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#27, Thayanur, Tiruchirappalli - 620009

Academic Regulations 2024
Postgraduate Degree M.B.A.
(4 Semesters) Full Time Programme

Approved in the first Academic Council meeting held on 10.08.2024

CARE College of Engineering:: Tiruchirappalli 620 009**(An Autonomous Institution)****Regulations 2024****Choice Based Credit System****Postgraduate M.B.A. (4 Semester) Full Time Programme**

The following Regulations are applicable to the students who are admitted in all the Postgraduate Degree M.B.A. Programmes offered in the Institution from the academic year **2024 – 2025** onwards.

1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **Programme:** Programme means Postgraduate Degree Programme, that is M.B.A. Degree Programme.
- ii. **Specialisation:** Specialisation means a domain in which a student has specialized based on the choice of elective courses.
- iii. **Course:** Course means a theory or practical subject that is normally studied in a semester, like Organizational Behaviour, Marketing Management, Financial Management, etc.
- iv. **Academic Year:** Two consecutive (one ODD and one EVEN) semesters
- v. **Choice Based Credit System (CBCS):** The CBCS provides choice for the students to select from the prescribed courses (Foundation Courses, Professional Core Courses, Professional Electives Courses, Non-functional Elective Courses and Employability Enhancement Courses.)
- vi. **Credit:** It is the unit by which the course work is measured. It determines the number of hours of instructions required per week.
- vii. **Credit point:** It is the product of grade point and number of credits for a course.
- viii. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- ix. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters **O, A+, A, B+, B, C and U**
- x. **Grade Point Average (GPA):** It is a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credit taken during that semester. It shall be expressed up to two decimal places.
- xi. **Cumulative Grade Point Average (CGPA):** It a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all course in all the semesters. It is expressed up to two decimal places.
- xii. **First Attempt:** If a student has completed all formalities and become eligible to attend the examination and has attended and passed in first sitting shall be considered as first attempt.
- xiii. **Grade Sheet:** Based on the grades earned, a grade sheet shall be issued to all the registered students after every semester. The grade sheet will include the course details (code, title, number of credits, grade secured) along with GPA of that semester and CGPA earned till that semester.
- xiv. **Head of the Institution (HI):** HI means the Principal of the College.

- xv. **Dean Academic:** Dean Academic means the authority of the Institution who is responsible for all academic activities of various programmes and implementation of relevant rules of these Regulations pertaining to the Academic Programmes.
- xvi. **Head of the Department (HoD):** HoD means the Head of the Discipline concerned.
- xvii. **Controller of Examinations (CoE):** CoE means the authority who is responsible for all activities of the Examinations in this Institution.
- xviii. **Institution:** Institution means CARE College of Engineering
- xix. **University:** University means ANNA UNIVERSITY, CHENNAI.

2.0 MODES OF STUDY AND ADMISSION REQUIREMENTS

2.1 Mode of Study:

- i. 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.
- ii. The Full-Time candidates should not enrol in (or) attend any other Full-Time/Part time/Distance education programme(s) that may lead to the award of a degree or diploma during the period of the PG programme nor take up any Full-Time / Part-Time job(s) in any Institution or Company during the period of this Full-Time PG programme.
- iii. Violation of the above rules will result in cancellation of admission to this PG programme. However, taking up of job is permitted with authorised break of study as explained in Clause 19.7.

2.2 ADMISSION REQUIREMENTS

The Eligibility for Admission to First Year M.B.A. Degree Programme is given below:

General: Candidates satisfying the eligibility rules as follows as on last date of submission of application are eligible to apply. No change in claims made in application will be permitted after the last date for submission of application. Only Indian Nationals are eligible to apply.

