

**ORDINANCES**

**AND**

**REGULATIONS**

**For**

**MASTER OF BUSINESS ADMINISTRATION (M.B.A.) PROGRAMME**

**(Applicable for 2018 Admission Onwards)**

**(Approved in 64<sup>th</sup> Senate held on 09 May 2018)**



**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**

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## **ORDINANCES**

- O.1 Eligibility for admission, admission policy and procedure shall be decided from time to time by the Senate/Board of Governors (BoG) of the National Institute of Technology Calicut (NIT Calicut) hereafter mentioned as Institute, following the guidelines issued by MHRD, Government of India.
- O.2 The duration of the M.B.A. programme shall be **Two years (Four semesters)**.
- O.3 Award of M.B.A. shall be in accordance with the regulations of the Senate of the Institute.
- O.4 The Senate/BoG of the Institute has the right to modify any regulations stated from time to time.

## REGULATIONS

### **R.1.0 Admission**

- R.1.1 The number of seats in the M.B.A. programme will be decided by the Senate/BoG of the Institute following the instructions from MHRD, Government of India. Reservation of seats for different states, castes, tribes and other categories shall be as per the directives from MHRD, Government of India. Some seats may be allotted by MHRD under Direct Admission of Students Abroad (DASA) or any other category.
- R.1.2 Candidates seeking admission to M.B.A. Degree Programme under regular, sponsored and all other categories should have completed and passed regular full time **Graduation** in any discipline from an approved Institute/University with minimum 60% marks (or CGPA 6.5/10) in aggregate and for SC/ST candidates 55% marks (or CGPA 6/10) in aggregate in the qualifying examination. Candidates with BE/B.Tech. under lateral entry should have passed the three year diploma in engineering from an approved Board/Organisation with minimum 60% marks and for SC/ST candidate minimum 55% marks.
- R.1.3 Candidates seeking admission must have a valid IIM-CAT score in addition to the above.
- R.1.4 Candidates satisfying **R.1.2** and sponsored by the established Industries/Institutes/R&D Organisations/approved Educational Institutions can apply under sponsored category.
- R.1.5 Candidates sponsored under Quality Improvement Programme (QIP) approved by MHRD are also eligible to apply. Eligibility of such candidates will be as per the rules and regulations of QIP scheme.
- R.1.6 Foreign nationals, satisfying **R.1.2** or its approved equivalent, whose applications are received through Indian Council of Cultural Relations, Government of India are also eligible to apply.
- R.1.7 The eligibility criteria for admission including the minimum CAT score required for admission as full time regular students will be decided by the Institute or any other body or organization entrusted for the admission by Director and may be published in the admission brochure if required.
- R.1.8 Reservation Policy as decided by the BoG following the directives of MHRD will be followed.
- R.1.9 Chairman of the Post-graduate Admissions Committee nominated by the Chairman, Senate will decide on the operational aspects of selection of candidates based on the criteria laid down by the Senate of the Institute.

- R.1.10 Vacancies, if required to be filled up after the admission date will be decided by the Chairman, Senate in line with the Institute norms published and reported to the Senate for post-facto approval.
- R.1.11 The fee structure of M.B.A. programme is as decided by the BoG following the directives of MHRD from time to time. The mode of payment is decided by the Senate from time to time.
- R.1.12 If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by Institute or any other body or organization entrusted for the admission by MHRD/the Institute, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.
- R.1.13 In all matters related to admission to the M.B.A. programme, the decision of the Institute and its interpretation given by the Chairman, Senate shall be final and binding.

