



**St. XAVIER'S**  
CATHOLIC COLLEGE OF ENGINEERING  
(Autonomous)

Chunkankadai, Nagercoil - 629 003  
Kanyakumari District, Tamil Nadu

An Autonomous Institution Affiliated to Anna University, Chennai  
Approved by AICTE, Recognized by UGC under section 2(f) & 12 (B)  
**UG Programs EEE, ECE, ME, CE, CSE & IT Accredited by NBA**  
Accredited by NAAC with 'A' Grade  
Chunkankadai, Nagercoil - 629 003.

# ACADEMIC REGULATIONS 2022

## M.B.A. Programme

(w.e.f. 2022-2023 academic year onwards)

## CHOICE BASED CREDIT SYSTEM (CBCS)

**Degree of Master of Business Administration**  
**AUGUST 2022**

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## DEGREE OF MASTER OF BUSINESS ADMINISTRATION

This Regulation is applicable to the students admitted to M.B.A. Programme from the academic year 2022-2023 onwards.

### 1 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I. “Programme” means M.B.A. degree programmes.
- II. “Specialisation” means a domain in which a student has specialized based on the choice of professional elective courses.
- III. “Course” means a theory or a practical or a laboratory integrated theory course that is normally studied in a semester.
- IV. “Chairperson, Academic Council” means the Principal of the college.
- V. “BoS” means Board of Studies.
- VI. “Head of the Institution” means the Principal of the college.
- VII. “Dean-Academics” means the authority of the college who is responsible for all the academic activities and for the implementation of relevant regulations.
- VIII. “Controller of Examinations” means the authority of the college, who is responsible for all examination related activities.
- IX. “Head of the Department” means head of the department concerned.
- X. “Chairman, BoS” means head of the department.
- XI. “Credit” means a numerical value allocated for each course to describe the students’ workload per week.
- XII. “Grade” means the letter grade assigned to each course based on the range of marks specified.
- XIII. “Grade Point” means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- XIV. “College / Institution” means St.Xavier’s Catholic College of Engineering, Nagercoil
- XV. “University” means Anna University, Chennai.
- XVI. “CBCS” means Choice Based Credit System.
- XVII. “PCC” means Professional Core Course.

- XVIII. “Professional Elective Courses (PEC)” means the courses which are applicable for the concerned specialization students only.
- XIX. “Value Added Course (VAC)” means a course that will be offered by the department to bridge the gap between the curriculum and the requirements of the industry, which could be selected by students of the concerned department. This is a mandatory course to be offered by each department.
- XX. “Extra Activity Credits (EAC)” means the course/participation/other activity credits to be earned by the students in addition to the academic credits fixed for the programme. This will help for the holistic development of the students.

## **2 PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS**

### **2.1 P.G. PROGRAMME OFFERED:**

1. M.B.A.

### **2.2 MODE OF STUDY:**

#### **Full-Time Mode:**

Candidates admitted under ‘Full-Time’ should be available in the College during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time candidates should not enroll in (or) attend any other Full-Time/Part-time/Distance education programme(s) that may lead to the award of a degree or diploma during the period of the PG programme nor take up any Full-Time / Part-Time job(s) in any Institution or Company during the period of this Full-Time PG programme. Violation of the above rules will result in cancellation of admission to this PG programme. However, taking up of job is permitted with authorised break of study as explained in Clause 18.7.

### **2.3 ADMISSION REQUIREMENTS:**

Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree **Examination of Anna University** or equivalent as specified under qualification for admission as per the Tamil Nadu single window counselling process. The Government of Tamil Nadu releases the

updated eligibility criteria for the admission. Admission shall be offered only to candidates who possess the qualification prescribed and the eligibility criteria for the programme. This is applicable for students admitted both under single window counseling process and through the management quota.

### **3 STRUCTURE OF THE PROGRAMME**

#### **3.1 Categorization of Courses**

This Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Foundation Courses (FC)** may include Mathematics or other basic courses
- ii. **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization.
- iv. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training, crafted in order to bridge the gap between skills possessed by the students and the abilities that are looked for by the organization
- v. **Open Elective Courses (OEC)** include the courses credited from online courses. This interdisciplinary learning of open elective courses by other department students will have learning awareness and job oriented benefits in the field of the courses.
- vi. **Extra Activity Credits (EAC)** A total of 10 credits (minimum) may be completed during the entire period of the programme. This will help for the holistic development of the students. (Please refer to **Annexure I** for the list of Extra Activities)

#### **3.2 Courses per Semester**

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course shall have credits assigned as per clause 3.3.