2.1 Nativity:

- (a) Tamil Nadu candidates who have studied and passed out in Tamil Nadu as noted below (Table 1) are eligible to apply. They need not produce the Nativity Certificate

Table 1 Nativity	
Pattern of Study	Education
10 + Plus Two + 3 Year Degree	Candidates must have studies in Tamil Nadu for XI onwards
10 + 3 Year Diploma + 3 Year Degree	Candidates must have studied Diploma and Degree in Tamil Nadu
BE/BTech/B.Arch/B.Pharm	Candidates must have studies in Tamil Nadu for XI onwards

- (b) Tamil Nadu native candidates who have passed any of the XI std., XII std. and Diploma / Degree examination as noted under 2.1 (a) above from the institutions situated **outside Tamil Nadu**, can also apply. They should produce **Original Nativity Certificate** only in electronic form/digitally signed e-Certificate.
- (c) Children of Central Government Employees may also apply for admission, irrespective of their native, provided their parents or guardians (only if both parents are not alive) have been serving in Tamil Nadu continuously for the past **FIVE YEARS** at the time of submission of application. This should be supported by producing a certificate from the employer of the Parent or Guardian, to that effect.
- (d) Sons and daughters of All India Service Tamil Nadu cadre Officers are eligible to apply. A Self declaration from the parent in this regard is to be produced.

- (e) Children of employees in Public Sector or Government recognized institutions who at the time of submission of application for admission employed in Tamil Nadu continuously for the past **FIVE YEARS** may also apply, irrespective of their domicile. A certificate from the employer has to be produced along with the application stating that the person is a Permanent Employee of the Firm or Institution concerned and is working in Tamil Nadu Continuously for the past five years. Evidence like Income Tax return, PF Slips, etc., should be produced.
- (f) Other state candidates who have passed the examinations as noted under 2.1 (a) above, in Tamil Nadu are eligible to apply. They need not produce **Nativity Certificate**.

Note:

- i. Applications without proper Employer Certificate for the Categories (c), (d) and (e) nativity certificate for the category (b) will not be considered.
- ii. Tamil Nadu native candidates alone will be considered for communal reservation. Others will be considered under —Open Competition.

Srilankan Tamil Refugee: As per G.O. (Ms.) No.143, Higher Education (J2) Department, dated 14.06.2011 and G.O.(Ms.) No.159, Higher Education (J2) Department, dated 4.7.2011 candidates who are Srilankan Tamil Refugees studied in Tamil Nadu will be considered under open competition.

They have to produce the following:

- (i) Identification certificate from the Head Quarters Tahsildar.
- (ii) Those who have not registered in the refugee camp should submit a copy of passport, visa and letter registered with Police Station (with proof of Srilankan Tamil Refugee like TC etc.).

2.2 Qualifying Examinations and Eligibility

- (a) A Pass in a recognized Bachelor's Degree of minimum 3 years duration and obtained at least 50% (45% in case of candidates belonging to reserved category – BC / BCM / MBC & DNC / SC / SCA / ST) in the qualifying Degree examination as given in Table 2.
- a. 10 + 2 + 3 / 4 / 5 years pattern (or)
 - b. 10 + 3 years Diploma* + 3 years pattern (or)
 - c. B.E./B.Tech./B.Arch./B.Pharm. (or)
 - d. 10 + 2 + AMIE** (or) 10 + 3 Years Diploma* + AMIE**

* Awarded by the State Board of Technical Education

** Candidates with section A & B certificates and other similar certificate issued by professional bodies or societies (e.g. A.M.I.E) recognized by the Ministry of Human Resource Development, Govt. of India and enrolled with Institutions with permanent recognition upto 31-5-2013 are eligible to be considered equivalent to B.E. / B.Tech. Degree holders, only with 2 years regular full time Teaching / Industrial experience in the relevant field after successful completion of the course including project work. An experience certificate is to be produced by the candidates.

Table 2 Minimum Marks in the Qualifying Examination	
Community	Minimum Marks in the Qualifying Examination
OC	50%
Tamil Nadu native candidates belonging to BCM, BC, MBC & DNC, SC, SCA and ST Communities	45%

- (b) In case of B.E./ B.Tech. / Diploma courses, in addition to regular mode of study, Lateral Entry and Part time modes are also considered to be eligible.
- (c) Candidates with B.E. / B.Tech. Degrees obtained through Distance mode / Week end courses are not eligible.

