

Sri Sivasubramaniya Nadar College of Engineering, Kalavakkam – 603110
(An Autonomous Institution, Affiliated to Anna University, Chennai)

REGULATIONS 2025

CHOICE BASED CREDIT SYSTEM (CBCS)

MASTER OF BUSINESS

ADMINISTRATION

Full-time – 4 Semester program

(With Effect from the Academic year 2025 – 2026)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- (i) “Program” means logical arrangement of courses to fulfill predetermined objectives and outcomes leading to the awarding of a degree.
- (ii) “Course” means a theory/practical/theory-cum-practical/integrated theory- and-practice and other courses described in clause 4 studied in a semester.
- (iii) “Specialization” means the functional area(s) of concentration achieved through the choice of electives as defined in the curriculum.
- (iv) “Credit” means the weightage given to a course in terms of class hours per week and used in the computation of the Grade Point Average and CGPA.
- (v) “Head of the Institution” means the Principal of the Institution.
- (vi) Department means the team of faculty members who are responsible for a program of study.
- (vii) “Head of Department” (HoD) means the person who is heading a particular department.
- (viii) “Chairperson, Academic Council” means the authority of the Institution who is responsible for all academic activities of the Institutions/ Departments for implementation of relevant Rules and Regulations.
- (ix) “Controller of Examinations” means the authority of the Institution who is responsible for all activities of the Examinations.
- (x) “Chairperson, BoS” means Chairperson of Board of Studies of each faculty.
- (xi) “University” means affiliating University (ANNA UNIVERSITY, Chennai).
- (xii) “Institution” means Sri Sivasubramaniya Nadar College of Engineering.

2. ELIGIBILITY FOR ADMISSION

Eligibility to join the MBA program will be as per criteria set by Anna University. Currently it is “the candidate required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission.”

For admission under the Management Quota, the Institution's admission policy will be applicable. This will be announced in the Institution's website periodically.

For admission under Government Quota, the candidates seeking admission to the program shall require satisfying the eligibility norms prescribed by the Directorate of Technical Education, Tamil Nadu and the affiliating University from time to time.

A student who joins the full-time MBA program should not be employed during the program (on a part-time or full-time basis) and should not enroll in any other educational program except with the written approval by the HoD.

3. STRUCTURE & DURATION OF THE PROGRAM

The program has well defined Program Outcomes (PO).

The normal duration of the MBA program will be of two years consisting of four semesters and the maximum will be eight semesters, including a permitted break of study, if any. All necessary courses must be completed with a pass mark within the maximum duration of the course.

The MBA program is a residential program, and the students are expected to be in the campus for the entire semester except on Sundays and other holidays if classes are not scheduled on such days.

The program will consist of **102 total credits** as outlined in the curriculum.

3.1 DURATION OF THE PROGRAM

- (i) The minimum and maximum period for completion of the MBA program are given below:

Program	Min. No. of Semesters	Max. No. of Semesters
MBA	4	8

- (ii) The Curriculum and Syllabi of all the MBA Program shall be approved by the Academic Council of the Institution. The number of Credits to be earned for the successful completion of the program shall be as specified in the Curriculum of the respective specialization of the MBA Program.
- (iii) Each semester normally consists of 90 working days, including test and examination days. In any contingent situation, the number of working days per semester shall not be less than 65 days. The Head of the Institution is given discretionary powers to decide the number of working days. In such contingencies, the Head of the Department shall ensure that every faculty member teaches the full content of the specified syllabus

for the course being taught.

- (iv) The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Program	Prescribed Credit Range
MBA	102 to 108

- (v) The total duration for completion of the program reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 4.1 inclusive of the period of break of study or prevention in order that the student may be eligible for the award of the degree.
- (vi) For the purpose of regulations, the academic year will be divided into two semesters, the odd semester normally spanning from June to November and the even semester spanning from December to May.

