarily discontinuing the program and getting readmitted or rejoining to the eligible Semester are subject to a maximum duration of four (for Regular students) years as applicable.

● The permission for readmission is only on request through the principal and is not treated as a matter of right. Such students shall not claim any benefits based on the readmission.

● Students who take re-admission to any Semester of the existing scheme from another scheme, as a repeater/fresher because of various reasons, shall attend and complete all the remaining semester/s of the program adhering to the regulations of the prevailing scheme and shall complete additional Courses, if any, as per the decision of equivalence committee in concurrence with concerned Board of Studies on establishing the equivalence between two schemes. Such a candidate shall not be eligible for the award of rank.

● Readmission to odd/even semester shall not be considered as fresh admission and therefore students shall continue to have the same University Seat Number, which was allotted at the time of admission to the program. The maximum duration of the Program shall be counted with reference to the USN (University Seat Number) allotted during admission to the program.

13.6 Rejection of Results

● A student may, at their desire can reject the total performance of a Semester (including CIE Marks). The rejection is permitted only once during the entire programme of study.

● The student who desires to reject the results of a semester shall reject performance in all the Courses of the semester, irrespective of whether the student has passed or failed in any Course. However, the rejection of performance of Organizational Study/ Project/ Seminar shall not be permitted.

● Readmission to any year in such cases shall not be considered as fresh admission and therefore the student will continue to have the same University Seat Number, which was allotted earlier. The Course duration will be counted with reference to old USN.

● Students who opt for rejection of results shall be eligible for the award of degree, but not for the award of ranks.

13.7 Massive Open Online Courses (MOOC)

- Massive part of the curriculum and students can register for courses instead of the elective courses on the NPTEL/ SWAYAM platform. Students can choose and register from the list of courses identified and approved by Board of Studies. The option is given to students which they can choose diligently after consultation with the course teacher/s and HOD.

- Course registered shall be of 12 to 16 Week duration (approximately 40 Hours; 1 Credit = 13 Hours) is considered equivalent to 3 credits. However, BOS in consultation with Principal can establish credit equivalents as per the credit plan of the program.

- On receipt of MOOCs completion certificate from Host Institution, a copy of MOOC completion certificate attested by the Course Coordinator/facilitator and College Coordinator for MOOC shall be submitted to the Department. An equivalent Grade corresponding to grade/ marks awarded by MOOC agency shall be determined (if required) by a committee consisting of Principal and BOS. The grade awarded by Host Institution or equivalent Grade (as the case may be) shall be shown in the grade card, transcript and accounted in the SGPA and CGPA calculations.

- Students failing to appear for the final examinations conducted by the Host Institution and not being awarded MOOC course complete certificate shall re-register for MOOC in the next subsequent session(s) and earn the credits to fulfill the requirements for the completion of the degree. The student can opt for change of MOOC elective in case of the same MOOC being not offered in consultation with the counselor and HOD. The same is applicable to the student obtaining 'F' grade in the final examination conducted by the Host Institution.

13.8 Students Feedback

- Regular feedback is obtained from the students on their course work and various academic activities conducted under the credit system. For this purpose, a suitable feedback form is devised by the College and the feedback is obtained from the students in confidence regularly. A Report on the Feedback is received and proper action is taken on the Report.

- The feedback received from the students is discussed at various levels of decision making at the College and the changes/improvements, if any, suggested is given due consideration for implementation at the College.

13.9 Recommendations for Award of Degree

- College forwards its recommendations to the University in respect of students qualifying for PG/ Research Degree Awards based on their success in the examinations/adjudication of theses, as the case may be, after receiving approval from the Authorities/Bodies of the College concerned.

- College also ensures that each such student has fulfilled all the requirements for the Degree Award.

- Only those students recommended for the Degree Award shall be entitled to receive the relevant Provisional Certificates /Transcripts from the College at this stage.

14 GRADUATION CEREMONY

14.1   Award of Prizes, Medals, and Ranks

a) College has its own annual Graduation ceremony for the award of degrees (Provisional Certificates) to the students completing the prescribed academic and other requirements by following the provisions in the University Statutes.

b) College has instituted Prizes and Awards to meritorious students, which are being awarded annually at the Graduation ceremony, to encourage the students to strive for excellence in their academic activities.

c) Ranks are awarded to the students based on the merit as determined by CGPA. If two or more students get the same CGPA, the tie is resolved by considering the number of times a student has obtained higher SGPA. If it is not resolved even at this stage, the number of times a student has obtained higher grades is considered to decide the order of the rank.

d) The total number of ranks awarded shall be 10% of the total number of students appeared in Final semester, subjected to a maximum of 10 ranks in MBA Programme.

14.2 For Award of Rank

1. For the award of rank in MBA Degree, the CGPA secured by the students is considered.

2. A student shall be eligible for a rank at the time of award of the degree of Master of Business Administration, provided that the student,

   a. Has passed all the Courses of 1st to 4th Semesters in the first attempt only.

   b. Is not a repeater in any semester because of rejection of result of a semester/ shortage of attendance/temporarily discontinued and rejoined/readmitted, etc.

   c. Has completed all the Courses/semesters of the same Scheme of Teaching and Examinations without any break/discontinuity.

