

PERI

INSTITUTE OF TECHNOLOGY

[AN AUTONOMOUS INSTITUTION, AFFILIATED TO ANNA UNIVERSITY]

NO.1, MANNIVAKKAM, CHENNAI-600048, TAMIL NADU

ACADEMIC REGULATIONS

R2025

MBA REGULATIONS 2025

CHOICE BASED CREDIT SYSTEM

REGULATIONS FOR MANAGEMENT STUDIES (MBA)
(APPLICABLE FOR STUDENTS ADMITTED FROM 2025-2026)



VISION & MISSION OF THE INSTITUTE

VISION

To be an internationally recognized seat of higher learning in Engineering, Technology and Science. PERI also visualizes being a research incubator for academicians, industrialists and researchers from across the world.

MISSION

- It strives to provide quality technical education at affordable cost.
- Providing state-of-the-art infrastructure facilities to achieve excellence in teaching-learning, Research & Development.
- Aligning with leading industries to create competent engineers through internships and placement focused training.
- Create an environment which is conducive to learn skills which will solve pressing issues along with foundation in moral values and ethics.

VISION & MISSION OF THE DEPARTMENT

VISION

To become a globally acclaimed center of excellence in management practice, fostering innovative leadership and delivering sustainable economic and business solutions for a dynamic corporate world.

MISSION

- To provide advanced management education by integrating strong industry collaborations and research, developing competent business leaders grounded in ethical values and equipped with practical skills to succeed in a dynamic global marketplace.
- To foster an innovative and inclusive learning environment that empowers students with an entrepreneurial mindset, leadership abilities, and moral integrity to solve contemporary business challenges and contribute positively to society.

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1. PREAMBLE

The first autonomous Post Graduate Regulation (**PGR25**) for the MBA Programme at PERI Institute of Technology (**subsequently referred to as PERI IT**) is formulated in accordance with the guidelines of Anna University, Chennai and All India Technical Council for Education (AICTE) in compliance with the norms prescribed by the Government of Tamil Nadu. This regulation has been duly reviewed and approved by the Academic Council (AC) of PERI IT.

These regulations are subject to revision and amendment by the Academic Council (AC) of the Institution, as and when deemed necessary, based on the recommendations of the Board of Studies (BoS). The AC shall determine the applicability of such amendments to the ongoing student batches enrolled in the programme.

2. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- i. **“Programme”** means Degree Programme that is MBA Degree Programme.
- ii. **“Discipline”** means specialization or branch of MBA Degree Programme, like Management Studies.
- iii. **“Course”** means a theory course / laboratory course and Elective Course that is normally studied in a semester, like Organisational Behaviour, Business Research Methods and HR, Finance and Marketing etc.
- iv. **“Head of the Institution”** means the Principal of the College.
- v. **“Head of the Department (HOD)”** means the Head of the Department concerned.
- vi. **“Controller of Examinations (COE)”** means the authority of the Institution who is responsible for all examination activities of the College.
- vii. **“BoS Chairman”** means Chairperson of Board of Studies of each department division.
- viii. **“Credit”** means a numerical value allocated for each course to describe the student’s workload required per week.

- ix. **“Grade”** means the letter grade assigned to each course based on the range of marks specified.
- x. **“Grade Point”** means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- xi. **“Institution”** means PERI Institute of Technology.
- xii. **“University”** means ANNA UNIVERSITY, CHENNAI.

3. ADMISSION

3.1 Mode of Admission

Candidates seeking 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 any other University, or an equivalent qualification as specified under the eligibility norms prescribed for admission. Admission to the programme shall be based on the Tamil Nadu Common Entrance Test (TANCET) scores and the Tamil Nadu Common Admission (TANCA) criteria notified for the respective academic year. This applies to candidates admitted through both the single window counselling process and the management quota.

Note:

- i. TANCA releases the updated criteria during the admissions every academic year.
- ii. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.
- iii. Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose.
- iv. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

3.2 Mode of Study

- i. The institution only offers a full-time mode of study. Students are expected to be present on campus during all working hours, from morning to evening, to participate in the curricular, co-curricular and extracurricular activities assigned to them.
- ii. Students are not allowed to enrol in any other full-time programs or courses, nor can they take on any full-time or part-time jobs at any institution or company during their period of study. Violating these rules will result in the cancellation of admission to the postgraduate program.

4. ACADEMIC PROGRAMMES

The Institution is offering **MBA** Programme in the following discipline:

i. Management Studies (MBA) – Full Time

4.1 Programme Duration

The duration of an academic programme shall be two (02) years consisting of four (04) semesters.

4.1.1 Maximum Duration

The minimum and maximum period for the completion of the MBA Programme is given in table below.

Programme	Minimum No. of Semesters	Maximum No. of Semesters
MBA	4	8

4.1.2 Cancellation of Admission

Students, who fail to fulfill all the academic requirements for the award of the degree within the prescribed duration as per article 4.1.1, will forfeit their admissions.

4.2 The Medium of Instruction and Examination

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

4.3 Minimum Instruction Days

Each semester shall normally consist of 90 working days (including examination days) or 600 periods of 1 hour each. However, additional classes for improvement, special coaching, etc., may be conducted over and above the specified periods.

4.4 End Semester Examination

End semester examinations will be held subsequently after the last working day of each semester, starting from the first semester, in accordance with the prescribed academic schedule.

5. CURRICULUM FRAMEWORK

5.1 Prologue

PERI IT is committed to producing competent, industry-ready and ethically responsible management professionals through a well-structured curriculum, innovative teaching-learning methodologies, and effective examination and evaluation systems. The MBA curriculum is designed to focus on developing analytical, strategic, and leadership skills. The curriculum ensures both depth (specialization in functional areas of management) and breadth (multidisciplinary exposure) to achieve the intended Programme Outcomes (POs) and Programme Educational Objectives (PEOs).

5.2 Categorization of Courses

The course structure of the MBA Programme, across all specializations, includes a set of required courses classified under the following categories.