3.2 CATEGORIZATION OF COURSES

The program shall have a curriculum with syllabi comprising Theory, Theory-cum-Practical and Practical courses with well-defined Program Outcomes (PO) as per the Outcome Based Education (OBE) model. The content of each course is designed based on the intended Course Outcomes (CO).

The curriculum will specify the class hours (of 60 / 90 minutes) in a semester for each course. The credits will determine the weightage in computing the Grade Point Average and Cumulative Grade Point Average of the student.

The courses shall cover:

i. Foundation Core (FC)

These provide the basic knowledge that is necessary to pursue management education.

ii. Professional Core (PC)

These provide the student with the basic knowledge about different functional areas of management in an organization. They provide the width of knowledge on which students can build depth in their chosen area(s) of specialization.

iii. Professional Electives (PE)

These courses enable the students to get a depth of knowledge in subjects pertaining to their areas of specializations. These will also include cross functional electives which are

outside the areas of core and elective courses in functional specialization.

iv. Employability Enhancement Courses (EEC)

These are courses that enhance the employability of students. These will include courses that address specific skills such as soft skills training (Professional skills and employability enhancement skills), Business communication I & II, cross functional electives, seminars, summer internship, final semester project and creativity and innovation. These courses will have credits assigned to them. For these courses, valuation will only be on a continuous basis and a grade will be awarded and included in the computation of CGPA. The framework for these courses, assessments with well-defined rubrics will be informed and published to students in the beginning of the semester.

v. Summer Internship (SI) / Rural Engagement Internship

This is to provide a student with a real-life experience of working in an external organization / NGO, understanding how it functions and seek to apply the knowledge gained in the program. Students will do this internship after the first year of the program. In the extreme event of a student/s not getting an opportunity in any external organization / NGO an internal project will be offered under the guidance of a faculty member.

vi. Final Semester Project (FSP)

This final semester project will have a research orientation and address a problem in the external organization, or an internal project identified by a faculty. The students will accordingly carry out this project in an external organization, in the field or within the institution. Each student will be linked to a faculty member who will guide the student throughout the project. When the project is carried out in an external organization, there will be an additional guide from the organization to ensure that their goals are met.

vii. Theory Course

A course that involves learning of concepts and their applications including quantitative problem solving.

viii. Practical Course

A course that involves learning of software tools and packages that aid in solving problems pertaining to management.

ix. Theory-cum-Practical Course

A theory course that has practical sessions as a part of the course work to enhance the learning outcomes in the course.

x. Audit Courses (AUC)

These are regular elective courses offered by the institution. A student can opt for one such course beyond the credit requirement to gain more knowledge in an area of interest.

xi. Online Courses

Students will be permitted to do register for online courses in SWAYAM – NPTEL Platforms (which are provided with certificate after evaluation of the performance) during 2nd and 3rd semesters, with the prior approval from the Head of the Department. The Head of the Department can constitute a committee to recommend the list of online courses to be approved by Board of studies. On successful completion of each online course, the student has to submit the copy of the certificate to the Head of the Department. The Head of the Department shall form a team of faculty members (preferably three) to recommend the credit and the grade that should be awarded to the student by appropriately mapping the score earned by the student. The results can be sent to the Controller of Examinations after the due approval by the Head of the Department. On successful completion of online courses adding to three credits, the student can obtain a waiver from doing a Professional Elective based on subject chosen from the same specialization with the approval by the Head of the Department.

xii. Value Added Courses (VAC)

The students may optionally undergo value-added courses offered by experts from industry / other institutions (Academic / Research) / faculty of the local institutions on specialized topics. Every 15-period course will be awarded 1 credit. If the value-added course is a Theory, then the contact hours in a day shall not exceed four periods. The courses shall be conducted without affecting the regular academic schedule.