- (d) Candidates with Degree obtained without studying 10th, 12th Std. or 3 years Diploma programme are not eligible.
- (e) Candidates admitted through Lateral Entry in UG Degree courses of Arts and Science Colleges are not eligible
- (f) The qualifying UG Degree awarded by Universities should conform to the minimum standards of instruction for Grant of the First Degree through Formal / Non-Formal / Distance (Wherever applicable) Education prescribed by UGC.
- (g) Candidates who have already passed the above qualifying Degree course and candidates who are appearing for the final semester / year examination of the said qualifying Degree course may apply for admission to M.B.A. Degree Programme. However, candidates should provide evidence for having passed the qualifying Degree examination at the time of counselling.

2.3 Computation of minimum eligibility marks in the qualifying examinations:

The average % of marks obtained by the candidate in the entire duration of the qualifying UG Degree (semester / yearly pattern) course after exclusion of marks for extracurricular subjects will be considered for computation of minimum eligibility marks.

2.4 Entrance Examination

Candidates should have appeared for the TANCET (M.B.A.) Examination conducted by Anna University Chennai, Chennai 600 025 (OR)

Candidates should have appeared for the Common Entrance Test conducted by Consortium of Self - Financing Professional, Arts and Science Colleges in Tamilnadu, Chennai – 600 014

2.5 Age Limit: There is no age limit for admission to M.B.A. Degree Programme.

3.0 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 (PCC)** include the core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization.
- iv. **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 details given in Table 3.

Table 3 Credit Assignment	
Contact period per week	CREDITS
1 Lecture Period	1
1 Tutorial Period	1
1 Practical Period (Laboratory/Seminar/ Project Work /Case study/ 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.

- (a) The Project work for M.B.A shall be pursued for a period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.
- (b) 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.
- (c) 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 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.
- (d) 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.
- (e) 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

The students need to undergo Internship for a period of continuous 4 weeks in an organization/ Research organization / Educational institution / industry after the completion of the second semester examination with the approval of the Head of the Institution. One week internship is equivalent to 40 hours. The internship periods and assigned credits are given in Table 4.

Table 4 Internship periods and assigned credits	
Duration of Internship	Credits
4 Week	2

Attendance Certificate signed by the competent authority of the industry, as per the format provided by Dean Academics and the Certificate of completion of Internship shall be submitted to the Head of the Department. The attendance certificate along with a consolidated statement of completion of 4-week internship shall be forwarded to Controller of Examinations by the Head of the Department for processing results.

3.6 Value Added Courses

1. The students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. The credits earned through the Value Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by the Department with the prior approval from the Head of the Institution without any additional fee charged from the students. The details of the syllabus and schedule may be sent to the Head of the Institution at least one month before the course is offered for approval. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the Programme.
2. The value added course shall carry 100 marks and shall be evaluated through **continuous internal assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Dean

Academic with the approval of the Head of the Institution shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

3.7 Online Courses

Students may be permitted to credit a maximum of three online courses (in his/her chosen area of specialisation) subject to a maximum of nine credits, with the approval of the Head of the Institution, in lieu of three professional elective courses. With the approval of Head of the Institution, Dean Academic shall constitute a three member committee consisting of HOD and a faculty member from the Department of the student and 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.

1. Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL programme platforms and credit transfer is to be done based on the marks and certificate provided by NPTEL. The number of credits and transfer of credits are based on the procedure explained in Table 5 and the Mapping marks with the grades is explained in Table 6 The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

Table 5 Duration of courses and no of credits for NPTEL Courses	
No of weeks	No of credits
4	1
8	2
12	3
16	4

Table 6 Mapping of Marks scored in NPTEL course and Credits earned						
Letter Grade	O	A+	A	B+	B	C
Mark earned	90 to 100	80 to 89	70 to 79	60 to 69	50 to 59	40 to 49

3. Students are permitted to optionally enroll and study the courses in physical / hybrid / online modes offered by reputed Central / State funded Universities and also conducting examination towards award of marks and grades.
4. Students are also permitted to enroll and undergo such courses in Online mode at Universities abroad.
5. Students are also permitted to study courses of a particular semester in a University / Institution abroad based on MoU. A learning agreement shall be evolved to map all the courses offered in the programme and the courses offered in University abroad as per the procedure outlined by the Institution. The credits earned by the students in the University abroad programme shall be transferred as per the learning agreement.
6. The marks/credits earned by the student shall be transferred based on the decision of a committee constituted by Institution.