   3. Completed all prescribed mandatory non-credit courses

15   DISCIPLINARY MEASURES

15.1 General Measures

(a) The students will not assist or even associate him / her in any activities that are likely to disturb the peace and smooth functioning of the institution.

(b) The tuition fees shall be paid by the student before or at the time of admission/ registration in every academic year.

(c) The student shall follow all the rules and regulations laid down by the college authorities/Management from time to time.

(d) Student will have to maintain regular attendance. In case of attendance less than 75% the student will not be allowed for the ensuing CIE tests. Cumulatively he/she should have over 85% attendance as mentioned earlier, to be eligible for the semester end exams. In case of any

absence, should have to provide appropriate proof (medical Certificate/letter from parents etc.) and information, within three days of the absence from the department.

(e) In case of planning to participate in any curricular (including paper presentation/ competition), co–curricular and extra–curricular activities, prior permission has to be sought through proper channel. Further, immediately within three days, on return from the event, should also provide the necessary proof to the counselor, the department, and the teacher concerned. Otherwise, they will not be considered for any attendance benefit.

15.2 Anti-Ragging Rules

Ragging in any form is totally prohibited in the campus. Ragging menace is a criminal offence & such of the students who are involved in such obnoxious practice are liable to be rusticated from the college. Severe action will be initiated against the students who are indulging in the ragging. The preventive measures have been taken to tackle ragging. An Anti – Ragging Committee and anti-ragging squads have been formed to prevent ragging.

15.3 Dress Code

● Students need to be college uniform for the specified days, communicated by the department. The dress code must be strictly adhered to. The college reserves the right to restrict the entry of students not following the dress code. The following dress code is not permitted in the campus premises:

Boys	Girls
● No shorts	● No shorts dresses
● No headgears	● No torn jeans
● No torn jeans	● No strapless/sleeveless tops
● No Chappals	● No headgears/headscarves

15.4 Mobile Phone

● The usage of mobile phones by the students in the instructional areas is prohibited, unless until permitted by the teacher for academic purposes. However, they can be used in open areas (lawn and open seating areas).

● If a student is found conversing on mobile phone in any of the academic areas, the mobile will be confiscated and fine will be levied for violating the rule.

15.5 Security Issues:

● Wearing identity card in a way that it is clearly visible is compulsory inside the campus for security reasons. Entry into the campus without valid identity card is strictly prohibited. The staff and the security personnel have the authority to check the ID cards

● Motorcyclists must remove their helmets before entering the College Campus

● College security staff has the right to ask individuals to identify themselves. Action shall be initiated against those persons who refuse to identify themselves.

● The students are advised to park their vehicles in the designated parking areas.

Note: In case of violation of college/hostel norms, rules and regulations, a student may be prevented from continuing in that semester and/or appearing for the semester examination depending on the outcome of the Disciplinary Committee report. Ignorance of any rules does not condone any misbehavior.

NOTE: These rules and regulations may be altered/changed from time to time by the Academic Council. Failure to read and understand the rules is not an excuse for noncompliance.

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

ವಿಟಿಯುಅಧಿನಿಯಮೂ೯೯೪" ರಆಡಿಯಲ್ಲಿಕರ್ನಾಟಕಸರ್ಕಾರದಿಂದಸ್ಥಾಪಿತವಾದರಾಜ್ಯವಿಶ್ವವಿದ್ಯಾಲಯ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

State University of Government of Karnataka Established as per the VTU Act, 1994"JnanaSangama" Belagavi-590018, Karnataka, India

Prof. B. E. Rangaswamy, Ph.D REGISTRAR	Phone: (0831) 2498100 Fax: (0831) 2405467

REF: VTU/BGM/Aca/BoS/2023/ 7582

DATE: 2 9 MAR 2023

NOTIFICATION

Subject: Regulations Governing the award of MBA(2022 scheme) regarding...

Reference: JBOS 10.02.2023 and 171st EC meeting Proceeding no. 2.2.1 dated: 23.02.2023

Pursuant to the aforesaid Executive Council Proceedings the Regulations Governing the award of a degree in Master of Business Administration under Outcome-based education and choice-based credit system (2022) are hereby notified.

These regulations are applicable to students who are admitted to the 1st semester (1st year) ofthe MBA program from the academic year 2022-23. The previous regulations in this regard are treated as null and void.

Sd/-
Registrar

To,

All the Principals of Engineering Colleges where MBA programs being offered,

The Chairperson and Program Coordinator, Department of Business Administration, PG Centres' VTU Belagavi.

Copy to

1. To the Hon'ble Vice-Chancellor through the secretary to VC for information
2. The Registrar (Evaluation) for information
3. The Director (I/c) ITI SMU VTU Belagavi for information and make arrangements to upload it on the VTU web portal.
4. The Special Officer QPDS Examination section VTU Belagavi
5. Office Copy

REGISTRAR
29|03|23

Visvesvaraya Technological University, Belagavi

Jnana Sangama, Belagavi – 590 018, Karnataka
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E – Mail: registrar@vtu.ac.in, Web: www.vtu.ac.in

REGULATIONS GOVERNING
THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION (MBA)
Under Outcome Based Education (OBE) &
Choice-Based Credit System (CBCS) Scheme
Effective from the academic year 2022 -23

2022

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Definitions of Keywords

The following are the definitions/descriptions that have been followed for the different terms used in the Regulations of the MBA Program:

(1) Programme: This is an educational program in Masters of Business Administration leading to the award of a degree. It involves events/activities, comprising lectures/ tutorials/ laboratory work/ field work, outreach activities/ project work/ vocational training/ viva/ seminars/Internships/ assignments/ presentations/ self-study, etc., or a combination of some of these.