1. Students can complete such one credit courses during 1st to 4th semesters as and when these courses are offered by the departments.
2. Students will also be permitted to register such one credit course offered by other departments provided they have fulfilled the pre-requisites (if any) of the course being offered subject to the approval by both the Heads of the Departments.
3. The Department / Course in-charge concerned shall conduct one assessment at the end of the course.
4. The Head of the Department shall form a three-member committee to monitor the progress of the course and to recommend the grades for the students based on their relative performance. The results should be sent to the Controller of Examinations after the approval by the Head of the Department.
5. Students can take a maximum of one VAC per semester during the entire duration of the program.
6. The credits earned will be over and above the total credit requirement prescribed in the curriculum for the award of the degree.

xiii. Industrial Visit

Every student is expected to undergo one industrial visit every year for not more than three days starting from the first year of the program with the approval of the Head of the Department and the Head of the Institution.

3.3 DEFINITION OF CREDIT

Contact Period per week	Credits
1 Lecture (L) Period	1
1 Tutorial (T) Period	1
2 Practical Periods (also for EEC courses like Seminar / Project work / Summer Internship / Soft Skills, etc.)	1

3.4 COURSES PER SEMESTER

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

3.5 MEDIUM OF INSTRUCTION

The medium of instruction will be English only. It is desirable that the medium of communication among students and between students and faculty members is also English.

4 CURRICULUM

The curriculum and syllabi for the two-year MBA program shall be proposed by the Board of Studies and approved by the Academic Council of the Institution. The approved syllabi for all courses will be available to students joining the program.

5 REGISTRATION FOR COURSES

5.1 Each student on regular admission to a program has to register for all the courses prescribed in the first semester of study for that program.

5.2 A student has to earn the minimum number of total credits specified in the curriculum of the chosen program of study in order to be eligible to obtain the degree. However, a student can earn more than the minimum number of credits, if he/she wishes. In such cases, the minimum number of credits required for the completion of the program alone would be considered for CGPA calculation.

5.3 From second semester onwards, each student has to register for all courses to be undergone in the curriculum of a particular semester and from third semester with the facility to drop courses to a maximum of 6 credits for full time. The dropping of courses shall be decided as per prerequisite requirements in consultation with the Faculty Mentor. The student can also register for courses in which the student had failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses for which the attendance requirement is not compulsory. However, if a student has failed in a professional / open elective, he/she has the option to take up the same or some other subject of the category concerned.

The courses that a student registers, in a particular semester may include (i) Courses of the current semester, (ii) The core (Theory/Lab /EEC) courses that the student has not cleared in the previous semesters and (iii) Elective courses which the student had failed to clear (either the same elective or a different alternative elective of the same category).

5.4 The registration for the courses of the semesters II to IV will commence ten days prior to the commencement of classes of the current semester. The student shall register for the courses with the guidance of his faculty mentor. The student may also drop courses (vide clause 5.3) within five working days of the commencement of the concerned semester and complete the registration process.

5.5 For an elective to be offered, the department shall specify the minimum number of students required at the beginning of the semester.

5.6 After registering for a course, a student should attend classes, satisfy attendance requirements (vide clause 7), earn continuous assessment marks and appear for the End Semester Examinations.

5.7 REGISTRATION FOR FINAL SEMESTER PROJECT

Students are expected to have earned a minimum of **50 credits** when registering for a final semester project. In case of a shortfall due to results of III semester not being available, the registration will be provisional till the results of the III semester are announced. If the student has a shortfall in credits after announcement of III semester results, the project will be treated as cancelled. An internal project or a project in a company can be done in the subsequent semester once the requisite credits are earned. However, they can continue to do the course work, if any, in the fourth semester.

5.8 REAPPEARANCE REGISTRATION

The internal assessment marks obtained in the first appearance will be valid for all subsequent reappearance registrations. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination), 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. The Grade will be calculated based only on the marks obtained in the End Semester Examinations.