## **R.2.0 Structure of the M.B.A. Programme**

- R.2.1 The programme of instruction will consist of:
- 1) Core courses
  - 2) Elective courses
  - 3) Laboratory/Mini project
  - 4) Summer internship and
  - 5) Business research project
- R.2.2 The complete programme will be of two years (four semesters) duration. The academic programme in each semester consists of course (core and/or electives) work and/or laboratory/business research project as specified in the approved curriculum. Two months summer internship is also a part of the programme. Electives are offered in five major streams.
- R.2.3 The programme will have a curriculum and syllabi for the courses approved by the Senate.  
Curriculum revisions, when required, will be proposed by a committee nominated by the Dean (Academic). All revisions shall be recommended by the Department Consultative Committee (DCC) approved by the Senate.
- R.2.4 The curriculum prescribes a minimum total of 95 credits for the completion of the M.B.A. programme.
- R.2.5 A student shall opt for two major specialisations during his/her second year. A minimum of four elective courses must be credited to qualify for a major in a stream.
- R.2.6 Credits will be assigned to the courses based on the following general pattern:

- 1) One credit for each lecture hour
- 2) One credit for each tutorial hour
- 3) One credit for each laboratory or practical session of two hours
- 4) Two credits for each laboratory or practical session of more than two hours
- 5) Credit for the summer internship and business research project will be as specified in the approved curriculum.

R.2.7 A student will have to register for all the core courses listed in the curriculum and successfully complete all of them.

R.2.8 Elective courses will have to be taken from the courses offered in a particular semester from among the list of approved courses as per the curriculum.

R.2.9 Students are permitted to audit course/s in any semester of the programme with the permission of Head of the School. Only a maximum of two audited courses for which a minimum pass (AC) grade secured shall be recorded in the grade card.

R.2.10 Department has to offer essentially all the core courses prescribed in the curriculum for any semester. Sufficient number of elective courses shall also be offered in line with the curriculum. Number of elective courses and other courses, if any, from the curriculum, to be offered in any semester can be decided by the DCC based on the requirement/pre-registration data.

R.2.11 A student who has acquired the minimum number of total credits for the award of the degree will not be permitted to register for more courses to improve his/her cumulative grade point average (CGPA) after completion of the courses and business research project requirements.

R.2.12 The medium of instruction, examination and project reports will be English.

### **R.3.0 Programme Coordinator (PC)**

R.3.1 A Programme Coordinator (PC) will be assigned by the HoD for each admitted batch of students during an academic year.

R.3.2 The PCs help the students in planning their courses of study and for giving general advice on the academic programme. PC will be the in-charge for all matters concerning the students' academic work and progress. Students shall first approach their PC for all kinds of academic advices, course registrations, leave and all academic/study related matters in the Institute. Whenever required, he/she shall provide necessary advice to the students. PC shall make appropriate recommendations or remarks on the applications submitted by the students before forwarding to HoD/other concerned officials.  
PC will keep the complete record of academics, attendance/leave, disciplinary actions if any, and any other relevant data of the students assigned to him/her.

#### **R.4.0 Class Committee**

R.4.1 For each semester of M.B.A., a Class Committee will be constituted by the Head of the Department as follows:

Chairperson: Senior Faculty member of the department nominated by the HoD.

Members :

- 1) All course faculty handling classes/courses for the M.B.A. programme.
- 2) Programme Coordinator
- 3) Two or three student representatives from the respective semester, nominated by the PC/HoD.

The term of the Class Committee shall be one semester.

R.4.2 The Director and Dean (Academic) or his/her nominee or HoD shall have the right to be present in any meeting of class committee. The Chairperson of the committee shall record the proceedings of each meeting and communicate a copy of each meeting to the HoD for any further actions.

R.4.3 The responsibilities of the Class Committees include the following:

- 1) Finalise the evaluation/assessment/course plan submitted by the Course faculty.
- 2) Review the progress of the classes periodically and with attendance of the students,
- 3) Identify students with poor performance in the tests and low attendance. These students shall be motivated or given necessary advice/warning through PC/HoD.
- 4) Discuss problems concerning the conduct of the classes with reference to the curriculum and syllabi and make suitable suggestions and recommendations. These points shall be communicated to Dean (Academic).
- 5) Any other academic matters related to the concerned class.
- 6) Arrange/coordinate make-up examinations, if any, by the Chairman of the class committee for students in coordination with the examination cell.
- 7) Finalization of the semester results (without the student members). Final results will be submitted to the academic section in the prescribed format, published in the web/notice board, copy given to PC and HoD by the Chairperson of the class committee.

