

# MBA - Regulations 2022



**Dr.N.G.P. Institute of Technology, Coimbatore**  
[An Autonomous Institution]

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai  
Recognized by UGC & Accredited by NAAC with A+ and  
NBA [BME, CSE, ECE, EEE & Mechanical Engineering]

**Dr. N.G.P. INSTITUTE OF TECHNOLOGY, Coimbatore – 641 048**

(An Autonomous Institution)

**REGULATIONS 2022**

**CHOICE BASED CREDIT SYSTEM**

**Common to all M.B.A. Full-Time Programmes**

(For the students admitted to M.B.A. Programm from AY 2022 - 2023)

Dr.N.G.P IT was established in the year 2007 by KMRECT. It is an Autonomous Institution since 2022 and accredited by NAAC with 'A+' Grade. The Institution offers 10 Undergraduate Programs and 4 Post Graduate Programs in Engineering and Technology along with MBA. All eligible Programs have been accredited by the NBA, New Delhi.

Information on the minimum number of credits to be earned for the successful completion of M.B.A. programmes is 100.

U. V. Prade

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## REGULATIONS 2022 CHOICE BASED CREDIT SYSTEM MBA PROGRAMME

Regulations 2022 is prepared in accordance with the guidelines laid by the University Grants Commission (UGC), All India Council for Technical Education (AICTE) and Affiliating University, Anna University, Chennai, incorporating the features of the Choice Based Credit System (CBCS). The Regulation 2022 is applicable to the candidates admitted to the MBA. Degree Programmes of the Institution from the Academic Year 2022-2023.

### 1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Post graduate Degree Programme e.g., M.B.A. Degree Programme.
- ii. **“Specialization”** means a domain in which a student has specialized based on the choice of elective courses.
- iii. **“Course”** means Theory or Practical subject that is normally studied in a semester, like Business Research Methods, Marketing Management etc.
- iv. **“Head of the Institution”** means the Principal of a College / Institution who is responsible for all academic activities of that College / Institution and for implementation of relevant Rules and Regulations.
- v. **“Head of the Department (HOD)”** means the Head of the Department concerned.
- vi. **“Controller of Examinations (COE)”** means the Authority of the University who is responsible for all activities of the University Examinations.
- vii. **“Institute”** or **“College”** means the Authority of Dr. N.G.P. Institute of Technology
- viii. **“University”** means ANNA UNIVERSITY, CHENNAI.

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

### **2.1. P.G. PROGRAMMES OFFERED**

2.1.1. Master of Business Administration (MBA)

### **2.2. MODES OF STUDY**

2.2.1. Full-Time Mode:

Candidates admitted under 'Full-Time' should be available in the College / Institution 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 programme(s) / course(s) or take up any Full-Time / Part-Time job(s) in any Institution or organization 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 authorized break of study as explained in Clause 19.7.

### **2.3. ADMISSION REQUIREMENTS**

2.3.1. 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 Govt 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.

2.3.2. However, the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.

2.3.3. Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.

2.3.4. Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.

## **3. STRUCTURE OF THE PROGRAMMES**

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

Every 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 (PC)** include the core courses relevant to the chosen specialization/branch.

- iii. **Professional Elective Courses (PE)** include the elective courses relevant to the chosen specialization.
- iv. **Non-Functional Elective Courses (NEC)** include elective courses outside of the area of specialization
- v. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

### 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	CREDITS
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 Post-Graduate programmes. The Project Work has to be undertaken in the final semester.

- 3.4.1. The Project work for M.B.A shall be pursued for a period of **8** weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding **12** 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.

3.4.5. Submission of Project Report

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.

3.5. **Internship**

3.5.1. 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 signed by the competent authority of the industry, as per the format provided by Centre for Academic Courses shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to COE, Anna University by the Head of the Institution for processing results.

DURATION OF INTERNSHIP	CREDITS
4 Weeks	2

\*1 Week = 40 Internship Hours

3.5.2. 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 Department. The attendance certificate submitted by the students shall be attached to the mark list and sent to the Controller of Examination.

3.6. Instead of Non-functional elective, the student may be permitted to choose ONE course from other PG programmes with the approval of the Head of the Department offering such courses.

**3.7. Online Courses**

Students may be permitted to credit a maximum of two online courses (in his/her chosen area of specialization) subject to a maximum of six credits, with the approval of the Head of the Institution and the Director, Centre for Academic Courses, 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/NPTEL platform.