Reappearance registration is applicable for the following cases:

- 5.9 If a student fails to secure a pass in a course, the student shall do reappearance registration in the subsequent semesters.
- 5.10 If the theory course, in which the student has failed, is a professional elective or an open elective, and if the student chooses to opt for the same professional elective or open elective course, then the student shall do reappearance registration in the subsequent semesters.
- 5.11 If a student has applied for withdrawal from writing the end semester examination of a course (Theory / Laboratory / Elective) the student shall do reappearance registration for that course, in the subsequent semesters. Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 5.12 If the student fails to obtain 50% of the continuous assessment marks in the Summer Internship or Final Semester Project, he/she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.
- 5.13 If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.
- 5.14 If a student fails in the end semester examinations of Final Semester Project, he/she has to resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

6 REPEATING THE COURSE

When the Student repeats the course, the student shall attend the classes, satisfy the attendance requirements (vide clause 7), earn Continuous Assessment marks and appear for the End Semester Examinations.

6.1 Repeating the Course is applicable for the following:

If a student is prevented from writing end semester examination of any course due to lack of attendance and that course is a core course (Theory / Laboratory), the student has to register for that course again, when it is offered next, and repeat the course. In this case, the student shall attend the classes and fulfil the attendance requirements as per clause 7. If the course is a Professional Elective or an Open Elective and the student opts for the same course the student has to register for that course again, when it is offered next, and repeat the course. In this case, the student shall attend the classes and fulfil the attendance requirements as per clause 7.

7 REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions (vide clause 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements for appearing in the end semester examination of a particular course.

- 7.1 Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure a minimum of 75% attendance in each of the registered course taking into account the number of periods conducted for that course.
- 7.2 If a student secures attendance between 65% and less than 75% in any course in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department concerned and the Physical Director of the Institution, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course with the approval from the Head of the Institution. In all such cases, the students should submit the required documents immediately on joining after the absence to the Head of the Department through the Faculty Mentor.
- 7.3 A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 7.4 Students who do not satisfy clause 7.1 and 7.2 and who secure less than 65% attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course when it is offered next (vide clause 6.1).
- 7.5 In the case of reappearance registration for a course (vide Clause 5.9), the attendance requirement as mentioned in Clauses 7.1 - 7.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 7.6 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks. The percentage of attendance for a particular course is calculated as follows:

Percentage of course-wise attendance =

$$\frac{\text{Total No. of periods attended by the student for the course in a semester}}{\text{Total No. of periods conducted by the faculty for the course in a semester}} \times 100$$

8 CLASS ADVISOR

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

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the coordinator of the multiple course committee in planning and conduct of the meetings.
- To monitor the academic performance of the students including attendance and to inform the committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

FACULTY MENTOR

To help the students in planning their courses of study and for general advice on the academic program, the Head of the Department will attach a certain number of students (Maximum 15) to each Faculty member of the Department. He / She shall function as Faculty Mentor for these students throughout their period of study. The faculty mentor shall

- Advise the students in registering and reappearance registering of courses
- Monitor their attendance, academic progress, and program of the students.
- Counsel periodically or during the faculty mentor meeting scheduled in the class timetable
- Inform the students about the various facilities and activities available to enhance their curricular and co-curricular activities.

9 ACADEMIC COMMITTEES

9.1 PERFORMANCE ASSESSMENT COMMITTEE

A performance assessment committee will be constituted by the Head of the Institution for every academic year. The committee shall meet to assess the attainment of Course Outcomes and Program Outcomes, progress and status of the students of the semester concerned at the beginning and end of the semesters. The committee can invite Class Advisors and students, if necessary.

9.2 MULTIPLE COURSES COMMITTEE

This will comprise of faculty members handling various courses for a class in a semester

and a representation of students from the class. One of the faculty, nominated by the HOD shall coordinate the activities of this committee. The committee will have its first meeting within a week of the start of the semester and the faculty will share the plans for each course along with the components of continuous assessment & their weightages. The committee will meet again twice during the semester and review the progress of continuous assessments. Feedback given by the students will be taken into consideration during these meetings. The students will convey the proceedings of these meetings to other students. The coordinator for this committee will maintain a record of the discussions during the meeting and make a copy available to the HoD.