R.4.4 The method of evaluation/assessment/course plan will be decided by the concerned Course Faculty and will be announced in the class in the beginning of the semester. These details will be presented/discussed in the first class committee (to be conducted within two weeks from the beginning of the semester) by the Faculty Instructors and modifications if any, based on the discussions shall be made. All such records shall be filed and kept by the Chairperson of the class committee.

R.4.5 The class committee is required to meet at least twice in a semester once at the beginning of the semester and another after the end-semester examination to finalize the grades. The HoD shall decide the number of such meetings required. It is desirable that the class committee may meet after the mandatory test series also for analyzing the performance of the students and to initiate steps to motivate

academically weak students.

### **R.5.0 Registration & Enrolment**

R.5.1 For the first semester every student has to enrol and register for the courses he/she intends to undergo once he/she is admitted by the admission office and joins the department. The PC will guide the students in the registration process.

R.5.2 For the subsequent semesters, registration and enrolment shall be done at the beginning of the semester as per the schedule and procedure announced by the academic section.

A student shall be eligible for enrolment only if he/she completely satisfies the minimum requirement to continue the programme as per **R.6.0** and shall be permitted to enrol only if (i) he/she has cleared all the dues in the Institute, hostel and library up to the end of the previous semester, (ii) he/she is not debarred from enrolment by a disciplinary action of the Institute, and (iii) he/she has paid all the tuition fees and all other relevant fees, if any, prescribed by the Institute.

Students shall complete formalities like teacher evaluation of the courses registered in the previous semester, pre-registration, etc., as notified by the academic section before the registration into the next semester.

Students shall submit the course registration form duly filled in, in consultation with his/her PC, fee receipt and registration chit or any other forms in the prescribed format with all necessary enclosures, as required and notified to the academic section.

If for any compelling reasons a student is unable to register on the day of registration, he/she can register on or before the late registration day specified in the academic calendar on payment of late registration fee together with the usual fees.

R.5.3 Maximum number of courses that can be registered by a student in any semester corresponds to the total courses prescribed for the semester as per curriculum plus two courses (or 6 credits). See also **R.2.11**.

R.5.4 Student has to ensure that his/her name is included in the list of registered students with each course faculty at the beginning of the semester on the first instructional day itself. If not, he/she has to contact PC.

R.5.5 Course adjustment by adding/dropping course(s) to/from the initial registration is permitted on valid reasons, within two weeks of the commencement of the semester *or as mentioned in the academic calendar, whichever is earlier*, with the written approval of his/her PC and HoD.

However the student should ensure that the total number of credits registered for in any semester should satisfy the maximum and minimum credits limits as per **R.5.3 and R.6.0** and also should enable him/her to earn the minimum number of credits per semester as per **R.6.0**.

Courses dropped will have to be taken when they are offered in the following



semesters, if they belong to the list of core courses, which are compulsory.

#### **R.6.0 Minimum requirement to continue the programme**

R.6.1 A student should have earned not less than 17 **successful credits and a SGPA of 4.0 or above** at the end of the first semester, 34 **successful credits and a CGPA of 4.0 or above** at the end of second semester and 57 **successful credits and a CGPA of 5.0 or above** at the end of third semester; failing to satisfy this requirement, the student will be asked to repeat the respective semester.

#### **R.7.0 Maximum Duration of the Programme**

R.7.1 A student is, normally, expected to complete the M.B.A. programme in two years (four semesters).

The maximum duration to complete the M.B.A. programme is **four years** from the date of admission. This is inclusive of all the periods including the period of temporary discontinuation or any other period of absence permitted.

#### **R.8.0 Temporary Discontinuation**

R.8.1 A student may be permitted by the Dean (Academic) to discontinue temporarily from the programme for a semester or a longer period for reasons of ill health or other medical reasons, based on the recommendation from PC and HoD.

In case of ill health or other medical reasons, students must produce a medical certificate from a Registered Medical Practitioner stating that he/she is not in a position to continue with the studies temporarily specifying the period, and the same should be duly endorsed by parent/guardian of the student and also by the Institute Medical Officer.

Normally, a student shall be permitted to discontinue from the programme only for a maximum duration of two semesters.