S.NO	CATEGORY	CODE
1	Professional Core Courses	PCC
2	Professional Elective Courses	PEC
3	Non Functional Elective Courses	NFEC
4	Employability Enhancement Courses	EEC
5	Self Study Courses	SSC
6	Research Methodology and IPR Course	RMC
7	Value Added Courses	VAC
8	Outbound Experiential Learning Programmes	OBEL
9	Communication Through Theatre Techniques	CTTT
10	Course of Independent Study	CIS
11	MOOC Courses	MOOC
12	NSE and other similar Certification Programme	NSE
13	Social Sensitization Projects	SSP
14	Community Development Projects	CDP
15	Rural Innovation Projects	RIP
16	Consulting Projects	CP
17	Industry or Academic Internships	IAI
18	Field/Live Projects	FLP
19	Global Virtual Team Project	GVTP
20	Study Abroad Programme	SAP
21	Student Exchange Programme	SEP

5.2.1 Professional Core Courses (PCC)

It consist of a set of courses considered necessary for the students of the specific program. The courses under this category satisfy the program-specific criteria prescribed by the appropriate professional societies.

5.2.2 Professional Elective Courses (PEC)

The curriculum also gives the Institution flexibility in offering a variety of PEC's to the students of a particular discipline, which covers depth and breadth to broaden the student's knowledge. The students may register for appropriate electives offered in the program based on their area of interest. The BOS is empowered to identify as many tracks as possible in emerging technologies and industrial relevance. The students can take three elective courses from any two functional specializations.

5.2.3 Non Functional Elective Courses (NFEC)

Non-Functional Elective Courses are designed to promote interdisciplinary learning and broaden students perspectives beyond their core and functional specializations. These electives may include subjects related to communication skills, sustainability, innovation, entrepreneurship, foreign languages, and other emerging areas that enhance holistic development and leadership capabilities.

5.2.4 Employability Enhancement Courses (EEC)

It includes Project Work, Internship, Seminar, Practical Courses, Professional Practices, Case Study and Industrial/Practical Training etc.

5.2.5 Self Study Course (SSC)

Self-Study Courses are intended to encourage independent learning and self-motivation among students. Under faculty guidance, students select a topic or course outside the standard curriculum, explore it through structured self-study and demonstrate mastery through assessments such as presentations, reports, or exams. This promotes lifelong learning and research aptitude.

5.2.6 Research Methodology and IPR Course (RMC)

It covers topics on the process of research and patenting.

5.2.7 Value Added Courses (VAC)

- i. The department concerned shall be permitted to offer one (01) or two (02) credit courses as value-added courses (VAC) with prior approval from the Head of the institution.
- ii. The students may optionally undergo the VAC over and above the courses prescribed in the curriculum to obtain practical and industry-specific knowledge.
- iii. The credits earned through the VAC shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree.
- iv. The detailed syllabus, timetable, and course coordinator details must be sent to the COE office before the commencement of the course.
- v. The credits earned through these optional courses will not be counted for GPA or CGPA computation but will be indicated in the grade sheet.

5.2.8 Outbound Experiential Learning Programmes (OBEL)

Outbound Experiential Learning Programmes involve structured learning activities conducted outside the traditional classroom environment. Through team-based tasks, leadership challenges, and problem-solving exercises, students develop managerial competencies such as teamwork, communication, adaptability, and decision-making.

5.2.9 Communication Through Theatre Techniques (CTTT)

Communication through theatre techniques focuses on enhancing communication, emotional expression, interpersonal skills, and confidence through theatre-based learning methods. Activities may include role-play, simulations, storytelling, improvisation, and performance-based exercises that strengthen managerial communication skills.

5.2.10 Course of Independent Study (CIS)

Course of Independent Study enables students to pursue a topic of academic or professional interest under the guidance of a faculty mentor. It promotes self-directed learning, advanced

exploration, and specialized knowledge acquisition beyond the regular curriculum. Students are required to identify a topic, define learning outcomes, and produce a report or deliverable demonstrating the knowledge gained.

5.2.11 MOOC Courses (MOOC)

Massive Open Online Courses (MOOCs) provide students with the opportunity to learn from globally recognized platforms and experts. These courses supplement classroom learning, promote flexibility, and expose students to contemporary and emerging domains. Students may register for approved MOOCs as per the guidelines prescribed by the Institution and earn credits upon successful completion and evaluation.

5.2.12 NSE and Other Similar Certification Programmes (NSE)

NSE and similar industry-recognized certification programs enhance students financial, analytical and market-oriented skills. These certifications enrich employability by validating domain-specific competencies aligned with industry requirements. Students may choose from Institution-approved certifications and must comply with prescribed assessment and evaluation norms.

5.2.13 Social Sensitization Projects (SSP)

Social Sensitization Projects are designed to develop social responsibility, empathy and community awareness among students. They involve hands-on engagement with societal issues and promote inclusive development, ethical practices and civic consciousness. Students undertake projects under faculty supervision and submit a report reflecting their observations, contributions, and learning.

5.2.14 Community Development Projects (CDP)

Community Development Projects aim to enable students to work directly with local communities to understand grassroots challenges and contribute to sustainable development initiatives. These projects enhance leadership, project management and problem-solving skills while fostering social impact. Students must document their fieldwork, outcomes, and recommendations.

5.2.15 Rural Innovation Projects (RIP)

Rural Innovation Projects focus on identifying challenges in rural ecosystems and developing innovative, practical, and sustainable solutions. These projects promote entrepreneurial thinking, design thinking, and innovation-driven problem solving. Students engage with rural stakeholders, analyze needs, and propose implementable solutions supported by a project report.

5.2.16 Consulting Projects (CP)

Consulting Projects provide students with real-time exposure to organizational challenges by allowing them to work as consultants to industries, start-ups, or institutions. Students apply management theories to deliver actionable insights, analysis, and recommendations. These projects strengthen analytical, strategic, and communication skills, culminating in a consulting report and presentation.

5.2.17 Industry or Academic Internships (IAI)

Industry or Academic Internships enable students to gain hands-on experience in industrial or academic environments relevant to their specialization. Internships help bridge the gap between theory and practice while enhancing professional competencies and workplace readiness. Students must submit an attendance certificate and internship report and undergo evaluation as prescribed in the curriculum.

5.2.18 Field / Live Projects (FLP)

Field/Live Projects provide students the opportunity to work on real-time problems in organizations, markets, or communities. These projects offer experiential learning, practical exposure, and application of functional knowledge to solve real-world challenges. Students collaborate with external partners, analyze data and present field project findings.