(2) Branch: Means Specialization or discipline

(3) Semester: Refers to one of the two sessions of an academic year (vide: serial number 4), each session being of sixteen weeks duration (with working days greater than or equal to ninety days). The odd semester may be scheduled from August and the even semester from February of the year.

(4) Academic Year: Refers to the sessions of two consecutive semesters (odd followed by an even) including periods of vacation.

(5) Course: Refers to subjects/papers of a program. All Courses need not carry the same weight. The Courses should define learning objectives and learning outcomes. A Course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/project work/ vocational training/ viva/ seminars/ term papers/assignments/ presentations/ self-study etc., or a combination of some of these.

(6) Credit: Refers to a unit by which the Course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture or two hours of laboratory/practical Courses/ tutorials/ fieldwork per week etc.

(7) Audit Courses: This Means Knowledge/ Skill enhancing Courses without the benefit of a grade or credit for a Course.

(8) Choice-Based Credit System (CBCS): Refers to customizing the Course work, Core, Elective, and soft skill Courses, to provide the necessary support for the students to achieve their goals.

(9) Course Registration: Refers to formal registration for the Courses of a semester (Credits) by every student under the supervision of a Faculty Advisor (also called Mentor, Counselor etc.,) in each Semester for the Institution to maintain proper records.

(10) Course Evaluation: This Means Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) to constitute the major evaluations prescribed for each Course. CIE and SEE shall carry a weightage of 50 % each, to enable each Course to be evaluated for 100 marks, irrespective of its Credits.

(11) Continuous Internal Evaluation (CIE): Refers to the evaluation of student's achievement/progress in the learning process. CIE shall be done by the Course Instructor and includes tests, homework, problem-solving, group discussion, quiz, mini-project, and seminars throughout the Semester, with weightage for the different components being fixed at the University level.

(12) Semester-end examinations (SEE): Refers to examinations conducted at the University level covering the entire Course Syllabus. For this purpose, Syllabi is to be modularized, and SEE questions are to be set from each module. SEE is also termed as university examination.

(13) First Attempt: Refers to a student who has completed all formalities and has become eligible to attend the SEE and has attended at least one head of passing, such attempt shall be considered as a first attempt.

(14) Credit-Based System (CBS): Refers to quantification of the Course work, after a student completes teaching–learning process, followed by passing in both CIE and SEE. Under CBS, the requirement for awarding a degree is prescribed in terms of the total number of credits to be earned by the students.

(15) Credit Representation: Refers to Credit Values for different academic activities considered, as per Table.1. Credits for seminars, project phases, project viva–voce, and internship shall be as specified in the Scheme of Teaching and Examination.

(16) Letter Grade: It is an index of the performance of students in a said Course. Grades are denoted by letters O, A+, A, B+, B, C, and F.

Table 1: Credit Values				
Theory/Lectures (L) (hours/week/Semester)	Tutorials (T) (hours/week/Semester)	Laboratory/Practical (P) (hours/week/Semester)	Credits (L:T:P)	Total Credits
4	0	0	4:0:0	4
3	0	0	3:0:0	3
2	2	0	2:1:0	3
2	0	2	2:0:1	3
2	2	2	2:1:1	4
0	0	6	0:0:3	3
NOTE: Activities like practical training, study tour, and participation in Guest lectures are not to carry Credits.				

(17) Grading: Grade refers to a qualitative measure of achievement of a student in each Course, based on the percentage of marks secured in (CIE plus SEE). Grading is done by Absolute Grading [Refer to 22OMB6.0]. The rubric attached to letter grades is as follows:

O – Outstanding, A + – Excellent, A– Very Good, B+– Good, B – Average, C – Pass, and F – Fail.

(18) Grade Point (GP): Refers to a numerical weightage allotted to each letter grade on a 10-point scale as under.

Letter Grade and corresponding Grade Points on a typical 10 – Point scale							
Letter Grade	O	A+	A	B+	B	C	F
Grade Point	10	09	08	07	06	05	00
% Marks scored	90-100	80-89	70-79	60-69	55-59	50-54	0-49

(19) Passing Standards: Refers to passing a Course only when getting GP greater than or equal to 05(letter grade C) (as per serial number 18).

The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing mark for the CIE is 50% of the maximum mark. Minimum passing marks in SEE is 40% of the maximum marks of SEE. A student shall be deemed to have satisfied the academic requirements (passed) and earned the credits allotted to each course if the student secures not less than 50% of the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together.

(20) Credit Point: Is the product of grade point (GP) and number of credits for a Course i.e.,

Credt points (CrP) = GP × Credits for the Course.

(21) Semester Grade Point Average (SGPA): Refers to a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various Courses of a semester and the total Course credits taken during that semester. [Refer to22OMB6.0]

(22) Cumulative Grade Point Average (CGPA): This measures a student's overall cumulative performance over all semesters. The CGPA is the ratio of total credit points earned by a student in various Courses in all semesters and the sum of the total credits of all Courses in all semesters. It is expressed up to two decimal places. [Refer to 22OMB6.0]

(23) Grade Card: Refers to a certificate showing the grades earned by a student. A grade card shall be issued to all the registered students after every semester. The grade card will display the program details (Course code, title, number of credits, grades secured) along with the SGPA of that semester and CGPA earned till that semester.