Before joining back to the programme, the student should submit the fitness certificate from the Medical Practitioner who treated him/her, with endorsement from the Institute Medical Officer.

R8.2 In case of change in the curriculum/syllabus, a student has to register for the approved equivalent courses (meeting the same credits) as per the revised curriculum/syllabus in line with the advice of PC, whenever he/she is allowed to continue the programme after the period of discontinuation.

#### **R.9.0 Discontinuation from the Programme to Take up a Job**

R.9.1 Students will not normally be permitted to discontinue the programme. However the student can appeal to the Dean (Academic) or Director for the same and the same may be permitted only after the concurrence of Chairman Senate

**R.10.0 Summer internship and Business Research Project in Industry or other Organisations**

R.10.1 Student has to register for two months (eight to ten weeks) summer internship after the second semester in an organisation/institute of high repute subject to the approval of HoD.

R.10.2 The business research project is carried out in two phases during the third and fourth semesters. The students are encouraged to take up business research project in industries/organisations/institute under the guidance of an internal faculty with the approval of HoD, without affecting the regular attendance of the other courses.

**R.11.0 Discipline**

R.11.1 Every student is required to observe a disciplined and decorous behaviour both inside and outside the campus and not to indulge in any activities, which shall tend to bring down the prestige of the Institute.

R.11.2 Any act of indiscipline or misbehaviour of a student reported to the Dean (Academic) shall be referred to a Discipline & Welfare Committee constituted by the Chairman, Senate. The Committee shall enquire into the charges and decide suitable punishment, if the charges are substantiated. The Committee will also authorize the Dean (Academic) to implement the decision.

R.11.3 The punished students, if any, may appeal to the Chairman, Senate, whose decision shall be final & binding in all respect.

R.11.4 Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the Institute. Each student of the Institute, along with his/her parent, is required to give an undertaking every semester in this regard and the same is to be submitted at the time of registration.

**R12.0 Attendance**

**R.12.1** Minimum attendance requirement for crediting a course shall be 80%. The percentage of attendance calculated on the last instructional day shall be indicated by a letter code as given below and shall be reported to the class committee.

**Attendance mapped to Code**

90% and above: **H**

80% and above but less than 90%: **N**

Less than 80%: **L**

The percentage shall be calculated for the classes conducted from the date of the beginning of the classes in the semester as per academic calendar. In case of late admission of first semester students, it may be counted from the date of his/her

admission.

**R.12.2** A student whose attendance is less than 80% for a course (L grade) is not eligible to appear for the end-semester examination for that course, if he/she has not been sanctioned condonation of shortage of attendance as per **R.13.0**.

**R.12.3** The details of all students who have attendance less than 80% in a course (L grade) shall be announced by the faculty instructor on the last instructional day in the class. These details shall be sent to the concerned PC/HoD.

**R.13.0 Leave**

R.13.1 Students must attend all the classes for the courses which are registered by him/her without fail. If he/she cannot attend any class due to sickness or due to any unavoidable circumstances, same shall be informed to the faculty instructor and PC in advance, if possible or at the earliest. Student shall submit leave applications with recommendations of PC to the HoD in advance, if possible or at the earliest.

If the number of days of absence due to medical reasons, as stated above, does not exceed **10 consecutive days**, application for medical leave, supported by medical certificate from a registered medical officer with the endorsement by the Institute Medical Officer, shall reach the HoD with recommendations from PC, within five instructional days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier. Application for Medical Leave will be considered only in cases where the student is not in a position to attend any of the classes during the period mentioned in the Medical Certificate.

Medical Leave for a period of more than **10 consecutive days** shall be admissible only in the case of ill-health requiring hospitalization/physical indisposition with inability to move, such that the student is not in a position to attend any of the classes during the period of Medical Leave applied for. In such cases, the application for Medical Leave should be accompanied by appropriate supporting documents (such as Discharge Summary/treatment records) in addition to the medical certificate obtained from a registered medical practitioner. All the supporting documents and medical certificate are to be endorsed by the Institute Medical Officer. The application for Medical Leave, along with the above documents, should be submitted to the Dean (Academic) with recommendation from the PC and HoD. Decision on granting the Medical Leave will be taken by a sub-committee constituted by the Dean (Academic).