5.2.19 Global Virtual Team Project (GVTP)

Global Virtual Team Projects involve collaboration with international peers or institutions through online platforms. They enhance cross-cultural competencies, virtual teamwork skills, and global business understanding. Students engage in joint assignments, case analyses, or simulations and deliver outcomes through coordinated virtual collaboration.

5.2.20 Study Abroad Programme (SAP)

Study Abroad Programmes provide global exposure through short-term or semester-long academic experiences at partner institutions abroad. These programmes enhance international learning, cultural understanding and global business perspectives. Credits earned during the study abroad period shall be recognized as per institutional credit transfer guidelines.

5.2.21 Student Exchange Programmes (SEP)

Student Exchange Programs enable students to study for a short duration at foreign or domestic partner institutions with whom the Institution has academic collaboration. These programs aim to enhance global exposure, academic enrichment and cultural understanding. Students may undertake approved courses, projects, or academic activities at the host institution, and the credits earned shall be transferred as per the Institution's credit transfer and equivalence guidelines. Participation in SEP strengthens international perspectives, adaptability and cross-cultural competence.

5.3 Online Courses

- i. Students may optionally enroll in up to two online courses (maximum 6 credits) offered through SWAYAM, NPTEL, QS Top-500 institutions, or top MNCs, with the approval of the Head of the Institution, to enhance their knowledge and skills.
- ii. The concerned HOD must ensure that the student has not already studied the same courses and does not repeat them as Professional Core or Professional Elective.
- iii. Successful completion of these courses shall be considered in lieu of Professional Elective / Open Elective courses in the curriculum, as approved by the Head of the Institution.
- iv. Only one online course per semester starting from the first semester will be consider for credit transfer.
- v. Marks/credits earned shall be transferred based on the marks and certificate issued by SWAYAM / NPTEL.
- vi. Credit allocation and transfer shall follow the procedure explained in the table.

S. No.	No. of Weeks	No. of Credits
1	4	1
2	8	2
3	12	3
4	16	4

Duration of the course and Number of Credits

- vii. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTE is explained in the table given below.

Letter Grade	Marks
O	90-100
A+	80-89
A	70-79
B+	60-69
B	50-59
C	40-49

Mapping of marks scored in NPTEL course and credits earned

5.4 Project Work / Industrial Training / Internship (Summer/Winter Vacation)

The Project work is an important component of Post-Graduate programmes.

As part of the MBA curriculum, project work is an essential component aimed at enhancing student's practical knowledge, analytical skills, and industry readiness. The project work is structured progressively across all four semesters to ensure a comprehensive learning experience, with a clear transition from foundational understanding to domain specialization and research-based application.

- i. In Semester I, students are required to undertake a Functional Overview Project focusing on any specific business domains. The primary objective of this project is to familiarize students with the various functional areas within organizations such as Marketing, Finance, Human Resources, Operations, organizational structure, core processes, functional interlinkages and basic business workflows.
- ii. In Semester II, students are required to undertake a Business Development Process Project, focusing on any selected business domains, which shall be different from those studied in Semester I. The primary objective of this project is to deepen students understanding of how businesses identify opportunities for growth, develop strategic plans and sustain their market presence through structured business development processes. Students are expected to analyze key business drivers, market dynamics and competitive strategies relevant to their chosen domains.

- iii. In Semester III includes mini-project and a Summer Internship.

Mini Project focus on Innovation in Small Businesses or Start-ups, where students will study and document innovative practices, unique business models and entrepreneurial approaches in emerging businesses.

The students must undergo internship for a period as specified in the curriculum during summer vacation. In this case the training has to be undergone continuously for a period of 4 weeks under a faculty mentor assigned by the Head of the Department. During which students gain hands-on experience in specific functional areas such as Marketing, Finance, Human Resources, or Operations.

DURATION OF TRAINING / INTERNSHIP	CREDITS
4 Weeks	3

- iv. In Semester IV, students will undertake a Major Specialization Project Work aligned with their chosen area of specialization.
- v. Project work for M.B.A. shall be pursued for a minimum of 12 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 16 weeks.
- vi. The Project work shall be carried out under a qualified Supervisor who is a faculty member possessing a MBA degree (i) with a minimum of 2 years of teaching experience or a (ii) Ph.D. degree.
- vii. A student may be permitted to work on projects in industries, organizations or in any department of the university based on the recommendations of the Supervisor with the approval of the Head of the Department. The student must meet the supervisor regularly as per the Supervisor's direction and submit the weekly progress report and the student must attend the review committee meetings for evaluating the progress. Meetings with the Supervisor will be a mandatory attendance requirement during the project semester.

- viii. These regulations ensure that the project work forms an integral bridge between academic learning and real-world application, fostering professional development and research competency among MBA students.

5.5 Number of Courses per Semester

The Curriculum of a semester shall normally have a blend of theory courses, laboratory courses and employability enhancement courses not exceeding 10.

5.6 Credit Assignment

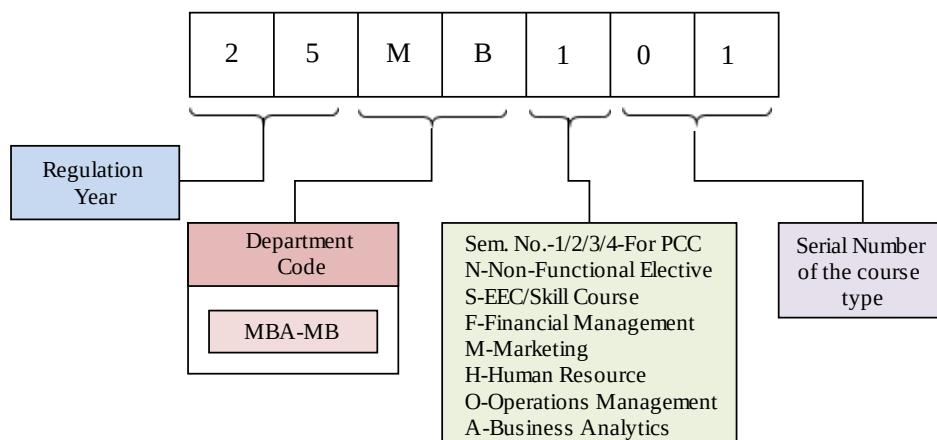
Credit means quantified and recognized learning. Credit is measured in terms of contact hours per week in a semester and is summarized.