(24) University: Visvesvaraya Technological University (VTU), Belagavi.

22OMB1.0	**Title, Duration, and Credits of the Programme of Study**
22OMB1.1	**Title** The Program shall be called Master of Business Administration (Subject of Specialization) abbreviated as MBA (Subject of Specialization).∎
22OMB1.2	**Minimum Duration** The Programme shall be a full-time program extended over a period of two academic years duration divided into four semesters and each semester shall be of 16 weeks in duration. ∎
22OMB 1.3	A Faculty/ Employee working on Full Time basis in an Institution/ Organization and pursuing/pursuing any Full-Time Course for the same duration as that of Regular Shift shall be considered as ineligible for the purpose of employment/ higher studies. ∎
22OMB1.4	**Maximum Duration for Programme Completion:** A candidate shall be allowed a maximum duration of 4 years from the first semester of admission to become eligible for the award of the Degree, failing which he/she may discontinue the program or register once again as a fresh candidate to I semester.∎
22OMB1.5	Prescribed Number of Credits for the Programme: The number of credits to be completed for the award of the degree shall be 100.∎
22OMB1.6	**Definition of Credits:** 01-hour Lecture (L) per week per semester =1 Credit 02-hour Tutorial (T) per week per semester =1 Credit 02 hours of Practical/Laboratory (P) per week per semester =1 Credit. **Note:** **(i)** Four credit Courses are designed for 50 hours Teaching – Learning process. **(ii)** Three credit Courses are designed for 40 hours Teaching – Learning process.∎
22OMB1.7	The Calendar of events in respect of the Programme shall be notified by the University in advance.∎
22OMB2.0	**Eligibility for Admission (As per the Government orders issued from time to time)**
22OMB2.1	Admission to MBA Program shall be open to the candidates who have passed a recognized Bachelor's Degree of a minimum of 03 years duration or equivalent examination and obtained an aggregate minimum of 50 % marks taken together in all the subjects including languages in all the years of the Degree Examination and 45% of marks in case of SC, ST and Category-I of Karnataka candidates. (Reservation is applicable only for Karnataka Candidates).∎

22OMB2.2	**For admissions under the PGCET qualification and Roaster system of the Government of Karnataka:**
	There shall be an Entrance Examination (PGCET) for admission to the MBA program. A candidate seeking admission to MBA Programme offered in any of the Engineering Colleges affiliated with VTU shall appear for this Examination. For admission under the Government quota, ranks obtained in the PGCET entrance examination, conducted by Karnataka Examination Authority (KEA), shall be considered.
	For admissions under Management Quota:
	The candidates should have appeared for the Entrance Examination conducted by KEA (PGCET)/Karnataka Management Aptitude Test (KMAT) or appeared and qualified under any approved entrance examination conducted by the authority recognized by the Government of Karnataka/VTU /the any other University of Karnataka state.
	Further, there shall be an Admissions Committee for the MBA Program consisting of the Principal of the College as the Chairman, the Head of the concerned Department/Chairperson, and one senior staff member of the concerned Department. The Admissions Committee conducts the interview and selects the candidates for admission.■
22OMB2.3	**(i)** The candidates from universities other than the Universities of Karnataka shall have to obtain Eligibility Certificate from the VTU to seek admission to the MBA program in any of the colleges affiliated to VTU.
	(ii) The candidates from foreign countries shall have to obtain Eligibility Certificate from VTU to seek admission to the MBA program in any of the colleges affiliated to VTU. Further, they have to produce an equivalence certificate from the Association of Indian Universities. ■
22OMB2.4	The intake under various categories (regular, SC/ST and category I) shall be as sanctioned by the AICTE, State Government, and VTU, from time to time.■
22OMB2.5	**Admission to vacant seats:**
	Seats remaining vacant (unfilled), after the completion of PG admission process by Karnataka Examination Authority, shall be filled by the Institution by inviting applications through Press notification. The seats shall be filled by Candidates preferably who have a PGCET score. In the absence of such Candidates, admission shall be based on merit in the entrance test conducted at the Institution level. An Admissions Committee, consisting of the Principal of the College, the Head of the concerned Department, the Chairperson, and the subject experts, shall be in charge of admissions. ■ (**The Government of Karnataka issues / notifies guidelines from time to time for filling vacant seats, in the absence of these guidelines the above procedure may be followed**.)