The students who are granted Medical Leave for more than **10 days consecutively** shall produce Medical Fitness Certificate after returning from leave, for continuing the programme.

R.13.2 Those students having overall attendance of less than 80% (L grade) but having 80% or more attendance for the period other than their Medical Leave, as stated in **R.13.1**, may be considered for condonation of shortage of attendance subject to the following conditions:

- (i) The overall attendance in the course including the period of illness should not fall below 50%.
- (ii) Medical Leave should have been granted by the competent authority, in response to the application for Medical Leave submitted within the stipulated time (within five instructional days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier), as stated in **R.13.1.**

Application for condonation recommended by the Programme Coordinator and concerned faculty is to be submitted to the HoD on or before the last instructional day of the semester/or on a date indicated by the department. The application for condonation should be accompanied by the proof of approval of the Medical Leave by the competent authority, obtained within the stipulated time (as stated in **R.13.1**). The HoD, depending on the merit of the case, may permit the student to appear for the end semester examination. List of such students permitted to appear for the end semester examination will be published in the department. The details of approval of condonation will be intimated to PC, Course Faculty, Faculty in charge of Examinations and Dean (Academic). All the related records shall be kept with concerned PC in the department. **A student shall be eligible for this concession only once during the entire degree programme.**

R.13.3 Students are expected to attend all the classes of theory and practical/drawing/seminar courses. As an incentive to those students who participate in extra-curricular activities such as Tathva, Tarang, and Ragam/Cultural events inside or outside institute and those who represent the Institute in sports & games, cultural/technical events or festivals outside the Institute, and those attended in the Institute placement process, a relaxation of up to 5% attendance shall be given, subject to the condition that these students get prior approval from the following officials:

1. Tathva: Faculty Convener, Tathva
2. Tarang: Faculty Coordinator
3. Ragam/Cultural festivals: Faculty Convener/Dean (Students Welfare)
4. Presenting Papers/Attending Technical/Management Festivals: Faculty Advisor/HoD concerned.
5. Sports & Games: Faculty in charge of sports & games (Physical Education)
6. Placement activities: Professor in Charge of Placement

All students participating in extra-curricular activities (mentioned above) are advised to get approval for their duty period from the concerned officials, prior to the programme or event. Students participating/attending in the above are advised to collect the duty/attendance certificates (if any) from the appropriate authority mentioned above immediately after the activity/programme.

The students who wish to apply for condonation due to loss of class by participating in extra-curricular activities are required to fill up the necessary form and get it signed by the above appropriate authority. All such applications

recommended by the concerned PC shall be submitted to HoD on or before the last day for the application for condonation in the semester as per the academic calendar or on a date indicated by the Department for the same, whichever is later. The HoD, depending on the merit of the case may permit the student to appear for the end semester examination. List of such students permitted to appear for the end semester examination will be published in the department (by HoD) with details to PC, Course Faculty and Faculty in charge of Examinations. All the records shall be kept with PC in the department.

- R.13.4 Those students who have attendance less than 50% in any course are not eligible for condonation on any grounds and hence not eligible for appearing for the end semester examination of the course.

#### **R.14.0 Assessment Procedure**

- R.14.1 The Senate shall decide the assessment procedure from time to time. It shall be based on the system of tests/assignments/tutorials/presentations/course projects/reports, etc. and end semester examinations in each course in each semester.

#### **R.15.0 System of Tests/Assignments/Tutorials**

- R.15.1 A minimum two tests (of minimum one hour each) are mandatory for lecture courses and for courses where lecture clubbed either with practical or drawing or projects, etc. Number of assignments/tutorials/presentations/course projects/reports, etc. shall be decided by the course faculty.  
The details of weightage of marks for the two tests and other items like assignments tutorials/presentations/course projects/reports shall be decided by the course faculty. This will be announced in the class at the beginning of the semester and will be presented in the Class Committee, and modifications, if any, based on the discussions shall be made by the course faculty.  
For laboratory/practical courses, the method of assessment shall be based on tests and the performance of students in the regular laboratory/practical classes and will be decided by the course faculty. This will be announced in the class at the beginning of the semester and will be presented in the Class Committee and modifications, if any, based on the discussions shall be made by the course faculty. All such records shall be filed and kept by the Chairperson of the class committee.