Contact period per week	Credits
1 Lecture Period / week	1
1 Tutorial Period / week	1
1 Practical Period / Seminar / Event Management / Internship / Minor Project / Project Work etc.)	0.5

5.7 Prescribed Credits

The minimum prescribed credits required for the award of the degree shall be within the limits between 96 and 105 credits.

5.8 Course Code



In the MBA programme, the open elective is termed a Non-Functional Elective. The MBA is a dual specialization programme, and the Elective courses are based on specialization. Therefore, the third digit follows the respective category's first letter. Moreover, in “Business Analytics,” the second word is meaningful; hence “A” is considered.

6. COURSE REGISTRATION

6.1 Course Enrollment Process

- i. Each student must register for all courses to be undergone in the curriculum of a particular semester. However, the class advisor shall counsel the students about the details of the academic programme and the choice of elective courses.
- ii. The registration details of the student shall 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.
- iii. The maximum number of credits that can be registered in a semester is between 28 and 35 from I to III semesters. However, this does not include the number of re-appearance (RA) and withdrawal (W) courses registered by the student for the appearance of the examination.
- iv. Upon admission, the student shall register for all the courses prescribed in the curriculum of the student's first semester of study.
- v. The student may drop or add courses (of six credits) within five working days after the commencement of the semester concerned and complete the registration process duly authorized by the head of the department and head of the institution.

7. REQUIREMENTS FOR APPEARING END SEMESTER EXAMINATION

A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for appearing for the End Semester Examination.

7.1 Attendance

- i. Ideally, every student is expected to attend all classes of all the courses and secure 100%. However, to make provision for certain unavoidable reasons, such as medical treatment or participation in sports, the student is expected to attend at least 75% of the classes. Therefore, he or she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance.
- ii. However, a student who secures overall attendance between 65% and 75% in the current semester due to medical reasons (prolonged hospitalization, accident, or 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 or sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes. In all such cases, the students should submit the required documents upon joining after their absence to the Head of the Department through the Class Advisor.
- iii. Students who secure less than 65% overall attendance will not be allowed to appear for the end-semester examination of that semester and will also not be permitted to progress to the next semester. They must repeat the incomplete semester in the following academic year.
- iv. To calculate the attendance requirement for writing the end-of-semester examinations by the students for every course, the following method shall be used

$$\% \text{ of attendance} = \frac{\text{Total no of periods attended in a course during the semester}}{\text{Total number of periods conducted in that semester for a particular course}} \times 100$$

7.2 Registration for Examinations

Students must register for the end semester examinations by completing the necessary forms and paying the required examination fees within the specified deadlines.

7.3 Completion of Coursework

Students must complete all seminar, laboratory work, projects and assignments as per the course requirements.

8. FACULTY ADVISOR

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

The faculty advisor shall advise the students in registration and reappearance (Arrear) registration of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the faculty advisor may also discuss with or inform the parents about the progress/performance of the students concerned. The number of students assigned to a faculty advisor will be decided by the Head of the Department.

8.1 Class Advisor

The class advisor is the ex-officio member and the convener of the class committee. The responsibilities of the class advisor shall be

- i. To act as the channel of communication between the head of the department and the students of the respective class.
- ii. To collect and maintain various statistical details about the students.
- iii. To assist the chairperson of the class committee in the planning and conduct of the class committee meetings.
- iv. To monitor the academic performance of the students, including attendance and to inform the class committee.

- v. To attend to the student's welfare activities like awards, medals, scholarships and industrial visit.
- vi. To communicate the academic performance of their student to the parents.
- vii. To guide student enrollment and registration for the course.
- viii. To authorize the final registration of the courses at the beginning of each semester.
- ix. To collect and maintain the academic and co-curricular records of the students.

8.2 Student Mentor

Student mentoring is an integral part of the academic system, designed to support students' overall development and academic success. The mentoring system ensures that students receive personalized guidance and assistance throughout their academic journey. Here are the key aspects of student mentoring:

- i. Introduce and discuss the concept of Student welfare Committee with the assigned mentees.
- ii. Call a meeting of all mentees individually and record their necessary details in the IGURU Portal. In general, a minimum of three meetings must be conducted over the semester in the subsequent interval of CAT-I and CAT-II.
- iii. Direct the students to proceed with Training, Soft skills, Online Courses (NPTEL), Industrial visit, and Internships, to meet the grade requirements as per the regulation.
- iv. Inform their mentees about the various facilities and activities available to enhance their curricular and co-curricular activities.
- v. The mentor should be aware of the complete background of their mentees and should discuss the difficulties in Academic/Non-academic and personal issues.
- vi. The mentor should maintain track records of their mentees such as attendance, academic performance and behavioral aspects in consultation with the concerned stakeholders.
- vii. If any remedial class is needed for any course, the same is to be facilitated in consultation with the concerned course teacher and HOD.
- viii. In case of long or frequent absences from class, it should be communicated to the parent and the reason for absence is to be updated in the IGURU portal.

- ix. Mentors should educate gender equality to their mentees and if they come across any ragging, verbal abuse, or harassment issues it should be addressed immediately by escalating to the concerned authorities.
- x. Here are some student welfare committees to address the issues
 - a. Academic Mentoring Committee : Academic related issues
 - b. Centre for Academic guidance and support committee : Administration issues
 - c. Self-development counseling committee : Personal issues

9. CLASS COMMITTEE

- i. Every class shall have a class committee consisting of teachers of the class concerned, 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:
 - a. Solving problems experienced by students in the classroom and in the laboratories.
 - b. Clarifying the regulations of the degree programme and the details of rules therein particularly (clauses 4.1 and 7.1).
 - c. Informing the student representatives of the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - d. Informing the student representatives of the details of Regulations regarding weightage used for each assessment. In the case of practical courses (Laboratory/drawing/project work/seminar etc.) the breakup of marks for each experiment/exercise/module of work, should be discussed in the class committee meeting and informed to the students.
 - e. Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - f. Identifying the slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.
- ii. The class committee for a class in a particular branch is normally constituted by the head of the department.