22OMB3.0	**Courses**
22OMB3.1	The curriculum of the Programme shall be any combination of the following type of courses: **(i)** Professional Core Courses (PC) - relevant to the chosen specialization/ branch [May be split into Hard (no choice) and Soft (with choice), if required]. The core course is to be compulsorily studied by a student and is mandatory to complete the requirements of a program in said discipline of study. **(ii)** Professional Electives Courses (PE) - relevant to the chosen specialization/ branch: these are the courses, which can be chosen from the pool of papers. It shall be supportive of the discipline/ providing extended scope/enabling exposure to some other discipline/domain / nurturing student skills. **(iii)** Open Electives Courses (OE) - from other technical and/ or emerging specialization areas. **(iv)** Project Work, Seminar. **(v)** Audit Courses (AC)/ Skill Enhancement Course (SEC)- The Audit course can be any non-credit course offered by the program to which the Candidate is admitted (other than the courses considered for completing the prescribed program credits). Audit course/s are non-credit courses opted by students for self – enrichment. Though, the CIE and SEE are not required, the ttendance to be compulsorily satisfied, for the audit course/s to find a place in the grade card without the mention of letter grade and credit. **(vi)** Professional training/Internship Preferably at an industry/ R and D Organisation /IT company/ Government Organization /Business Organization of significant repute for a specified period mentioned in Scheme of Teaching and Examination. ∎
22OMB3.2	A candidate shall exercise his /her option in respect of the electives and register for the same before the beginning of the concerned semester. The candidate may be permitted to opt for a change of elective subject within 10 days from the date of commencement of the semester as per the calendar of the University.∎
22OMB3.3	Students shall be allowed to choose the elective/s, depending on their career plans, and there shall not be any restriction as regards the minimum number of students to be registered for an elective course.∎
22OMB4.0	**Internship**

22OMB4.1	**Internship:** The student shall undergo mandatory Internship/Organization study as per the Scheme of Teaching and Examination. **(1)** The internship shall be carried out in any industry/R&D Organization/Research Institute/Institute of national and international repute Business Organization/ recognized national and international Professional Bodies, Societies or Organisations. **(2)** The Department/college shall nominate a faculty to facilitate, guide and supervise students under internship. **(3)** The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advice. **(4)** The Internship shall be completed during the period specified in the Scheme of Teaching and Examination.
22OMB4.1	**(5)** After completion of the Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides. **(6)** There will be 50 marks for CIE (Seminar: 20, Internship/ Organization study report: 30) and 50 marks for Viva – Voce conducted during SEE. [To be read along with 22OMB 8.1 and 9.3] **(7)** The internal guide shall award the CIE marks for the seminar and internship reports after evaluation. He/she will also be the internal examiner for Viva – Voce conducted during SEE. **(8)** The external guide/ examiner will be from the industry/ faculty from the other PG centers of VTU as an examiner for the viva voce of Internship at VTU PG Centres. The affiliated institutions can have an external guide/ examiner from the industry/ faculty from other VTU affiliated institutions/ VTU PG Centres. Viva-Voce on internship shall be conducted at the college and the date of Viva-Voce shall be fixed in consultation with the external Guide/examiner. The Examiners shall jointly award the Viva - Voce marks. **(9) (i)** In case the external Guide/examiner is not available or expresses his inability to conduct viva voce, the Chief Superintendent shall be permitted to make alternate arrangements. The examiner, in the order of preference, shall be an industry person or a faculty of another institution chosen from the list of university examiners. The same shall be intimated to the concerned BOE Chairperson. **(ii)** In case the external Guide/ examiner accepts to conduct a viva-voce examination from his/her workplace, it shall be arranged via Video/web conferencing/Webinar. The external Examiner shall send the signed marks list, soon after the examination, via email/any electronic media. **(10)** The students are permitted to carry out the internship anywhere in India or abroad. The University will not provide any kind of Financial Assistance to any student for internship. ■

22OMB4.2	**Failing to undergo Internship:** Internship is one of the heads of passing. Completion of the Internship is mandatory. If any student fails to undergo/complete the Internship, he/she shall be considered as fail in that Course and the prescribed credits shall not be awarded in that Course. The student, however, can submit the project dissertation and appear for viva voce. The student shall be eligible for the internship credits only after satisfying the conditions prescribed for the same during the subsequent academic year. The reappearance shall be considered an attempt.■
22OMB5.0	**Project**
22OMB5.1	**Project work and Dissertation:** Each candidate shall carry out the mandatory project work independently as per the Scheme of Teaching and Examinations under the guidance of one of the faculty members of the Department in the Institution of study. If the project is of inter-disciplinary nature, a co-guide shall be taken from the other concerned department. The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide, if any, during the III semester itself. The subject and topic of the dissertation shall be from the major field of study of the candidate. Modification of only the title but not the field of work may be permitted at the time of the final submission of the dissertation report during the IV semester. If the dissertation has to be carried out in any industry/R&D labs/business Organizations, outside the campus, permission shall be taken from the Principal to that effect. The principal shall submit a list showing the name of the student, University Seat Number, the title of the project, name/s of the guide/co-guide at the time of submission of project report to the University.■
22OMB5.2	The project is one of the heads of passing. The candidate shall submit a soft copy (CD) of the dissertation work to the University. The CD should contain the entire Dissertation in monolithic form as a PDF file (not separate chapters). The Guide, after checking the report for completeness shall upload the Dissertation along with the name, University Seat Number, address, mobile number of the candidate, etc., as prescribed in the form available on online Dissertation evaluation portal. ■