3.8 Out Bound Training: Every M.B.A. full-time student has to complete one outbound training of not less than 5 days during their first year of the programme. The outbound training programme is mandatory and the student has to submit a completion certificate within 5 working days after the completion of the programme.

3.9 Medium of Instruction

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

4.0 DURATION AND STRUCTURE OF THE PROGRAMMES

4.1 The minimum and maximum period for completion of the M.B.A. Programmes are four and eight semesters respectively.

4.2 The Curriculum and Syllabi of the M.B.A. Programmes shall be approved by the Academic Council of the Institution. The number of credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the M.B.A. Programme.

4.3 Each semester shall normally consist of 75 working days or 540 periods of each 50 minutes duration for full-time mode of study. 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. 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.

$$\text{Attendance percentage} = \frac{\text{No of periods attended in all the courses in a semester}}{15 \times (\text{No. of periods per week as prescribed in the curriculum taken together for all the course of the semester})} \times 100$$

4.4 The minimum prescribed credits required for the award of the M.B.A. degree shall be within the limits of 90 to 94.

5.0 COURSE REGISTRATION

5.1 Flexibility to Drop courses

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. From the II to Final semesters, the student has the option of registering for additional courses or dropping existing courses in semester. The total number of credits that a student can add or drop in a semester is limited to 6, subject to a maximum of 2 courses. Maximum number of credits enrolled in a semester shall not exceed 36.
2. If the student wishes to earn more than the total number of credits prescribed in the curriculum of the student's programme within the minimum duration of the programme, then the student can enroll for such additional courses in any programme with the permission of Head of the Institution and also the Head of Department offering the course by paying the examination fee. The credits earned will be neither considered for the computation of CGPA nor for the classification of the degree. The courses successfully completed will be printed in the grade sheet, however if there is shortage of attendance or failure, it shall neither be reflected in the grade sheet nor be considered for classification. Maximum number of credits enrolled in a semester shall not exceed 36.

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.

6.0 EVALUATION OF PROJECT WORK

6.1 The evaluation of Project Work for M.B.A. programmes shall be done in the respective semesters and marks shall be allotted as per the weightages given in Table 7.

1. The Project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through continuous internal assessment done through three reviews and an End Semester Viva Voce examination. The details of assessment is given in Table 7.

Table 7 Continuous Internal Assessment and End-Semester Examinations Marks for Project Work						
Continuous Internal Assessment			End Semester Examination			
Review I	Review II	Review III	Project Report		Viva Voce Exam	
			Supervisor	External	Internal	External
10	20	30	10	10	10	10

2. There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of Department shall constitute the review committee with the approval of Head of the Institution consisting of supervisor, expert member from the department and a project co-ordinator of the department. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer. The students are permitted to do interdisciplinary project work with supervisor/co-supervisor from other department relevant to the field of project work.
3. The Project Work End Semester Examination (ESE) Viva Voce will be evaluated by TWO Examiners (i.e. one Internal and the other External) and the Supervisor for a Maximum of 40 Marks.

6.2 The Project Report prepared according to approved guidelines as given by the Institution and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Controller of Examination after completion of the Viva Voce examination.

6.3**7.0 CLASS COORDINATOR AND MENTOR**

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

7.2 Mentor: There shall be a Mentor for a batch of students in the class. The batch size may be 15 to 20 students and the Mentor will be allotted by the Head of the Department concerned. The responsibilities of the Mentor shall be:

- To inform the interpretation of Regulations to the students and their rights and duties.
- To inform code of conduct to be maintained in the campus and disciplinary actions.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To facilitate and collect students feedback about the course and course instructor, and the course and programme's exit survey.
- To provide all the details of academic including feedback, training, scholarship, placement and co-curricular and extra-curricular activities of the students to the Head of the Institution through HOD.
- To talk to the students and to identify the strength and weakness and the family background of the students.
- To advise the students regularly to solve his professional and personal issues if any.
- To arrange for special coaching or doubt clarifying session with the teacher who are teaching his class.
- To maintain the Student Record and update regularly
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.
- To send the report Mentor – Mentee report to HoD once in a month.