3.8. A student is permitted to register a maximum of two courses in total from clause 3.6 and 3.7.

**3.9. 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**

The minimum and maximum period for completion of the P.G. Programmes are given below:

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

4.1. The Curriculum and Syllabi of the P.G. Programmes shall be approved by the Academic Council of the Institute. 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.

4.2. Each semester shall normally consist of 80 working days or 560 periods of each 55 minutes duration. The Head of the Department 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. The aforesaid duration of working days includes the internal assessment periods. 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.

$$\text{Percentage of Attendance} = \frac{\text{Total Number of Periods attended in all the course per semester}}{\text{Total Number of Periods per week as prescribed in the curriculum taken together for all courses of the semester} \times 15} \times 100$$

4.3. The minimum prescribed credits required for the award of the degree shall be 100.

## 5. COURSE REGISTRATION

### 5.1. Flexibility to Drop courses

5.1.1. 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.

5.1.2. From the first to pre-final semesters, the student has the option of dropping the existing courses in a semester during registration, subject to a maximum of 6 credits. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

5.2. 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 (with the facility to drop courses to a maximum of 6 credits (vide clause 5.1)).

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 courses that a student registers in a particular semester may include

- i) Courses of the current semester.
- ii) Courses dropped in the lower semesters.

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) and Withdrawal (W) courses registered by the student for the appearance of Examination.

## 6. EVALUATION OF PROJECT WORK

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

The Head of the Department shall constitute a review committee, consisting 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. 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 total marks obtained in the three assessments shall be reduced to 60 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:

Project Review			End Semester Examination			
Review I	Review II	Review III	Project Report	Viva-voce Examination		
			External	Internal	External	Supervisor
20	20	20	10	10	10	10

6.2. The Project Report prepared according to approved guidelines as given by the Office of Autonomy and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted for the Viva-voce Examination.

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 of M.B.A., 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.

## 7. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course- instructors) of the class. He / She will be appointed by the Head of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.

- To attend to 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. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. 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.
- Analyzing 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 Class adviser(s) 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 student 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 student who secures overall attendance between 65% and 74% in that current semester as per clause 4.4 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 student 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 as per clause 4.4 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 (IA)

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 concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

Internal Assessment – I (100 Marks)			Internal Assessment – II (100 Marks)			Total
Internal Test - I	Assignment - I	ALM#	Internal Test - II	Assignment - II	ALM#	
60	30	10	60	30	10	200*

# - Active Learning Methodologies

\* The weighted average shall 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 three parts viz., Internal Test, Assignment and ALM with each having a weightage as mentioned in the table given above. The tests shall be 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.

<b>Internal Assessment (100 Marks) *</b>	
Evaluation of Laboratory Observation and Record	End Semester Model Test
75	25

\* Internal assessment marks shall be converted into 60 marks.

## 11.3. Other Employability Enhancement Courses

### 11.3.1. Evaluation of Seminar

The Seminar is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar 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 seminar 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 seminar paper (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.

## 11.4. Assessment for Online courses

Students may be permitted to credit two online courses (which are provided with certificate), 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 organization 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 organization. The details regarding online courses taken up by the student and marks/credits earned and the approval for the course from Centre for Academic Courses shall be sent to the Controller of Examinations, Anna University in the subsequent semester(s) along with the details of the elective(s) to be dropped.

- 11.5. Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.
- 11.6. 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). The University or any inspection team appointed by the University may inspect the records of attendance and assessments of both current and previous semesters.

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

- 12.1. A candidate shall normally be permitted to appear for the University examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 10.1 & 10.2 and has registered for examination in all courses of the current semester.
- 12.2. Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the university examinations failing which, the candidate will not be permitted to move to the higher semester.
- 12.3. A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks / CGPA.

## **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 at the end of the semester as specified in the respective Academic Calendar.

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

### 13.2. WEIGHTAGE

The following will be the weightage for different types of courses:

Course Type	Internal Assessment	End Semester Examination
Lecture based Theory Course OR Lecture-cum-Tutorial based Theory Course	40%	60%
Laboratory / Practical Course	60%	40%
Project Work	60%	Evaluation of Project Report by External Examiner 10% Viva-voce Examination: 30%

### 14. PASSING REQUIREMENTS

- 14.1. A student who secures not less than 50% of total marks prescribed for the course (Internal Assessment + End Semester Examinations) with a minimum of 45% of the marks in the prescribed for the End Semester 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 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 (6.4), 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 his/her semester examination answer paper in a theory course as per the guidelines of COE, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Department. The COE 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 course and EEC courses.