22OMB5.3	**Plagiarism Check**
	Once the Guide uploads the dissertation, the same shall be linked for plagiarism check. The allowable plagiarism index is less than or equal to 25%.
	If the check indicates a plagiarism index greater than 25%:
	(i) for the first time, the candidate has to resubmit the dissertation, to the Registrar (Evaluation), Regional Center/Head Office, VTU along with the penal fees of
	(ii) Rs. 2000/- (Rupees Two thousand only).
	(iii) for the second time, the candidate has to resubmit the dissertation along with the penal fees of Rs. 4000/- (Rupees four thousand only).
	(iv) If the dissertation is rejected again during the second resubmission with reference to the plagiarism index, the candidate shall redo the project and submit it after a semester's time subject to provisions of 22OMB1.4. ■
22OMB5.4	The dissertation shall be sent through email for evaluation to two examiners - one internal examiner (guide/co-guide) and one external examiner (first) appointed by the University. The evaluation of the dissertation shall be made independently by each examiner. ■
22OMB5.5	Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of the dissertation through email. ■
22OMB5.6	The examiners shall independently submit the marks through the specified link. ■
22OMB5.7	The average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation. ■
22OMB5.8	**(a)** Viva-voce examination of the candidate shall be conducted as per 22OMB5.10, if the dissertation work and the reports are accepted by the external examiner (first).
	(b) If the external examiner (first) finds that the dissertation work and the report are not up to the expected standard and the minimum passing marks cannot be awarded, the dissertation shall not be accepted for SEE.
	The external examiner (first) can recommend modifications/suggestions of the dissertation or totally reject the dissertation. The examiner shall offer suggestions for improvement of the dissertation for resubmission or list the reasons for rejection of the dissertation.
	(c) The resubmitted Dissertation incorporating the modifications/suggestions [as per 22OMB5.8 (b)] of the external examiner (first) and satisfying provision 22OMB5.3 shall be sent again to the external examiner (first) for evaluation. If the dissertation and the report are accepted by the external examiner (first), the Viva-voce examination of the candidate shall be conducted as per 22OMB5.10.

22OMB5.8 (continued)	**(d)** In case of rejection of the Dissertation by the external examiner (first), the same will be sent to a Second Examiner (external) approved by the University. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted as per 22OMB5.10. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 22OMB1.4. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy. **(e)** In case of rejection of Dissertation, with reasons, by the external examiner (first) [as per22OMB5.8 (b)], the same will be sent to a Second Examiner (external) [not necessarily the same examiner considered under 22OMB5.8 (d)] approved by the University. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), the Viva-voce examination of the candidate shall be conducted as per 22OMB5.10. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 22OMB1.4. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of the Dissertation in soft copy.■
22OMB5.9	The candidate, whose Dissertation is rejected, can rework the same topic or choose another topic of the dissertation under the same Guide or a new Guide if necessary. In such an event, the report shall be submitted within four years from the date of admission to the Programme. ■
22OMB5.10	Viva-voce examination of the candidate shall be conducted by the external examiner and internal examiner/ guide. Internal examiner as per the direction of the University shall have to arrive at a mutually convenient date for the conduct of viva-voce examination of the concerned candidate with an intimation to the Registrar (Evaluation). In case one of the examiners expresses his/her inability to attend the viva-voce, the Registrar (Evaluation) shall appoint a substitute examiner in his/her place. ■
22OMB5.11	The relative weights for the evaluation of the dissertation and the performance at the viva voce shall be as per the scheme of teaching & examination. ■
22OMB5.12	The marks awarded by both Examiners at the viva voce Examination shall be sent jointly to the University immediately after the examination.■
22OMB5.13	Examination fees as fixed from time to time by the University for evaluation of dissertation reports and conduct of viva voce shall be remitted through the Head of the Institution as per the instructions of the Registrar (Evaluation) from time to time. ■

22OMB5.14	The candidates who fail to submit the dissertation work within the stipulated time have to submit the same at the time of the next ensuing examination. ■
22OMB6.0	**Computation of SGPA and CGPA**
22OMB6.1	**(i)** The University adopts an absolute grading system wherein the marks are converted to grades, and every semester's results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated for every semester, except for the first semester.

(ii) The grading system with the letter grades and the assigned range of marks under the absolute grading system are as given below:

Letter Grade and corresponding Grade Points on a typical 10 – Point scale							
Letter Grade	**O**	**A+**	**A**	**B+**	**B**	**C**	**F**
	Outstanding	Excellent	Very Good	Good	Average	Pass	Fail
Grade Point	**10**	**9**	**8**	**7**	**6**	**5**	**0**
% of Marks secured	90-100	80-89	70-79	60-69	55-59	50-54	0-49

(iii)Minimum mark to score for CIE is 50% of the maximum marks of CIE, and the minimum passing mark for SEE is 40% of the maximum marks of SEE. In aggregate, the students have to secure 50% total marks of the course (CIE+SEE marks).

(iv) A student obtaining a Grade F in a Course shall be considered a failure and is required to reappear in subsequent SEE. Whatever the letter grade secured by the student during his /her reappearance shall be retained. However, the number of attempts taken to clear a Course shall be indicated in the grade cards/ transcripts. ■

22OMB6.3	**Grade Card:** Based on the secured letter grades, grade points, SGPA and CGPA, a grade card for each semester and a consolidated grade card indicating the performance in all semesters shall be issued. ■
22OMB7.0	**Conversions of Grades into Percentage and Class Equivalence**

22OMB7.1	**Conversions of Grades into Percentage and Class Equivalence**
	Conversions of CGPA into Percentage of Marks and Class Equivalence
	There is no formula for the conversion of CGPA into the percentage of marks. However, the following formula for conversion of the CGPA on a 10-point scale into the percentage of marks (M) for employment / higher studies, etc may be used;
	      Percentage of marks secured, M = CGPA Earned x 10
	      Illustration for a CGPA of 8.20;
	      Percentage of marks secured M = 8.20× 10
	                 = 82.0