9.3 COMMON COURSES COMMITTEE

Any theory course that is handled by more than one faculty member shall have a “Common Course Committee” comprising of all faculty members teaching that course. One of them will be nominated as Course Coordinator by the Head of the Department concerned. The committee will ensure uniform progress of the course, uniformity in continuous assessment, parity in evaluation and a common question paper for the end semester exam. The first meeting of the committee will be held prior to the start of the semester to finalize the session plan and continuous assessment plan. There will be two further meetings during the semester. The coordinating faculty will maintain a record of the meetings held and make a copy available to the HOD.

10 SYSTEM OF EXAMINATION

10.1 Performance in each course of study shall be evaluated for a maximum of 100 marks based on the following:

(i) Continuous Assessment and End Semester Examination:

For Theory courses the continuous assessment will carry 40 marks and end semester examination will carry 60 marks.

For Practical courses the continuous assessment will carry 60 marks and end semester examination will carry 40 marks.

For Theory cum Practical courses work the continuous assessment will carry 50 marks and end semester examination will carry 50 marks.

(ii) Continuous Assessment only:

EEC courses are evaluated for 100 marks based on the continuous assessment only. For courses like Soft Skills - I & II, Industry analysis, Cross functional electives, Creativity and Innovation the continuous assessment will carry 100 marks and appropriate rubrics shall be formulated and informed in advance to the students.

10.2 End Semester Examinations

- 10.2.1 The End Semester Examinations (Theory, Theory-cum-Practical & Practical) of three hours duration will be conducted by the Controller of Examinations between November and December during the Odd semesters and between April and May during Even semesters. All practical examinations will be conducted and evaluated at the Department itself on behalf of the Controller of Examinations.
- 10.2.2 The End semester Examinations (Theory, Theory-cum-Practical & Practical) will be conducted for a Maximum of 100 Marks.
- 10.3 For all practical courses, students are requested to submit a record consisting of all lab exercises / use cases and get it approved from the faculty in-charge and the Head of the Department before the day of the practical examinations.
- 10.4 For the project works (in case of Summer Internship and Final Semester Project) students should obtain bonafide certificate for the project work from the department to apply to the company / NGO. Students on successful completion of the project work, completion certificate from the company / NGO to be submitted. In case of internal project, the students are requested to obtain both bonafide and completion certificate from the department. Students who have not obtained the completion certificate are not permitted to appear for the project Viva Voce examination. Students who are not able to complete the project work at the end of the semester can apply for extension to the Head of the Department, with the recommendation from the project guide for a period of maximum two months. For those students who extend the project work for two months, Viva Voce will be carried out and results will be declared separately. If the project report is not submitted even beyond the extended time, then students are not eligible to appear for Project Viva Voce Examination.
- 10.5 The final examination for project work will be evaluated based on the final report submitted by the students and the viva voce by an external examiner.
- 10.6 If a student indulges in malpractice in any of the End Semester Examination / Internal Examination, he / she will be liable for punitive action as prescribed by the Institution from time to time.
- 10.7 During the continuous assessment and end semester examinations, students should wear the Identity Card issued by the College.
- 10.8 Based on need, if the situation does not permit conducting offline assessments, both internal and end semester exams shall be conducted through online mode with proctoring, as per Anna University approved norms.

11 PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT

11.1 THEORY COURSES

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

Two internal assessments will be conducted as part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

Two tests will be conducted as per the schedule given in the academic calendar. Each test carries a maximum of 40 Marks. The duration of each test will be 75 minutes. A compensatory third test will be conducted for the students who got prior permission from the Head of the department, for absenting /not writing any of the first or second tests.

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

** The weighted average shall be converted into 40 marks for internal Assessment.*

11.2 PRACTICAL COURSES

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / use case shall be evaluated based on conduct of exercise / use case and records to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed exercises / use cases and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

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

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

11.3 Theory-cum-Practical Courses

Weightage of internal assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the internal assessments and end semester examination for different types of courses are provided in the table.