### 3.3 Credit Assignment

Each course is assigned certain number of credits based on the following:

Contact period per week	CREDIT S
1 Lecture Period	1
1 Tutorial Period	1
1 Practical Period (Laboratory / Seminar / Project Work etc)	0.5

### 3.4 Project Work

The Project work is an important component of this Post-Graduate programme. The Project work has to be undertaken in the final semester.

- 3.4.1 The Project work shall be pursued for a period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.
- 3.4.2 The Project work shall be carried out under the supervision of a faculty member in the Department concerned. The faculty member must be possessing a M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D. degree.
- 3.4.3 A student shall be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress. In case the student is undertaking the project work in the department the student has to report every day to the supervisor either in physical mode or online mode.
- 3.4.4 The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.
- 3.5 The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project is done.

### 3.6 Internship

- 3.6.1 The students need to undergo Internship for a period of continuous 4 weeks in an

organization/ Research organization / Educational institution / industry (after due approval from the Head of the Institution) after the completion of the second semester examination. Students shall get approval from the Head of the Institution and the Certificate of completion of Internship shall be forwarded to CoE.

Attendance certificate along with the completion certificate signed by the competent authority of the industry shall be submitted to the Head of the Institution. The attendance certificate shall be sent to the Controller of Examinations by the Head of the Institution for processing results.

DURATION OF INTERNSHIP	CREDITS
4 Weeks	2

**\*1 Week = 40 Internship Hours**

### **3.7 Value Added Courses**

The students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry oriented knowledge. The credits earned through the Value Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. **One / two credit courses** shall be offered by the Department with the prior approval from the Head of the Institution through Dean-Academics. The details of the syllabus, time table and course coordinator may be sent to the Dean-Academics at least one month before the course is offered for approval. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the programme.

### **3.8 Online Courses**

Students may be permitted to credit a maximum of two online courses (in his/her chosen area of specialisation) subject to a maximum of six credits, with the approval of the Head of the Institution and the Dean, Academic Affairs, in lieu of two professional elective courses. The Head of the Institution shall form a three member committee with members as HOD and a faculty member from the Department of the student, HOD of any other branch



of the Institution to ensure that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective courses. Suitable online courses shall be chosen from the SWAYAM platform.

- 3.9 A student is permitted to register a maximum of two courses in total from clause 3.7 and 3.8.

### **3.10 Medium of Instruction**

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

## **4 DURATION AND STRUCTURE OF THE PROGRAMMES**

- 4.1 The minimum and maximum period for completion of the MBA. Programme is given below:

<b>Programme</b>	<b>Min. No. of Semesters</b>	<b>Max. No. of Semesters</b>
M.B.A. (Full Time)	4	8

- 4.2 The Curriculum and Syllabi of the MBA Programmes shall be approved by the Academic Council of St. Xavier's Catholic College of Engineering. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the MBA Programme.
- 4.3 Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught

For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 10) by students, following method shall be used.

Percentage of overall attendance = ((Total no. of periods attended in all the courses per semester) / ((No. of periods / week as prescribed in the curriculum) x 15 taken together for all courses of the semester)) X 100

End Semester Examinations conducted by the College will be scheduled after the last working day of the semester.

4.4 The minimum prescribed credits required for the award of the degree shall be **90**.

## **5. COURSE REGISTRATION**

5.1 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.

5.2 The Head of the Department is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester. The registration details of the student shall be approved by the Head of the Institution and sent to the Controller of Examinations. This registration is for undergoing the course as well as for writing the end semester examinations.

The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (RA).

## **6 EVALUATION OF PROJECT WORK**

6.1 The evaluation of project work shall be done as per the weightages given in Table

There shall be three assessments (each 100 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the Committee. The Head of the Institution shall constitute the review committee for each programme. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated.

The total marks obtained in the three assessments shall be reduced to 40 marks and rounded

to the nearest integer (as per the Table given below). There will be a vice-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given below:

<b>Internal Assessment (40 Marks)</b>			<b>End Semester Examination (60 Marks)</b>			
<b>Review - I</b>	<b>Review – II</b>	<b>Review - III</b>	<b>Project Report Submission (15 Marks)</b>	<b>Viva – Voce (Rounded to 45 Marks)</b>		
			External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
10	15	15	15	15	15	15

6.2 The Project Report prepared according to approved guidelines as given by the Dean, Academic Affairs and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

6.3 If the student fails to obtain 50% of the internal assessment marks in the final project, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.