- iii. The class committee shall be constituted within the first week of each semester.
- iv. At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee, covering all the elective courses.
- v. The chairperson of the class committee may invite the class adviser(s) and the Head of the Department to the class committee meeting.
- vi. The Head of the Institution may participate in any class committee meeting of the institution.
- vii. The chairperson 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 them among the students and teachers concerned. 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.
- viii. The first meeting of the class committee shall be held within one week from the date of commencement of the semester, to inform the students about the nature and weightage of assessments within the framework of the Regulations.
- ix. A minimum of two subsequent meetings may be held in a semester at suitable intervals.
- x. The Class Committee Chairperson shall display the cumulative attendance particulars of each student on the notice board at the end of every such meeting to enable the students to know their attendance details to satisfy clause 7.1 of this Regulation.
- xi. During these meetings, the student members representing the entire class shall meaningfully interact and express the opinions and suggestions of the other students in the class to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEE FOR COMMON COURSES

- i. Any course (theory, practical, or integrated) handled by more than one teacher shall have a committee for the course, comprising all teachers teaching that course. One of the teachers shall be nominated as course coordinator by the concerned HOD.

- ii. The first meeting of the committee for the common course shall be held within fifteen days from the date of the committee's formation. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations.
- iii. A minimum of two subsequent meetings in a semester may be held at suitable intervals to ensure uniform and effective delivery of the course.
- iv. In addition, the committee shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments.
- v. Wherever it is feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

11. EXAMINATION SYSTEM

MBA programme consists of theory courses, laboratory courses and Employability Enhancement Courses, Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training.

- i. Appearance in End Semester Examination is mandatory for all courses. Performance of students in each course of study shall be evaluated based on
 - Continuous Internal Assessment (CIA) throughout the semester
 - End-Semester Examination (ESE) at the end of the semester
- ii. Course wise weightage for CIA and ESE are depicted below.

S. No	Category of course	CIA Marks	ESE Marks
1.	Theory Courses	40	60
2.	Laboratory Courses	50	50
3.	Project Work	50	50
4.	All other EEC courses (Not categorized as Theory or Laboratory courses)	100	-

- iii. The end semester examination (Theory and Practical) of 3 hours duration shall ordinarily be conducted between November and January during the odd semesters and between April and June during the even semesters.
- iv. The end semester examination for Project Work shall consist of

- a. An evaluation of thesis submitted by the student by an internal and external examiner.
 - b. A viva voce examination is conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project and an internal examiner.
- v. For the end semester examination of practical courses, including project work, the internal and external examiners shall be appointed by the Controller of Examinations.

12. CONTINUOUS INTERNAL ASSESSMENT

For Theory Courses out of 100 marks, the maximum marks for continuous assessment is fixed as 40 marks and the end semester examination carries 60 marks.

12.1 Continuous Internal Assessment for Theory Course

- i. Each assessment includes a pen and paper test and an experiential learning component.
- ii. Both assessments are conducted for 100 marks each, with the weightage allocation for the pen and paper test and experiential learning component detailed below.

12.1.1 Pen-paper Assessment

- i. The pen paper assessment is referred to as the Continuous Assessment Test (CAT).
- ii. The Controller of Examinations is responsible for conducting the CAT examinations.
- iii. Each course is structured into six units.
- iv. CAT-1 covers the first three units, while CAT-2 covers the remaining three units.
- v. Each CAT examination carries 100 marks and has duration of three hours.
- vi. The CAT question paper follows the same pattern as the end semester examination and consists of three parts.
- vii. Part A: Twelve short-answer questions covering the entire syllabus, each carrying 2 marks, totaling 24 marks.
- viii. Part B: Six descriptive questions with internal choice, each carrying 10 marks, totaling 60 marks.

- ix. Part C: One challenging question with internal choice, carrying 16 marks, which may be drawn from any unit.

12.1.2 Experiential Learning

- i. The course lecturer concerned should adopt an experience learning approach that emphasizes the direct engagement of learners with the subject matter through hands-on experiences.
- ii. In this method, learning is facilitated by direct involvement in activities, experiments, projects, or real-world scenarios rather than obediently gaining information in a traditional classroom setting.
- iii. Experiential learning encourages learners to think critically, analyze information, and solve problems in authentic situations.
- iv. The styles of experience learning are course specific. Therefore, the concerned BoS should involve the module coordinators/course coordinators / course lecturers to list out different attributes of experience learning based on the course outcomes to attain higher order cognitive levels.

S.No.	Classroom & Assessment Activities (I)	Industry & Field Engagement (II)	Research, Innovation & Creativity (III)
1	Seminar with visual presentation	Field visits	Technical project
2	Poster presentation	Field works	Publications
3	Group discussion	Self-study – NPTEL/MOOC/Swayam	Paper Presentation
4	Debate	Online certifications	Case studies
5	Think/pair/share activities	Competitive events	Market survey
6	Role play	Participation in open source communities	Model development
7	Technical talks	Applications development	Patent filing

		using open source	
8	Brainstorming sessions	Assessment with Edutech platforms	Simulation and design projects
9	Caselet discussions (mini cases)	Real-time problem-solving tasks	Prototype development/ Project based automation
10	Assignments	Design challenges (Hackathons)	Innovation contest
11	Surprise tests	Coding contests / algorithm design	Hackathons
12	Multiple choice quizzes	Reverse engineering exercises	Conference presentations
13	Puzzle, enigma, contradiction	AI model designing	Technology integrations
14	Open book/ problem-solving exams	Data analysis activities	Virtual labs
15	-	Video synthesis	Subject-Specific Internship

12.2 Continuous Internal Assessment for Lab Course

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks.

The continuous internal assessment of a laboratory course will be performed through the conduct of experiments and submission of a record, plus a model examination at the end of the laboratory course.

13. END SEMESTER EXAMINATION

- End semester examination is a mandatory requirement for passing the course and every student should appear for the examination for theory, laboratory courses and project work.
- The end semester examination will be conducted with the entire syllabus of a course for hundred (100) marks with three-hour duration. The secured mark is scaled down to sixty (60) marks. The question paper comprises of three parts.
- Part A with twelve short questions spread across the entire syllabus of the examination, carrying two marks each and weighing twenty-four (24) marks.