## 15. AWARD OF LETTER GRADES

15.1. 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
<b>O</b> (Outstanding)	10
<b>A+</b> (Excellent)	9
<b>A</b> (Very Good)	8
<b>B+</b> (Good)	7
<b>B</b> (Average)	6
<b>C</b> (Satisfactory)	5
<b>RA</b> (Re-appearance)	0
<b>W</b> (Withdrawal)	0

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”, “C”.

“SA” denotes shortage of attendance (as per clause 4.3) and hence, prevention from writing the end semester examinations.

“RA” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades RA and W 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 RA is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 10), but has to appear for the end semester examination and fulfil the norms specified in clause 14 to earn a pass in the respective courses. If the grade RA is given to Project work, the course has to be registered again and attendance requirement (vide clause 10) should be satisfied.

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

## 15.2. GRADE SHEET

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

- 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 first semester. RA grades will be excluded for calculating GPA and CGPA.

$$\text{GPA (or) CGPA} = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where  $C_i$  is the number of Credits assigned to the course

$GP_i$  is the point corresponding to the grade obtained for each course

$n$  is 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 P.G. Degree (MBA) 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 student was admitted.
- iii) Successfully passed any additional courses prescribed by the Committee constituted by Principal, whenever readmitted under regulations R-2022 (vide clause 19.3)
- iv) No disciplinary action pending against the student.

## 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 authorized 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 (except approved withdrawal from end semester examinations as per clause 18) for the purpose of classification.

**17.5. Photocopy / Revaluation**

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of COE on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with 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 Department. Revaluation is not permitted for practical courses and for EEC courses.

A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

**17.6. Review**

Students 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 Department.

Students applying for Revaluation only are eligible to apply for Review.

**18. PROVISION FOR WITHDRAWAL FROM EXAMINATION:**

18.1. A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Head of the Institution) be granted permission to withdraw from appearing for the End Semester Examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to COE through the Head of the Institution with required documents.

18.2. student is otherwise eligible to write the examination (Clause 10) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.

For a student to withdraw from a course(s), he/she should have registered for the course, fulfilled the attendance requirements (vide clause 10) and earned continuous assessment marks.

- 18.2.1. Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 18.3. In case of withdrawal from a course(s), it will figure both in Grade Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.
- 18.4. If a student withdraws from writing end semester examinations for a course(s), he/she shall register for the same in the subsequent semester and write the end semester examination(s).
- 18.5. If a student applies for withdrawal from Project work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work I and II respectively and the same is not considered as reappearance.
- 18.6. Withdrawal is permitted for the end semester examinations in the final semester, as per clause 17.1.

## **19. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME / GAP YEAR CONCEPT**

- 19.1. A student is permitted to avail authorized break of study for a maximum period of one year in a single spell.
- 19.2. 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 additional break of study not exceeding another one year. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the Institution 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 Institution stating the reasons therefore and the probable date of rejoining the programme.

- 19.3. The students permitted to rejoin 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 rejoining in new regulations shall register for additional courses, if any, as notified by the Controller of Examinations under change of regulations. A committee will be constituted by the Principal in this regard, with the Head the respective department as the convener and two more senior professors. 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.
- 19.4. The authorized break of study of maximum of one year is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 17.1).
- 19.5. The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student 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.
- 19.6. If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 19.1).
- 19.7. If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorized break of study for one year. The student shall undertake the job / start-up / entrepreneurship only after getting approval of the same by The Director, Centre for Academic Courses with due proof to that effect.
- 19.8. No fee is applicable to students during the Break of Study period.

## **20. DISCIPLINE**

- 20.1. 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 Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.
- 20.2. If a student indulges in malpractice in any of the End Semester Examination / Internal Examination he / she shall be liable for punitive action as prescribed by the College from time to time.

## **21. Conduct of Academic Audit by the Institution**

- 21.1. Dr. NGPiTECH strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 11.

- 21.2. In order to ensure the above, 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 11, the academic records shall be maintained in the form of documentation 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.
- 21.3. The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a Management / Technical institution of repute near the institute.
- 21.4. The University or any inspection team appointed by the University may verify the records of Academic Audit report of the courses of both current and previous semesters, as and when required.

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

The Institution reserves the rights to revise / amend / modify the Regulations, Curriculum, Syllabus, Scheme of Examinations and date of implementation and to introduce Additional Elective Courses, Open-Elective Courses and One-credit Courses through the Academic Council with the approval of the Governing Council.

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