If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project work and shall register for the same in a subsequent semester.

If a student fails in the end semester examinations of the Final Project work, he/she shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as

reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

If a student has submitted the project report but did not appear for the viva-voce examination it is considered as fail and he/she will be permitted to resubmit the report within 30 days from the declaration of results and permitted for reappearance in viva-voce examination.

6.3.1 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

6.3.2 At the end of Summer Internship, the student shall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a viva-voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.

## **7. MENTOR**

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a faculty member of the department who shall function as the mentor for those students throughout their degree programme.

The responsibilities for the mentor are to:

- ★ regularly meet the students under their care, develop a quality professional rapport, get to know their strengths and weaknesses with regard to their studies and personality, understand their family and cultural backgrounds and to assist them for their optimal development.
- ★ take keen interest to meet the students under their care to understand whether they are comfortable with the teaching in the beginning of the semester, encourage them before the examinations, assess their achievements after the internal exams and plan strategies for improvement, etc.
- ★ identify the problems as regards to the students' learning and their personality development; and counsel them and suggest strategies appropriately so that they can get over the problems easily.

- ★ have to refer students for professional counseling and healthcare when they deem it necessary and bring to the notice of the Head of the Institution if they come across serious issues that need special attention.
- ★ be faithful to the best practices of mentorship, keep up the ethical and professional standards of a mentor like keeping confidentiality, respecting privacy, practice of getting consent, decent professional relationship, unprejudiced approach, non-manipulation of the relationship and privileged information they come across for their advantage.
- ★ collect leave letters and monitor attendance in the class.
- ★ monitor the progress of the students by making note of the marks scored in the internal tests and end semester exams and help the HoD to communicate the marks to the parents of the students.
- ★ submit or upload regular reports in the college automation about their service in the proper format given without divulging any privileged information.
- ★ maintain the students' records with necessary provisions for confidentiality.
- ★ attend the students' welfare activities like awards, medals, scholarships and industrial visits.

## **8. CLASS COMMITTEE**

8.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class who will act as the channel of communication between the HOD and the students of the respective class.

The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein.
- Informing the student representatives, the “academic schedule” including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.

- Analysing the performance of the students of the class after each test and finding the ways and means of improving the performance of the students.
  - Identifying the slow learners, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.
- 8.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.
- 8.3 The class committee shall be constituted within the first week of each semester.
- 8.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 8.5 The chairperson of the class committee shall invite the Mentors and the Head of the Department to the meeting of the class committee.
- 8.6 The Head of the Institution may participate in any class committee of the institution.
- 8.7 The Chairperson of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.
- 8.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

## **9 COURSE COMMITTEE FOR COMMON COURSES**

Each common course offered to more than one group of students shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator.

The nomination of the course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments.

The 'Course committee' shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).

## **10 ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER**

10.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester.

Ideally every student is expected to attend all classes and earn 100% attendance. However, in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness, the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examinations.

Therefore, every student shall secure not less than 75% of overall attendance in that semester as per clause 4.3.

10.2 However, a candidate who secures overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

10.3 Students who could secure less than 65% overall attendance will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

## **11 PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT**

For all theory, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

11.1 **Theory Courses:**

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced to 40 marks and rounded to the nearest integer (This also implies equal weightage to all the two assessments).

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Internal Assessment
Individual Assignment / Case Study / Seminar / Course specific Mini Project	Written Test	Individual Assignment / Case Study / Seminar / Mini Project	Written Test	
40	60	40	60	200*

Note: Faculty members can choose a common method for evaluating all students under assignment such as case study / seminar / mini project / online certificate courses

\*200 Marks is to be converted into 40 marks for internal Assessment.

Two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Assignment (such as case study/seminar/mini project/online certificate courses) and Written Test with each having a weightage of 40% and 60% respectively. The tests are in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

#### 11.2 **Laboratory Courses:**

The maximum marks for Internal Assessment shall be 60 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment



/ exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Test
75	25

\* Internal assessment marks shall be converted into 60 marks

### 11.3 **Other Employability Enhancement Courses**

#### 11.3.1 **Evaluation of Skill Development Programs – CSD/MSD/LSD**

The MDS is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to appear in minimum of 2 activities listed per semester before the evaluation committee and for each activity marks can be equally apportioned. A three member committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department, will evaluate the activity and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the effective participation (40%), presentation (40%) and response to the questions asked during presentation (20%).