- iv. Part B contains six descriptive questions with an internal choice carrying ten marks each and weighing sixty (60) marks.
- v. Part C is the challenging part containing one question with internal choice carrying sixteen marks (16). The question may come across any unit.
- vi. A student must secure not less than 45% of marks in the end semester examination.

14. INTERNAL AND END SEMESTER EVALUATION

14.1 Evaluation of Theory Course

The Theory course shall be evaluated for a maximum of 100 marks of which 40 marks will be through continuous internal assessment and 60 marks through an end semester theory examination.

14.1.1 Internal Assessment

- i. Each assessment includes a pen and paper test and an experiential learning component.
- ii. The pen paper assessment, namely CAT 1 and CAT 2 shall each be conducted for 100 marks. The marks obtained in CAT-I and CAT-II shall be proportionately scaled to 10 marks each and the score shall be 20 marks.
- iii. The experiential learning method of assessment weighed twenty (20) marks. It is the cumulative average mark of all module/unit-wise evaluations.
- iv. The total 20 marks are to be distributed across three verticals as follows:
 - I. Classroom & Assessment Activities – 5 marks
 - II. Industry & Field Engagement – 5 marks
 - III. Research, Innovation & Creativity – 10 marks
- v. The internal mark for the theory course shall be the sum of the scaled pen-and-paper assessment marks and the experiential learning marks, totaling 40 marks.

Pen-Paper Assessment	CAT-I (A)	:	10M
	CAT-II (B)	:	10M
	Total (C=A+B)	:	20M
Experiential Learning (D)			20M
Internal Mark (E=C+D)		:	40M

14.1.2 End Semester Evaluation

The end semester examination will be conducted with the entire syllabus of a course for hundred (100) marks with three-hour duration. The secured mark is scaled down to sixty (60) marks. The question paper comprises of three parts.

14.2 Evaluation of Laboratory Course

The Laboratory course shall be evaluated for a maximum of 100 marks of which 50 marks will be through continuous internal assessment and an end semester practical examination.

14.2.1 Internal Assessment

- Mark distribution for the conduct of the experiment/exercise and record is based on a suitable rubric by the course lecturer. However, it will be scaled to seventy-five (75) marks.
- The model examination will be conducted with 100 marks and scaled to twenty-five (25) marks. The weightage calculation of internal marks for the laboratory course is described hereunder.

S. No	Assessment Components	Assessment Marks
1	Conduction of Experiment/Exercise & Record	75
2	Model Examination	25
Total Marks		100
Internal Marks		50

14.2.2 End Semester Evaluation

- i. The end semester practical examination will be conducted for hundred (100) marks with three-hour duration. The secured mark is scaled down to fifty (50) marks.
- ii. The internal examiner shall conduct the examination jointly with an external examiner duly appointed by the Controller of Examinations.
- iii. The evaluation scheme shall be prepared by both the examiners in consultation with the Head of the Department.
- iv. The examiners shall evaluate the answer scripts; however, the mark award for viva voce is the external examiner's sole decision.

15. EVALUATION OF PROJECT WORK

- i. The Project work shall be assessed through continuous internal assessment and the end semester examination. The project work shall be evaluated for a maximum of 100 marks of which 50 marks will be through continuous internal assessment and an end semester viva voce examination.
- ii. As a part of continuous internal assessment, three periodic reviews will be conducted by the review committee during the course of the project. During each review, the student shall make a presentation on the progress of the project before the review committee. Each review will be evaluated for 100 marks. The total marks obtained across all three reviews will then be combined and proportionately scaled down to 50 marks, which will constitute the internal assessment component of the project evaluation.
- iii. An end semester viva-voce examination shall be conducted by a committee comprising the supervisor concerned, an internal examiner and an external examiner duly appointed by the Controller of Examinations. The project co-ordinator shall act as internal examiner.
- iv. The committee will prepare an evaluation scheme for 100 marks, including a project report, and may ask the student to demonstrate using a Power Point presentation followed by viva

voce for critical evaluation. The marks awarded in the viva-voce will also be scaled down to 50 marks.

Internal Assessment (50 Marks)			End Semester Examination (50 Marks)		
Review I	Review II	Review III	Viva-Voce Examination		
			Supervisor	Internal Examiner	External Examiner
10	20	20	10	20	20

- v. The project report should be prepared according to the approved guidelines given by the institution and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.
- vi. If a candidate 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 re-enroll for the same in the subsequent semester.
- vii. If a student has submitted the project report but did not appear for the viva-voce examination, it will be 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, for project work.
- viii. 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.
- ix. A copy of the approved project report after the successful completion of viva-voce examinations shall be kept in the library of the institution.

16. EVALUATION OF SUMMER INTERNSHIP

At the end of Summer Internship, the student shall submit a brief report on the training undergone and a certificate of successful completion of the Training or Internship from the

organization concerned is to be submitted along with the report duly signed by the student, internship supervisor and the Head of the Department.

- i. Summer Internship shall be for a duration of 4 weeks as specified in the curriculum.
- ii. The Summer Internship shall be evaluated for a maximum of 100 marks of which 50 marks will be through continuous internal assessment and an end semester viva voce examination.
- iii. As a part of continuous internal assessment, two periodic reviews will be conducted by the review committee during the course of the internship. During each review, the student shall make an oral presentation before the review committee. Each review will be evaluated for 100 marks. The total marks obtained across all three reviews will then be combined and proportionately scaled down to 50 marks, which will constitute the internal assessment component of the summer internship evaluation.
- iv. An end semester viva-voce examination shall be conducted by a committee comprising the supervisor concerned, an internal examiner and an external examiner duly appointed by the Controller of Examinations.
- v. The committee will prepare an evaluation scheme for 100 marks, including an internship report, and may ask the student for an oral presentation followed by viva voce for critical evaluation. The marks awarded in the viva-voce will also be scaled down to 50 marks.

Internal Assessment (50 Marks)		End Semester Examination (50 Marks)		
Review I	Review II	Viva-Voce Examination		
		Supervisor	Internal Examiner	External Examiner
25	25	10	20	20

- vi. A student shall secure a minimum of 50 percentage of marks for successful completion. If a student fails, he/she shall reappear as and when the Institution conducts semester supplementary examinations.
- vii. Completion of internships is mandatory. If any student fails to complete an internship, he/she will not be eligible for the award of a degree. In such cases, the student shall repeat and complete the internship.