22OMB7.2	**Class Equivalence:** After the conversion of final CGPA into percentage of marks (P), a graduating student is reckoned to have passed in (i) First Class with Distinction (FCD) if P ≥ 70% (ii) First Class (FC) if P ≥ 60% but <70% and (iii) Second Class (SC) if P < 60%. ■
22OMB8.0	**Continuous Internal Evaluation and Semester End Evaluation**

22OMB8.1	**Continuous Internal Evaluation**
	For a pass in all the courses, the student shall secure a minimum of 40% of the maximum marks prescribed in the Semester End Examination and 50% of marks in CIE and 50 % in the aggregate of CIE and SEE marks. The Minimum Passing Grade in a course is C.
22OMB8.2	CIE Marks shall be based on
	(a) Tests (for 25 Marks) and
	(b) Assignments, Quiz, Simulation, Experimentation, Mini project, oral examinations, field work etc., (for 25 Marks) conducted in respective courses. Course teachers are given autonomy in choosing a few or all of the above yardsticks in testing the students, however the chosen yardstick must be relevant to the subject and a record of all such things is to be kept by the course teachers ∎
22OMB8.3	The CIE marks in a theory course, for 25 marks, shall be based on the average of two tests covering the entire syllabus. An additional test may be conducted for deserving students to provide an opportunity to improve their CIE Marks before the end of the semester. The decision to conduct an additional test may be taken by the concerned subject teacher and the HoD depending on the merit of the case/s. The CIE marks shall be the average of the marks scored in two tests.∎
22OMB8.4	The candidates shall write the Tests in Blue Book/s. The Blue book/s and other documents relating to the award of CIE marks under 22OMB8.2 (b) shall be preserved by the Principal / Head of the Department for at least six months from the date of announcement of university results and made available for verification at the directions of the Registrar (Evaluation).∎
22OMB8.5	Every page of the CIE marks list shall bear the signatures of the concerned Teacher, Head of the Department and the Principal.∎
22OMB8.6	The CIE marks list shall be displayed on the Notice Board and corrections, if any, shall be incorporated before submitting to the University.∎
22OMB8.7	The CIE marks shall be sent to the university by the principals well in advance before the commencement of Semester End Examinations. No corrections of the CIE marks shall be entertained after the submission of marks list to the University.∎
22OMB8.8	Candidates obtaining less than 50% of the CIE marks in any course (Theory/Internship/Project) shall not be eligible to appear for the University examination in that course/s. In such cases, the Head of the Department shall arrange for the improvement of CIE marks in the course when offered in the subsequent semester subject to the provision of 22OMB1.4.∎
22OMB8.9	**Semester-End Evaluation:**
	There shall be a University examination at the end of each semester.
	Setting Theory Question Papers and Evaluation: Question papers in theory courses shall be set by the Examiners appointed by the University. ∎

22OMB8.10	There shall be a double valuation of theory papers. The theory Answer booklets shall be valued independently by two examiners appointed by the University. ■ (However, guidelines for valuation pattern are issued/notified by the Registrar(Evaluation) from time to time shall be followed)
22OMB8.11	If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations.■
22OMB8.12	If the difference between the marks awarded by the two Examiners is more than 15 per cent of the maximum marks, the answer booklet shall be evaluated by a third Examiner appointed by the University. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. In case, if one of the three marks falls exactly midway between the other two, then the highest two
22OMB9.0	**Eligibility for Passing and Award of Degree**
22OMB9.1	**(1)** A student who obtains any grade O to C shall be considered as pass in any course and if a student secures F grade in any of the heads of passing he/she has to reappear in that head for the SEE**.** **(2)** A student shall be declared successful at the end of the Program for the award of a Degree only on obtaining CGPA ≥ 5.00, with none of the Courses remaining with an F Grade.
22OMB9.2	For a pass in a theory course, the student shall secure a minimum of 40 % of the maximum marks prescribed in the Semester End Examination and 50 % of marks in CIE, and 50 % in the aggregate of CIE and SEE marks. The Minimum Passing Grade in a course is C.■
22OMB9.3	For a pass in the Internship/ Project/Dissertation/Viva-voce examination, a student shall secure a minimum of 50 % of the maximum marks prescribed for the SEE in Internship/Project/ Dissertation /Viva-voce. The Minimum Passing Grade in a course is C.■
22OMB9.4	IV semester students having backlog courses are permitted to upload the dissertation report and to appear for SEE. The IV semester grade card shall be released only when the student completes all the backlog courses and become eligible for the award of degree. ■ [To be read along with 22OMB11.2].
22OMB9.5	A candidate may at his/her desire reject his/her latest semester, except the IV semester, results of the University examination in respect to all courses of that semester. Rejection shall be permitted only once during the entire Programme. The CIE marks of the rejected semester shall remain the same.
22OMB9.6	If the rejection of the University examination results of the semester happens to be of an odd semester, the candidate can take admission to the immediate next even semester. However, if the rejection of the University result is of even semester, the candidate cannot take admission to the next odd semester.■