#### **R.16.0 End Semester Examination**

- R.16.1 There shall be one end semester examination of minimum three hours duration for each lecture course and for each course where lecture clubbed either with practical, projects, etc.

### **R.17.0 Weights for Assessment Components**

R.17.1 For all lecture courses and for all courses where lecture clubbed either with practical or projects, etc., the end semester examination shall be in the range of 40 to 60% weight. The remaining 40-60% is for other components like tests/assignments/tutorials/course projects, etc. For courses where the lecture is clubbed either with practical or projects etc. assessment procedure shall be a properly weighted combination of those for lecture and those for practical or project components, etc., and shall be decided by the course faculty in consultation with the class committee.

For laboratory/practical courses, end semester examination is not mandatory.

If end semester examination is planned for a laboratory/practical course, it shall be conducted before the last instructional day and the weight for it should not exceed 40%.

### **R.18.0 Summer Internship and Business Research Project Evaluation**

R.18.1 Both Summer Internship and Business Research Project (BRP) will be done by the individual students under the guidance of an internal faculty member.

R.18.2 Coordinators of summer internship and BRP, nominated by HoD and a few faculty guides as members will form the Internal Evaluation Committee. Evaluation committee will decide the norms for evaluation and this will be informed to the students at the beginning of the semesters. Minimum three members shall be present during the evaluation. An external member shall be invited by the HoD, if required.

R.18.3 If the summer internship report and BRP report are accepted, the student shall submit the prescribed number of copies of the final version of the report to the Department, after incorporating all the corrections and suggestions of the internal evaluation committee, in the prescribed format as notified by the Department. In the case of BRP report, a soft copy of the report shall be submitted to the digital library.

R.18.4 The Grades allotted for the summer internship, and BRP during third and fourth semesters will be counted for the calculation of CGPA.

R.18.5 BRP/thesis will be considered for awarding Grade 'S' only if a paper, based on the project work is published/accepted for presentation at least in a Scopus indexed conference or a software copyright is granted.

### **R.19.0 Make-up Examination**

R.19.1 Students who miss any of the mid-term tests or end-semester examination due to ill-health requiring hospitalization/physical indisposition with inability to move or any other compelling reason judged to be valid by the PC/HoD, are eligible for a

make-up examination.

- R.19.2 Those who miss test(s) and/or end semester examinations shall apply to the concerned HoD through PC **within five instructional/working days** after the missed test/examination or before the prescribed date indicated in the academic calendar whichever is earlier, giving the reasons/proofs for the absence. Applications received after this period will not be entertained. Students residing in the hostels should produce a medical certificate (as the proof for absence) issued by the Institute Medical Officer certifying that he/she was admitted to hospital during the period of examination or he/she was not in a condition to write the examination. Requirement of hospitalized treatment is not applicable in the case of contagious disease like chicken pox. Students residing outside the campus must produce a medical certificate (as the proof for absence) from a Registered Medical Practitioner certifying that he/she was admitted to hospital during the period of examination or he/she was not in a condition to write the examination, and the same should be duly endorsed by the Institute Medical Officer. All applications for make-up examinations when approved by the concerned HoD shall be given to the PC. The PC shall inform the same to the course faculty concerned. The list of students permitted to appear for the make-up examinations of mid-term tests and end-semester examination shall be published in the department.
- R.19.3 Make-up examination for mid-term tests shall be conducted by the course faculty concerned during appropriate slots as per the schedule published in the academic calendar. Record of the corrected marks shall be kept by the concerned faculty, with appropriate entries in the institute DSS. The same shall be informed to the PC. Make-up examination for end semester examination shall also be conducted by the course faculty as per the schedule indicated in the academic calendar.
- R.19.4 Students who miss the end semester examination and one or more tests shall be permitted to write one make-up examination only, and no marks shall be separately awarded for the missed tests. Those who miss the tests can also appear for the make-up examination and answer the relevant portions of the question paper with appropriate weight as attached to the test(s) based on the instruction from faculty instructor.
- R.19.5 A student who misses the make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination, Dean (Academic) as the nominee of the Chairman of the Senate, may permit the student to appear for a second make-up examination based on the request from the student (enclosing proof for the reasons for missing the makeup) with appropriate recommendations of the PC/HoD.