L	T	P	C	Internal				End Semester Examination
				Assessment 1		Assessment 2		
1	0	4	3	Laboratory (25%)		Theory (25%)		Laboratory only (50%)
				Evaluation of Laboratory Observation, Record (75 Marks)	Test (25 Marks)	Individual Assignment / Case Study / Seminar / Mini Project (40 Marks)	Written Test (60 Marks)	
1	0	2	2	Laboratory (25%)		Theory (25%)		Laboratory only (50%)
				Evaluation of Laboratory Observation, Record (75 Marks)	Test (25 Marks)	Individual Assignment / Case Study / Seminar / Mini Project (40 Marks)	Written Test (60 Marks)	
2	0	2	3	Theory (25%)		Laboratory (25%)		Theory (25%) Laboratory (25%)
				Individual Assignment / Case Study / Seminar / Mini Project (40 Marks)	Written Test (60 Marks)	Evaluation of Laboratory Observation, Record (75 Marks)	Test (25 Marks)	
3	0	2	4	Theory (25%)		Laboratory (25%)		Theory (35%) Laboratory (15%)
				Individual Assignment / Case Study / Seminar / Mini Project (40 Marks)	Written Test (60 Marks)	Evaluation of Laboratory Observation, Record (75 Marks)	Test (25 Marks)	
2	0	4	4	Theory (25%)		Laboratory (25%)		Theory (15%) Laboratory (35%)
				Individual Assignment / Case Study / Seminar / Mini Project (40 Marks)	Written Test (60 Marks)	Evaluation of Laboratory Observation, Record (75 Marks)	Test (25 Marks)	

12 EVALUATION OF SUMMER INTERNSHIP

The normal duration of Summer Internship will be ten weeks. For many students, this will be the first exposure to an external organization and to identify real life issues, analyze, and suggest ways to resolve them. Some of the internships might involve fieldwork and primary data collection. The student will be assigned a guide in the organization and also be linked to a faculty guide internally.

In the extreme event of a student not being able to get an opportunity in an external organization, an internal project will be assigned under the guidance of a faculty member.

The evaluation will be done for 100 on the following basis:

Parameter	Marks	Evaluated by
Regularity of reporting to guide	20	Guide
Time utilization	10	Guide
Internship report	30	Guide
Viva – voce (learnings, concept connect)	30	Panel
Organization's feedback*	10	Company
Total	100	

*In the case of internal projects, viva-voce will be for 60 marks.

The panels will be constituted by the HOD and will consist of faculty members.

The summer internship is a full-time activity and the student is expected to be engaged in the activity throughout the internship.

A commitment letter from an external organization at the start of the internship and a certificate of completion are mandatory requirements. The responsibility of identifying external opportunities and finalizing the same will be largely that of the student.

In case of irregularity in the progress of the internship or inability to do the internship, the student will do a special project in the third semester under the guidance of a faculty member. The decision on irregularity or inability will be made by a committee of faculty members formed for this purpose by the HoD.

The evaluation pattern for the special project will be conveyed to the students at the start of the internship. The grade sheet will indicate that the student has failed in the summer internship and the grade for the special project will be indicated separately.

13 EVALUATION OF FINAL SEMESTER PROJECT

The duration of the project will be twelve weeks and will be research oriented. The final semester project can be done in an external organization or as an internal project assigned by a faculty member. A student doing a project outside will be assigned to a faculty guide.

If the project is in an external organization, a commitment letter at the start of the project and a certificate of completion are mandatory requirements.

There will be continuous assessment and a final assessment. The continuous assessment will be based on three reviews by a faculty panel.

A schedule of dates will be announced for the reviews.