22OMB9.7	Application for rejection shall be submitted to the Registrar (Evaluation) through the Principal of the college, within thirty days from the date of announcement of results.■
22OMB9.8	A candidate with a history of rejection of results of a semester shall be eligible for the award of class and distinction, but shall not be eligible for the award of rank.■
22OMB9.9	**Eligibility for Award of Degree:** A student shall be declared to have completed the degree of MBA, provided the student has undergone the stipulated course work as per the regulations and has earned the prescribed Credits, as per the Scheme of Teaching and Examination, of the program.■
22OMB10.0	**Attendance Requirement**
22OMB10.1	**Registration and Enrolment:** **(i)**Except for the first semester, registration for a semester will be done during a specified week before the semester-end examination of the previous semester. **(ii)**The registration sheet shall have the Candidate details, course name, and code, number of credits, and category (core/elective/audit) for each course of that semester. (iii) The Faculty Adviser, assigned by the Head of the Department, will counsel the students in planning their courses of study and provide guidance, motivation, emotional support, and enable the mentees to reach the desired professional and career goals. ■
22OMB10.2	Courses of each semester shall be treated as a separate unit for calculation of attendance. ■
22OMB10.3	A candidate has to put in a minimum attendance of 85-90 % in each course with a provision to condone 15-10 % of the attendance by the Vice-Chancellor on the specific recommendation of the Principal of the college where the candidate is studying, based on medical grounds, participation in NSS/NCC/Red Cross /Republic Day and Independence Day parades/University/ State/ National/ International level sports and cultural activities, seminars, workshops, paper presentation etc., of significant value. The necessary documents in support are to be submitted along with recommendations to condone the shortage. ■
22OMB10.4	In case of late admission, approved by a competent authority (Karnataka Examination Authority/VTU), to I semester of the program the attendance shall be reckoned from the date of admission to the program.■
22OMB10.5	A candidate, who does not satisfy the attendance requirement (in one or more Courses) as mentioned in 22OMB10.3 shall not be eligible to *appear* for the SEE of that semester and shall not be permitted to take admission to the next higher semester. The candidate shall be required to repeat that semester during the subsequent year. ■
22OMB10.6	Principals of the concerned colleges shall notify regularly, the list of candidates who fall short of attendance. ■

22OMB10.7	The list of the candidates falling short of attendance shall be sent to the University at least one week prior to the commencement of the examination. ∎
22OMB11.0	**Promotion and Eligibility (Vertical Progression)**
22OMB11.1	**Promotion:** There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement. ∎
22OMB11.2	**(a)** Candidates, with no more than four backlog courses of first year shall be eligible for taking admission to the second year (III semester). **(b)** Each credit course shall be treated as a head of passing. ∎
22OMB11.3	The Mandatory non – credit courses, if any, shall not be considered for the Eligibility criterion prescribed for promotion, award of Class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree. ∎
22OMB12.0	**Temporary Discontinuation/Break in the Program**
22OMB12.1	**(a)** If a candidate, for any reason, temporarily discontinues the Programme or takes a break from programme during any semester, he/she may be permitted to continue in the programme by registering to the same semester of the prevailing scheme.
22OMB12.1 (continued)	The Candidate shall complete all the remaining course work subject to the provision 22OMB1.4. Also the Candidates may have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of Dean, Faculty of Management, on establishing equivalence between two schemes. A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank. **(b)** Candidates who take admitted to any semester of the existing scheme from another scheme, as a repeater/fresher because of various reasons have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of Dean, Faculty of Management, on establishing an equivalence between two schemes. A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank. ∎
22OMB13.0	**Award of Prizes, Medals and Ranks**
22OMB13.1	For the award of Prizes and Medals, the conditions stipulated by the Donor shall be considered subject to the provisions of the statutes framed by the University for such awards. ∎

22OMB13.2	**(1)** For award of rank in a Specialization of MBA, the CGPA secured by the student on completion of the programme is considered.
	
	(2) A student shall be eligible for a rank at the time of award of MBA, provided the student
	
	      (a) Is not a repeater in any semester
	      (b) Has not rejected the results of any semester.
	      (c) Has passed I to IV semester in all the courses in first attempt only
	
	(3) The total number of ranks awarded shall be 10 % of a total number of students appeared in IV semester of the programme subject to a maximum of 10 ranks.
	
	Illustration:
	
	(a) If 150 students appeared for the IV semester, the number of ranks to be declared will be 10.
	
	(b) If 84 students appeared for the IV semester, the number of ranks to be declared will be 08.
	
	(c) In case of a fractional number of ranks, it is rounded to a higher integer only when the first decimal place value is greater than or equal to 5.■

22OMB13.3	Ranks are awarded based on the merit of the students as determined by CGPA. If two or more students get the same CGPA, the tie shall be resolved by considering the number of times a student has obtained a higher SGPA. If it is not resolved even at this stage, the number of times a student has obtained higher grades like O, A+, B+ etc., shall be taken into account to decide the order of the rank.■
22OMB14.0	**Applicability and Power to Modify**
22OMB14.1	The regulations governing the Degree of MBA of Visvesvaraya Technological University shall be binding on all concerned.■
22OMB14.2	i) Notwithstanding anything contained in the foregoing, the University shall have the power to issue directions/ orders to address any difficulty. ii) Nothing in the foregoing may be construed as limiting the power of the University to amend, modify or repeal any or all of the above. ■