#### 11.3.2 **Evaluation of Summer Internship**

Summer internship will comprise of 4 weeks. The students will be working under a department appointed guide. The candidate shall submit an attendance certificate from the organization where he/she has undergone internship and a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva- Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The evaluation will be done as follows: 20 marks for evaluation by the guide, 40 marks for the report and 40 marks for the viva

voce examination. Certificates submitted by the students along with the report shall be sent by the Head of the Institution to the Controller of Examination.

#### 11.3.3 **Business Tools Laboratories – MS Office & Tally ERP/Data Analytics**

The maximum marks for Internal Assessment shall be 100 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 100 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test.

#### 11.4 **Assessment for Value Added Course**

The one / two credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the assessments shall be reduced to 100 marks and rounded to the nearest integer.

A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Head of the Institution shall do the evaluation process.

The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations.

The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

#### 11.5 **Assessment for Online courses**

Students may be permitted to have two online certificate courses subject to a maximum of six credits.. The online course of 3 credits can be considered instead of one elective course. These online courses shall be chosen from the SWAYAM platform, provided the offering organisation conducts regular examination and provides marks.

The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organisation.

The details regarding online courses taken up by the student and marks/credits earned and the approval for the course from the Head of the Institution shall be sent to the Controller of Examinations, in the subsequent semester(s) along with the details of the elective(s) to be dropped.

#### **11.6 Internal marks Display**

Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

#### **11.7 Attendance and Assessment Record**

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topics covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the institution who will keep this document in safe custody (for five years).

#### **11.8 Conduct of Academic Audit**

In order to ensure the better quality of teaching and learning process, academic audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 12, the academic records shall be maintained in the form of documentation (Softcopy) for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record..

The Dean - Academics shall arrange to conduct the academic audit for every course in a semester by forming the respective committees with an external expert as one of the members drawn from a technical institution of repute near the institute.

## **12 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION**

A student shall normally be permitted to appear for the end semester examinations for all the courses registered in the current semester if he/she has satisfied the semester completion requirements. Further, examination registration by a student is mandatory for all the courses in the current semester and all arrear(s) course(s) for the end semester examinations failing which, the student will not be permitted to move to the higher semester. A student who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

## **13 END-SEMESTER EXAMINATIONS**

13.1 There shall be an End- Semester Examination of 3 hours duration in each lecture-based course. The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters.

For the practical examinations (including project work), both internal and external examiners shall be appointed by the Controller of Examination.

### **13.2 WEIGHTAGE**

The following will be the weightage for different courses:

#### **i) Lecture Course:**

Internal Assessment -40%

End Semester Examination-60%

#### **ii) Laboratory based courses**

Internal Assessment -60%

End Semester Examination-40%

#### **iii) Project work**

Internal Assessment -40%

Evaluation of Project Report by external examiner : -15%

Viva-Voce Examination 45%

#### **iv) Industrial training/Internship/ Practical training/ Summer project / Seminar (All Employability Enhancement Courses except Project Work)**

Internal Assessment -100%

## 14 PASSING REQUIREMENTS

- 14.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).
- 14.2 If a student fails to secure a pass in a theory course (except electives)/ laboratory courses, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the university end semester examinations alone.
- 14.3 If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone.
- If any other professional elective or open elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new professional elective or open elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per Clause 10 and appear for the end semester examination.
- 14.4 If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing clause (6.3), **the student shall register** for the course again.

- 14.5 The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.
- 14.6 A student can apply for revaluation of the student's semester examination answer paper in a theory course, as per the guidelines of the Controller of Examinations on payment of a prescribed fee along with prescribed application to the Controller of Examinations through the Head of the Institution. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory courses and EEC courses..

## 15 AWARD OF LETTER GRADES

The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points	Range of Marks
O (Outstanding)	10	91-100
A + (Excellent)	9	81-90
A (Very Good)	8	71-80
B + (Good)	7	61-70
B (Average)	6	56-60
C (Satisfactory)	5	50-55
U (Re-appearance)	0	<50
SA (Shortage of Attendance)	-	-

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B".

'SA' denotes shortage of attendance (as per clause 7.3) and hence prevents students from writing the end semester examinations. 'SA' will appear only in the result sheet.

“U” denotes that the student has failed in that course. The grade U will figure both in the grade sheet as well as in the result sheet. In both cases, the student has to appear for the end semester examinations as per the regulations.

If the grade U is given to theory courses/ laboratory courses, it is not required to satisfy the attendance requirements (vide clause 7), but the candidate has to appear for the end semester examination and fulfill the norms specified in clause 14 to earn a pass in the respective courses.