8.0 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.
- Analysing the performance of the students of the class after each test and finding the ways and means of improving the performance of the students.
- Identifying the slow learners, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

8.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.

8.3 The class committee shall be constituted within the first week of each semester.

8.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.

8.5 The chairperson of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.

8.6 The Head of the Institution, Deans and Controller of Examinations 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.

9.0 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 Continuous Internal Assessment Test(s).

10.0 ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

10.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester. Ideally every student is expected to attend all classes and earn 100% attendance. However, in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examinations. Therefore, every student shall secure not less than 75% of overall attendance in that semester as per clause 4.3.

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

10.3 Candidates who could secure less than 65% overall attendance and Candidates who do not satisfy the clauses 10.1 & 10.2 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.

11.0 PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

11.1 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:

- a. Theory Courses:** For Theory Courses out of 100 marks, the maximum marks for continuous assessment is fixed as 40 and the end semester examination carries 60 marks. Two internal assessments will be conducted as a part of continuous internal assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Assignment (such as case study/seminar/mini project/online certificate courses) and

Written Test with each having a weightage of 40% and 60% respectively. The tests are in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

Table 8 Continuous Internal Assessment of Theory Courses				
Assessment I		Assessment II		Continuous Internal Assessment
Written Test	Individual Assignment /Case Study /Seminar/ Mini Project	Written Test	Individual Assignment /Case Study /Seminar/ Mini Project	
60	40	60	40	200

- b. Laboratory Courses:** For Laboratory Courses out of 100 marks, the maximum marks for Continuous Internal Assessment is fixed as 60 and the End Semester Examination carries 40 marks. The maximum marks for Continuous Internal Assessment shall be 60 marks 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 midterm test. The criteria for arriving at the Continuous Internal Assessment marks of 60 is as follows: For successful completion of all the prescribed experiments done in the Laboratory 75% of marks shall be awarded and 25% marks shall be awarded for the model test, as shown in Table 9. The total marks earned by the student in continuous assessments shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Table 9 Continuous Internal Assessment of Laboratory Courses			
Evaluation of Laboratory Observation, Record		Model Test	Total
75		25	100

c. Other Employability Enhancement Courses

- i. Design Thinking:** Design Thinking is to be considered as a flagship course with a total of 100 marks. It consists of continuous internal assessment of 60 marks and end semester examinations for 40 marks as given in Table 10. Every student is expected to present a copy of a mind map / concept model / soft prototype / hard prototype / Business Model Canvas or any form of exhibits / reports for product or service problems, community-related issues, or sustainability development goals (SDGs) undertaken. A three-member committee, appointed by the Head of the Department with the approval of Head of Institution and consisting of the course coordinator and two experts from the Department, will evaluate the report followed by the viva voce exams at the end of the semester.

Table 10 Assessment of Design Thinking Course				
Continuous Assessment		End Semester Examination		
Assessment 1	Assessment 2	Report	Presentation	Viva voce
30	30	20	10	10

Assessment 1 covers the empathize, analyze, and ideation stage reports and reviews, along with theory assessment durations.

Assessment 2 covers the create prototype and test implementation stage reports and reviews, along with theory assessment durations.

- ii. Generative AI:** Generative AI is a seminar paper. The seminar is to be considered purely internal, with 100% internal marks. Every student is expected to give a seminar / case study review/ presentation based on the inclusion of generative AI in management functions at the end of the semester. A three-member committee, appointed by the Head

of the Department with the approval of Head of the Institution and consisting of the course coordinator and two experts from the Department, will evaluate the course. At the end of the semester, the marks will be consolidated and taken as the final mark. Minimum presentation time is 5 minutes per student. The evaluation shall be based on the attributes as given in Table 11.