**R.20.0 Contact Course**

R.20.1 A student who has completed all the course-work credit requirements except for one failed course, and successfully completed internal assessment of the project work, may be offered a contact course during the summer vacation following immediately after, on the recommendation of the DCC and with the consent of the faculty

R.20.2 The assessment procedure for a contact course will be similar to the procedure for regular semester course

R.20.3 Withdrawal from a contact course is not permitted

**R.21.0 Method of Grading**

R.21.1 The faculty will return evaluated assignments, tutorials, term papers, test papers, etc., within a reasonable time after the respective test/examination/submission. Test papers may be collected back from the student within a day. Course Faculty shall publish the total marks for the assessment other than that for the end semester examination, for all students registered for the course by the last instructional day. Any clarification on these marks shall be done by the student with the concerned Course Faculty before the end semester examination.

R.21.2 A Class Committee without the student members shall be convened on a convenient date before the date of declaration of results as per the approved academic calendar. The letter grades to be awarded to the students for different courses shall be verified and finalized at the meeting. Chairman of the Class Committee shall submit the final results to the HoD for forwarding to the Dean (Academic).

R.21.3 Based on the semester performance, each student is awarded a final letter grade in each course. The letter grades and the grade points are as follows:

Letter Grade	S	A	B	C	D	E	F	I	W
Grade Point	10	9	8	7	6	5	0	0	0

F: Failure

I: Incomplete (evaluation not completed and actual grade to be awarded later)

W: Insufficient attendance

I grade will be awarded by a faculty instructor for a course to any student when the final evaluation could not be completed before the final class committee due to valid reasons. I grade shall be converted into proper grade before the registration of the next semester and will be conveyed to the academic section by the faculty instructor through HoD. Concerned PC and Chairman, Class Committee shall also be informed about the final result. If it could not be finalized before the registration of the next semester, appropriate permission shall be obtained from Dean



(Academic).

R.21.4 A student is considered to have credited a course or earned credits in respect of a course if he/she secures a grade other than F, W or I for that course. A course successfully completed cannot be repeated.

### **R.22.0 Declaration of Results**

R.22.1 Results (without marks but having the final grades and the attendance codes against Roll number of students without names) will be published in the respective Department Notice Boards and in the Institute website on the time/day as per the academic calendar or as instructed by the Dean (Academic).

R.22.2 PC/HoD shall give necessary advice/warnings to the students with failures, if any, and make arrangements to inform the results to the parents/guardians of students, if required.

### **R.23.0 Re-evaluation of Answer Sheets**

R.23.1 **Re-examination of answer sheets prior to re-evaluation:** (a) In case any student needs clarification on his/her grade or wishes his/her answer sheets of end semester examinations of any courses other than summer internship, BRP and laboratory to be re-examined, he/she can contact the faculty instructor concerned within five working days after the commencement of the immediately succeeding semester or within five working days on publication of results, whichever is later. The student shall have access to his/her answer paper(s) in the end semester examination which may be shown to him/her by the faculty concerned. If the faculty feels that the case is genuine, he/she may reexamine the case and forward a revised grade, if any, to the Dean (Academic) through the Chairman of the Class Committee with proper justification for the revision on intimation to the concerned PC/HoD.

(b) If a student feels that he/she has grievance which is not genuinely sorted out with the Course Faculty, he/she may represent the matter to the concerned HoD (Head of the Department to which the course faculty belongs) through his/her PC/HoD (Head of the Department to which the student belongs) within five working days on publication of results, or within five working days after the commencement of the immediately succeeding semester, whichever is later. The HoD shall examine the case, take suitable decision and communicate the same to the student in writing. (If the concerned faculty is the HoD, then HoD may refer the matter to one of the senior faculty members of the department). Revised result, if any, shall be sent to the Dean (Academic) through the Chairman of the Class Committee with proper justification for the revision on intimation to the concerned PC/HoD.