17. EVALUATION OF IN-PLANT TRAINING

Each MBA student shall undergo a mandatory In-plant Training in an industry / organization relevant to the MBA programme for a duration specified in the curriculum.

- i. At the completion of the training, the student must submit an attendance / completion certificate issued by the host organization, clearly indicating the period and nature of training.
- ii. The student shall prepare and submit a brief report summarizing the activities, learning outcomes and exposure gained during the In-plant Training.
- iii. The Training shall be evaluated for a maximum of 100 marks of which 50 marks will be through continuous internal assessment and an end semester viva voce examination.
- iv. As a part of continuous internal assessment, two periodic reviews will be conducted by the review committee during the course of the training. During each review, the student shall make an oral presentation before the review committee. Each review will be evaluated for 100 marks. The total marks obtained across all three reviews will then be combined and proportionately scaled down to 50 marks, which will constitute the internal assessment component of the training evaluation.
- v. An end semester viva-voce examination shall be conducted by a committee comprising the supervisor concerned, an internal examiner and an external examiner duly appointed by the Controller of Examinations.
- vi. The committee will prepare an evaluation scheme for 100 marks, including a training report, and may ask the student for an oral presentation followed by viva voce for critical evaluation. The marks awarded in the viva-voce will also be scaled down to 50 marks.

Internal Assessment (50 Marks)		End Semester Examination (50 Marks)		
Review I	Review II	Viva-Voce Examination		
		Supervisor	Internal Examiner	External Examiner
25	25	10	20	20

- vii. A student shall secure a minimum of 50% of marks for successful completion. If a student fails, he/she shall reappear as and when the Institution conducts semester supplementary examinations.
- viii. Completion of In-plant training is mandatory. If any student fails to complete In-plant training, he/she will not be eligible for the award of a degree. In such cases, the student shall repeat and complete the internship.

18. EVALUATIONS OF ONLINE COURSES

- i. Upon the successful completion of the online course, the student shall submit the marks/credit card provided by the competent authority to the concerned Head of the Department.
- ii. The Head of the department concerned shall submit the details of the online courses to the Head of the Institution (Chairman, Academic Council) for necessary action.
- iii. 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.
- iv. The committee observes the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016 & Notification 25th March 2021 and will examine the

marks/credits earned by the student and recommend appropriate credit and grade points according to the definition.

19. PASSING REQUIREMENTS

- i. A candidate who secures not less than 50% of the total marks prescribed for the course [Continuous Internal Assessment +End Semester Examinations] with a minimum of 45% of the marks prescribed for the End Semester Examination shall be declared to have passed the course and acquired the relevant number of credits. This applies to theory, laboratory courses and project work.
- ii. If a student fails to secure a pass in a theory course/laboratory course, 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 passing marks (CIA + End Semester Examination) as per clause 19 (i), 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.
- iii. If a student fails in the ESE examinations in the Final Project work the student shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of the project report and the subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case the student does not resubmit the project report within the 30-day period, or again fails in the subsequent viva-voce examination after resubmission of the report, the student shall re-register for the project work in the subsequent semester and redo the project.
- iv. The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except Project Work and Laboratory), is 50% of the Continuous Internal Assessment marks only.

20. ARREAR EXAMINATIONS

An arrear examination will be conducted along with regular End Semester Examinations. A student can appear in any number of arrear examinations for a course till he/she passes that course. However, the maximum stipulated period of the program cannot be relaxed under any circumstance.

21. AWARD OF LETTER GRADES

21.1 Grading System

- i. The student will be awarded an equivalent grade point on a ten-point scale and a grade letter to each course based on the mark secured in that range shown below.
- ii. 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”.
- iii. ‘SA’ denotes shortage of attendance (as per clause 7.1) and hence prevented from writing the End Semester Examinations. ‘SA’ will appear only in the result sheet.

Marks Range	Grade Point	Grade Letter	Level
91 – 100	10	O	Outstanding
81 – 90	9	A+	Excellent
71 – 80	8	A	Very Good
61 – 70	7	B+	Good
56 – 60	6	B	Average
50 – 55	5	C	Satisfactory
< 50	0	RA	Re-Appearence
		SA	Shortage of Attendance
		W	Withdrawal

- iv. “RA” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the course. The grades RA and W will be both in the Grade Sheet as

well as in the Result Sheet. In both cases, the student must appear for the End Semester Examinations as per the Regulations.

- v. If the grade RA is given to Theory Courses/ Laboratory Courses, it is not required to satisfy the attendance requirements (vide clause 7) but must appear for the end semester examinations and fulfil the norms specified in clause 21 to earn a pass in the respective courses.
- vi. If the grade RA 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 fulfil the norms as specified in clause 21 to earn a pass in the course. However, attendance requirements need not be satisfied.

21.2 Absolute Grading

- i. In all the courses, if the number of students who have passed the course is less than or equal to 30 then absolute grading shall be followed with the grade range as specified in 21.1 (i).
- ii. For the Project Work / Internship and Laboratory Courses, the absolute grading procedure shall be followed as specified in 21.1 (i) irrespective of the number of students who have passed the course.
- iii. The grade obtained for the course (after successful completion) is not part of the curriculum and shall be figured in the grade sheet in the respective title.

21.3 Relative Grading

- i. For those students who have passed the course (theory course/laboratory courses / all other EEC except laboratory courses / Project Work Courses), the relative grading shall be done.
- ii. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted as guided by Anna University, Chennai-25.

21.4 Grade Sheet, GPA and CGPA

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

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

ii. 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 similarly, considering all the courses registered from the first semester. RA grades will be excluded from calculating GPA and CGPA.

$$GPA/CGPA = \frac{\sum_{i=1}^n (C_i \times GP_i)}{\sum C_i}$$

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

22. AWARD OF THE DEGREE

22.1 Requirement for the award of the degree

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

- i. Successfully gained the required number of total credits as prescribed 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 Department Committee, whenever readmitted under subsequent new regulations.
- iv. No disciplinary action pending against the student.
- v. The award of Degree must have been approved by the authorized body of the University.