Table 11 Assessment of Generative AI Course			
Report	Viva voce		
	Uniqueness	Clarity in the presentation	Response to the questions
50	20	20	10

- iii. **Essential business tools:** For laboratory courses, out of 100 marks, the maximum marks for Continuous Internal Assessment are fixed at 60, and the End Semester Examination carries 40 marks. The maximum marks for Continuous Internal Assessment shall be 60 in the case of practical courses. Every practical exercise/experiment shall be evaluated based on the conduct of the experiment/exercise and the records maintained. There shall be at least one model test. The criteria for arriving at the Continuous Internal Assessment marks of 60 are as follows: For successful completion of all the prescribed experiments done in the laboratory, 75% of the marks shall be awarded, and 25% of the marks shall be awarded for the model test, as shown in Table 9. The total marks earned by the student in continuous assessments shall be converted to a maximum of 60 marks and rounded to the nearest integer.
- iv. **E-Commerce:** E-Commerce is a seminar paper. The seminar is to be considered purely internal, with 100% internal marks. Every student is expected to present a minimum of two seminars per semester before the evaluation committee, and the marks for each seminar can be equally apportioned. A three-member committee, appointed by the Head of the Department with the approval of Head of Institution and consisting of the course coordinator and two experts from the Department, will evaluate the seminar. At the end of the semester, the marks will be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), the presentation (40%), and the response to questions asked during the presentation (20%).

11.2 Assessment for Value Added Course:

The one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the assessments shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

11.3 Assessment for Online courses:

Students may be permitted to credit three online courses (which are provided with certificate), subject to a maximum of nine credits. The online course of 3 credits can be considered instead of one elective course. These online courses shall be chosen from the SWAYAM platform, provided the offering organisation conducts regular examination and provides marks. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering

organisation. The successful completion of these courses shall be considered in lieu of courses of curriculum as approved by Head of the Institution based on the recommendation of the committee constituted by Dean Academic. The committee consists of the Head of Department of the student, subject expert and Head of other Engineering department. The committee will verify the syllabus, mode of conduct and assessment of the online course and recommend the equivalent courses to be dropped from the curriculum.

11.4 **Assessment of Internship**

Summer internship shall be for a period of 4 weeks as specified in the curriculum. The Summer Internship shall carry 100 marks and shall be evaluated as per the Table 12. At the end of internship, the student shall submit a brief report on the training undergone and a certificate of successful completion of the project work 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 Department. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a two-member Departmental Evaluation Committee constituted by the Head of the Department. The panel of examiners have to prepare the rubrics for the assessment of all the three components separately and submit to Controller of Examination with the mark statement.

Table 12 Assessment of Internship		
Evaluation Mark (100)		
Report	Presentation	Viva Voce
40	30	30

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 Dean Academics 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.

11.7 Conduct of Academic Audit by every Institution

In order to ensure the quality of Internal Assessment and Attendance Record, Academic Audit is to be done for every course taught during the semester by the Internal Quality Assurance Cell. 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 with answers and scheme of evaluation and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record.

The Internal Quality Assurance Cell 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 Technical institution of repute near the Institute.

12.0 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 End Semester 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-enrol to improve his/her marks in a course or the aggregate marks / CGPA.

13.0 END SEMESTER EXAMINATIONS

- 13.1** There shall be an End Semester Examination of 3 hours duration in each lecture-based course. The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters. For the practical examinations (including project work), both internal and external examiners shall be appointed by the Controller of Examinations.

13.2 WEIGHTAGE

All M.B.A. programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Skill Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work. Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE).

The weightage of Continuous Internal Assessment and End Semester Examination as detailed in Table 13.

Table 13 Weightage of Continuous Internal Assessment and End Semester Examination			
S. No	Category of course	Continuous Internal Assessments	End-Semester Examinations
(i)	Theory Courses	40%	60%
(iii)	Laboratory Courses	60%	40%
(iv)	Project Work	60%	40%
(v)	All the other EEC Courses	100%	-

14.0 PASSING REQUIREMENTS

- 14.1** A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).
- 14.2** If a student fails to secure a pass in a theory course (except electives)/ laboratory courses, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student

secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.

- 14.3** If the course, in which the student has failed, is a professional 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 secures a minimum of 50% marks prescribed for the end semester examinations alone.