R.23.2 **Re-evaluation of Answer Sheets:** (a) If the student is not satisfied with the decision of the HoD, he/she may appeal to the Dean (Academic) through PC &

HoD, within ten working days on receipt of the communication from the HoD, for the re-evaluation of the answer papers. The student has to make necessary payment for the re-evaluation and attach receipt along with application. Dean (Academic) may arrange for the re-evaluation of the answer papers in deserving cases through another faculty (from a panel of minimum 2 examiners proposed by the HoD) within the Institute. Once re-evaluation of answer sheets is completed, the result shall be intimated by the faculty who re-examined the answer sheets to Dean (Academic) through the HoD. For all such cases, the results obtained for the re-evaluation will be the final and will replace the earlier results.

(b) Requests received from the student within the stipulated time limits only shall be processed.

(c) The decision of the Chairman, Senate will be final and binding for all the clauses above.

#### **R.24.0 Repetition of a Course**

R.24.1 (a) A student who was awarded F and/or W grade in a core course has to repeat it compulsorily. If the same course (same code/title/credit) is not available due to the change in the curriculum, then the students shall register for the approved equivalent course(s) (meeting the same credits) of the new curriculum as per the advice of PC. If the course is an elective course, the student may repeat it if he/she so desires or register for a new elective course based on the advice from PC.

(b) Student repeating a course with F and/or W grade has to attend all the classes for the courses registered like a regular student and attendance shall be mandatory.

#### **R.25.0 Grade Point Average**

R.25.1 The academic performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA).

$$SGPA = \frac{\sum (C \times GP)}{\sum C}$$

where the summation is taken over all the courses registered for by the student in the semester, except Pass/Fail courses and C indicates the number of credits for the course and GP the grade point scored by the student for the course.

The performance of a student up to and including a particular semester is indicated by the earned credits and the Cumulative Grade Point Average (CGPA) which can be calculated using similar formula where the summation is taken for all the courses registered for by the student except Pass/Fail courses if any, up to and including the recently completed semester.

## **26.0 Conversion of CGPA to Percentage Marks**

26.1 The CGPA can be converted to percentage of marks as follows:  
(CGPA- 0.5) x 10 = **Percentage of marks.**

## **R.27.0 Grade Card**

R.27.1 The semester wise Grade Cards will be issued to each student through PC by the academic section normally within a month from the completion of finalization of the results and shall contain the following details:

- a) code, title, credit and category of each course registered in the semester
- b) letter grade obtained
- c) \* indication for subjects with more than one appearance
- d) attendance code
- e) total number of credits earned by the student up to the end of that semester in each category and grand total, and
- f) SGPA and CGPA.

R.27.2 At the end of the M.B.A. degree Programme a consolidated grade card will be issued to each student.

## **R.28.0 Class/Division**

R.28.1 Classification in academic performance is based on CGPA and is as follows:  
CGPA 8 and above: First Class with distinction  
CGPA 6.5 and above, but less than 8: First Class  
CGPA 5 and above, but less than 6.5: Second Class.

## **R.29.0 Eligibility for the Award of M.B.A. Degree**

R.29.1 A student shall be declared to be eligible for the award of the M.B.A. Degree if he/she has:

- 1) Successfully acquired the credits in the different categories as specified in the approved curriculum of M.B.A. within the stipulated time
- 2) Completed the normal duration of the programme for M.B.A. programme.
- 3) No dues to any departments/sections of the Institute including hostels, and has no disciplinary action pending against him/her.

The award of the degree shall be recommended by the Senate and approved by the Board of Governors of the Institute.

R.29.2 Students who completed the programme and are eligible for the award of the Degree can get the following documents from the academic section based on application, within two weeks from the declaration of results: consolidated Grade Card, Course Completion, Provisional Degree, Transfer and Migration Certificates. Degree certificate will be issued during convocation as per the notifications issued by the Institute.

**R.30.0 Power to Modify**

R.30.1 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.