22.2 Classification of the Degree Awarded

A candidate who is absent from the end semester examination in a course/project work after having registered for the same shall be considered to have appeared in that examination for classification (subject to clauses 24 and 25).

22.2.1 First Class with Distinction

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

- i. Should have passed the examination in all the courses of all 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 25) will not be considered as an appearance.
- ii. Should have secured a CGPA of not less than 8.50.
- iii. Should not have been prevented from writing end semester examination in any of the courses of the curriculum making up the total credit requirement.

22.2.2 First Class

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

- i. Should have passed the examination in all the courses of all four semesters within three years.
- ii. One-year authorized break of study (if availed of) or prevention from writing the End Semester Examination due to lack of attendance (if applicable) is included in the duration of three years for the award of First class.
- iii. Should have secured a CGPA of not less than 6.50.

22.2.3 Second Class

All other students (not covered in clauses 22.2.1 and 22.2.2) who qualify for the degree award (vide Clause 22.1) shall be declared to have passed the examination in Second Class.

23. VALUATION AND REVALUATION

- i. The valuation of theory courses will be conducted through a central valuation system. The central evaluation must be under the direct supervision of the Controller of Examinations.
- ii. The controller of examinations will appoint the examiners (internal and external members) from the panel of examiners.
- iii. Photocopy, reevaluation and review will be facilitated to the students. Upon the notification issued by the controller of examinations, the students can submit the applications for revaluation, along with the requisite fee receipt for revaluation of his/her answer script(s) of theory course(s), if he/she is not satisfied with marks obtained.
- iv. The Controller of Examinations shall arrange for a re-evaluation of those answer script(s). Other than the first examiner, a new external examiner shall re-evaluate the answer script(s).
- v. Better marks between the two will be taken into consideration.

- vi. Students not satisfied with revaluation can apply for a 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 the Controller of Examinations. Students applying for Revaluation only are eligible to apply for Review.
- vii. A committee consisting of the Head of the Department, the concerned course instructor and a subject expert (Internal / External) nominated by the COE will review and give its recommendations.

24. PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATION

- i. For valid reasons such as medical unfitness, unexpected family situations, or participation in sports forwarded by the Chairman of the Sports Board and the Head of the Department (HOD), and approved by the Head of the Institution, a student may 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 must be submitted to the Controller of Examinations (COE) through the proper channel with the required documents.
- ii. The withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 10) and if it is submitted within ten days after the date of the examination(s) for that course or courses. The application must be approved by the Head of the Institution and forwarded to the Controller of Examinations. To withdraw from a course or courses, the student must have registered for the course, fulfilled the attendance requirements (vide Clause 7), and earned continuous assessment marks.
- iii. Notwithstanding the mandatory 10-day requirement, applications for withdrawal in special cases under extraordinary conditions will be considered based on the merits of each case.
- iv. In the case of withdrawal from a course or courses, the courses will be listed on both the Grade Sheet and the Result Sheet. However, such withdrawal shall not be counted as an appearance when determining a student's eligibility for First Class with Distinction.

- v. If a student withdraws from writing the end semester examinations for a course or courses, he/she must register for the same in the subsequent semester and take the end semester examination(s).
- vi. If a student applies for withdrawal from Project Work, permission will be granted only if the project report has been submitted before the deadline. However, the student may appear for the viva-voce examination within 60 days after the declaration of results for Project Work, and this will not be considered as a reappearance.
- vii. Withdrawal from the end semester examinations in the final semester is permitted, the student concerned does not exceed 4 years as per Clause 22.2.1.

25. PROVISION FOR AUTHORISED BREAK OF STUDY

- i. A student is permitted to take an authorized break of study for a maximum period of one year in a single spell.
- ii. A 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 situations, a 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 rejoin in a subsequent year, permission may be granted based on the merits of the case. The student must apply to the Head of the Institution in advance, but no later than the last date for registering for the end semester examination with the approval of the Head of the Institution, stating the reasons thereof and the probable date of rejoining the programme.
- iii. Candidates permitted to rejoin the programme after a break of study or due to prevention from lack of attendance shall be governed by the Curriculum and Regulations in force at the time of rejoining. Students rejoining under new regulations must apply to the Head of the institution at the beginning of the readmitted semester itself. They must apply in the prescribed format to prescribe additional courses, if required, from any semester of the

regulations in force, to bridge the curriculum of the current regulations with the old curriculum.

- iv. The total number of credits that a student must earn shall be equal to or greater than the total number of credits prescribed in the current curriculum. If there are differences in the credits assigned for Lecture (L), Tutorial (T), and Practical (P) components of courses between two sets of regulations being considered, equivalence shall be determined based on the credit assignment method specified in the regulations currently in force.
- v. The authorized break of study is considered as part of the duration specified for passing all the courses for classification, as stated in Clause 21.2.
- vi. 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, regardless of any break of study, to ensure eligibility for the award of the degree.
- vii. If a student is prevented from attending due to insufficient required attendance, this period shall not be considered an authorized "Break of Study" as per Clause 24 (i).
- viii. If a student in Full-Time mode wishes to pursue a job, start-up, or entrepreneurship during the study period, they must apply for an authorized break of study for one year. The student may commence a job, start-up, or entrepreneurship only after receiving approval from the Head of the Institution, along with providing appropriate proof of approval.

26. DISCIPLINE

- i. Every student is required to maintain disciplined and decorous behaviour both within and outside the college premises, refraining from any activities that may tarnish the reputation of the Institution. The Head of the Institution will form a disciplinary committee, comprising the Head of the Institution and two Heads of Department, with one from the faculty of the student in question. This committee investigates acts of indiscipline and appropriate disciplinary actions will be taken.

- ii. In cases of serious disciplinary issues that result in suspension or dismissal, a committee will be formed that includes a representative from Anna University, Chennai. In this regard, the Head of the Institution will request the University to nominate a member.
- iii. If a student engages in malpractice during any End semester examination or internal examination, they will be subject to punitive action as prescribed by Anna University.

27. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The College may revise, amend, or change the Regulations, Curriculum, Syllabus, and Scheme of Examinations from time to time after due approval of the Academic Council.