If any other professional elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new professional elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per Clause 10 and appear for the end semester examination.

- 14.4** If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing clause (6.3), the student shall register for the course again.
- 14.5** The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.
- 14.6** **Publication of result:** The results will be published within 15 days of last theory/practical examination in the semester
- 14.7** A student can apply for revaluation of his/her semester examination answer paper in a theory course as per the guidelines of Controller of Examinations, on payment of a prescribed fee along with prescribed application to the Controller of Examinations through the Head of the Institution. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for laboratory course and EEC courses

15.0 AWARD OF LETTER GRADES

15.1 15.1.1 Relative Grading

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 in Table 14 below:

Table 14 Letter grades and grade points	
Letter Grade	Grade Points*
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
SA (Shortage of Attendance)	0
W (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 7.3) and hence prevented from writing the end semester examinations. 'SA' will appear only in the result sheet.

"U" denotes that the student has failed to pass in that course.

“W” denotes withdrawal from the exam for the particular course. The grades “U” 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 “U” is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 4.3), 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 “U” 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, fulfil the norms as specified in clause 14 to earn pass in the course. However, attendance requirement need not be satisfied.

15.1.2 Absolute Grading

- 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 the Table 15.
- For the Project Work / Internship and Laboratory Courses, absolute grading procedure shall be followed as given in the Table 15 below irrespective of the number of students who have passed the course.

Table 15 Grade range for absolute grading						
O	A+	A	B+	B	C	U
91 – 100	81 – 90	71 – 80	61 – 70	56 – 60	50 – 55	< 50

- 15.2** The grades O, A+, A, B+, B, C obtained for the one/two credit courses (not part of curriculum) under the title ‘Value Added Courses’ and ‘internship/industrial training’ (if not part of curriculum) shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA then it shall not figure in the Grade Sheet.

15.3 Grade Sheet

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

- The college in which the candidate has studied.
- The list of courses enrolled 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.

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

where C_i is the number of credits assigned to the course

GP_i is the Grade 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.

16.0 ELIGIBILITY FOR THE AWARD OF THE DEGREE

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

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student’s programme within the stipulated time.

- Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted
- Successfully passed any additional courses prescribed in the curriculum whenever readmitted under new regulations. (vide clause 19.3)
- No disciplinary action pending against the student.
- The award of Degree must have been approved by the Syndicate of the Anna University.

17.0 CLASSIFICATION OF THE DEGREE AWARDED

17.1 FIRST CLASS WITH DISTINCTION:

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

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

17.2 FIRST CLASS:

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

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

17.3 SECOND CLASS:

All other students (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree (vide Clause 16) 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 Controller of Examinations 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 Institutions. 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

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through

proper application to Controller of Examinations through the Head of the Institution. Candidates applying for Revaluation only are eligible to apply for Review.

18.0 PROVISIONS 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 Controller of Examinations through the Head of the Institutions with required documents.
- 18.2** Withdrawal application is valid if the 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.
- Note:** 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 Marks Sheet as well as in Result 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 or courses, 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 only after the submission of project report before the deadline. However, the candidate may appear for the viva voce examination within 30 days after the declaration of results 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.

19.0 AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 19.1** A student is permitted to avail authorised 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 Dean Academics 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 Centre for Academic Courses under change of regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the

student may be more than or equal to the total number of credits prescribed in the curriculum in force.

- 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 authorised break of study for one year. The student shall undertake the job / start-up / entrepreneurship only after getting approval of the same by Head of the Institution with due proof to that effect.
- 19.8** No fee is applicable to students during the Break of Study period.

20.0 DISCIPLINE

- 20.1** Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. The Head of the Institution shall constitute a disciplinary committee to enquire into acts of indiscipline and report about the disciplinary action recommended for approval.
- 20.2** If a student indulges in malpractice in any of the Continuous Internal Examination/ End Semester Examination, he / she shall be liable for punitive action as prescribed by the Controller of Examination from time to time.

21.0 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The University may from time-to-time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council with the approval of the Syndicate.

22.0 SPECIAL CASES

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/clarifications/amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.