If the grade U is given to EEC courses (except project work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester and fulfill the norms as specified in clause 14 to earn a pass in the course. However, attendance requirements need not be satisfied.

The grades O, A+, A, B+, B obtained for the one/two credit course (not the part of curriculum) shall be shown in the grade sheet under the title ‘value added courses/internship/industrial training’. The courses for which the grades obtained are RA and SA will not figure in the grade sheet.

For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the **Grade Sheet**.

### 15.1 **GRADE SHEET**

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

- The college and the affiliating university in which the student has studied
- The list of courses registered during the semester and the grades scored
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the

semester.

CGPA will be calculated in a similar manner, considering all the courses registered from the first semester. RA grades will be excluded for calculating GPA and CGPA.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^N C_i G_{P_i}}{\sum_{i=1}^N C_i}$$

where

$C_i$  is the number of credits assigned to the course.

$G_{P_i}$  is the point corresponding to the grade obtained for each course.

$n$  is the number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

## 16 ELIGIBILITY FOR THE AWARD OF THE DEGREE

16.1 A student shall be declared to be eligible for the award of the M.B.A. provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted
- iii. Successfully passed any additional courses prescribed by Dean-Academics whenever the student is re-admitted under regulations R-2022 from the earlier regulations
- iv. No disciplinary action pending against the student.
- v. The award of Degree must have been approved by the Syndicate of the University.



## **17 CLASSIFICATION OF THE DEGREE AWARDED**

### **17.1 FIRST CLASS WITH DISTINCTION:**

A Student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

### **17.2 FIRST CLASS:**

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- Should have passed the examination in all the courses of all four semesters within three years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than 6.50.

### **17.3 SECOND CLASS:**

All other students (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in Second Class.

17.4 A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

### **17.5 Photocopy / Revaluation**

A student can apply for a photocopy of his/her semester examination answer paper in a theory course and theory course with laboratory components, as per the guidelines of the Controller of Examinations, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institution. The answer script is to be valued and justified by a faculty member who has handled the subject and he/she shall

recommend for revaluation with the breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for practical courses and EEC courses.

#### **17.6 Review**

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examinations through the Head of the Institution. Candidates applying for Revaluation only are eligible to apply for Review.

### **18 PROVISION FOR AUTHORIZED BREAK OF STUDY**

- 18.1 A student is permitted to go on authorized break of study for a maximum period of one year as a single spell.
- 18.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for an additional break of study not exceeding another year. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons and to re-join the programme in a subsequent year, permission may be granted based on the merits of the case, provided he / she applies to the Dean, Student Affairs in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Department stating the reasons and the probable date of re-joining the programme.
- 18.3 The student permitted to re-join the programme after break of study / prevention due to lack of attendance, shall be governed by the curriculum and regulations in force at the time of rejoining. The students re-joining in new regulations shall register for additional courses, if any, as notified by the Dean, Academics under change of regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.
- 18.4 The authorized break of study is included in the duration specified for passing all the courses

for the purpose of classification (vide Clause 17.1).

- 18.5 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 4.1, irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'break of study' (Clause 18.1).
- 18.7 If a student wants to take up a job / start-up / entrepreneurship during the period of study, he/she shall apply for an authorized break of study for one year. The student shall join the job / start-up / entrepreneurship only after getting approval of the same by the Dean, Academics with due proof to that effect.
- 18.8 No fee is applicable to students during the break of study period.

## **19 DISCIPLINE**

19.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College.

The Head of the Institution shall constitute a disciplinary committee consisting of the Dean-students affairs, two heads of departments of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the same to The Head of the Institution about the disciplinary action recommended for approval.

- 19.2 If a student indulges in malpractice in any of the end semester / internal examinations, he / she shall be liable for punitive action as prescribed by the college from time to time..

## **20. EXTRA CREDITS**

It is advised for all the PG students to earn a minimum of 10 extra activity credits in addition to regular academic credits prescribed in the curriculum. This will help for the holistic development of the students.

The list of programmes, courses and other activities coming under EAC are given in the ANNEXTURE - I. The students are free to choose any activity/course under EAC of their option and shall complete the same within the stipulated period.

Faculty Mentor shall see that each student under them complete a minimum of 5 credits in each year so that they can earn a total of 10 credits at the end of the programme in a comfortable way.

## **21. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The college may from time to time revise, amend or change the regulations, curriculum, syllabus and scheme of examinations through the BOS with the approval of the academic council.

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