The final semester project is a full-time activity. If carried out in an external organization, the student is expected to be engaged full-time with them throughout the duration of the project. If the project is carried out in the Institution, the student is expected to be present in the campus throughout except for the purpose of data- collection.

The evaluation and distribution of marks for the final semester project will be done on the following basis:

Continuous Assessment (60)			Final Assessment (40)				
Review 1	Review 2	Review 3	Project Report (20)			Viva-voce (20)	
			Internal	External	Guide	Internal	External
20	20	20	5	10	5	10	10

Reviews 1, 2 and 3 will be done by panels of faculty members formed by the HoD. The final project report evaluation and viva-voce will also be done by an external examiner.

In the case of failure to obtain a pass-mark in the final semester project, the student will do a new project again in the subsequent semester. The project can also be an internal project in the nature of a dissertation. The project must include primary data collection wherever possible. A faculty member will be assigned as a guide. The student needs to register afresh for this project and pay the course fee as stipulated by the Institution.

A copy of the approved project report after completion of the viva-voce will be available in the library of the Institution.

If any internal projects are awarded, they are termed as internal research projects. The research oriented internal projects will have to adhere to attendance norms of the institution. All internal research projects aim at joint publications in conference proceedings or journals by students and faculty.

14 COURSES WITH ONLY CONTINUOUS EVALUATION

The courses under EEC (Employability Enhancement Courses), as specified in the curriculum, will have only continuous evaluation. There will be no end-semester examination conducted for these courses. The basis for continuous evaluation will be informed at the start of the semester. The final marks out of 100 will be determined on the basis of continuous evaluation and the grade will be determined. Any student who does not have the minimum attendance requirement as mentioned in clause 7 will be deemed to have failed in the course. A student who fails in such course will need to repeat the course in the subsequent semester.

15 ATTENDANCE AND ASSESSMENT RECORD

Every teacher is required to maintain an 'Attendance and Assessment Record' for every semester which consists of attendance marked in each theory / Practical / Theory cum Practical / EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. This should be mandatorily maintained on LMS (as on basis). 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 assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the Head of the Institution will affix his/her signature. The course instructor should keep this document in safe custody (for five years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

16 ELIGIBILITY FOR PASS IN EACH COURSE

- 16.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for theory courses, theory cum practical courses and practical courses (including project work).
- 16.2 If a student fails to secure a pass in a theory course / laboratory course (except electives), 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), 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.
- 16.3 If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to register for the same course, earn continuous assessment marks afresh and attend the End Semester Examination or register for any other professional elective or open elective course in the subsequent semesters, attend the classes and fulfill the attendance requirements as per Clause 7.
- 16.4 A student who secures not less than 50% of the total marks in the courses which are evaluated using Continuous Assessment only (vide 10.1) shall be declared to have passed the examination. If a student fails to secure a passing grade, he/she shall register and repeat the course when it is offered next. He/she should continue to register and repeat the course till he/she secures a passing grade.

- 16.5 If a student has submitted the project report but absent in the end semester examination of project work, the student is deemed to be failed. In this case and also if a student attends and fails in the End semester examination of Project work of MBA, he/she shall attend end semester examination again within 60 days from the date of declaration of the results. The subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case, the student fails in the subsequent viva-voce examination also, the student shall redo the course again, when offered next.

16.6 AWARD OF GRADES

The award of letter grades will be decided using relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. For those students, who have not passed the examination, Reappearance (U) shall be awarded as shown in the below table.

For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading by Anna University, Chennai. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than or equal to 30, then the fixed grading shall be followed with the grade range as specified below.

O	A+	A	B+	B	C	U
91 - 100	81 – 90	71 - 80	61 - 70	56 - 60	50 - 55	< 50

Letter Grade	Grade Point
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)	-
WD (Withdrawal)	-

For the Project Work / Internship and Laboratory Courses fixed grading procedure shall be followed.

The Grade Point Average (GPA) is computed as follows:

$$\text{GPA} = \frac{\left[\sum (\text{Course Credits}) \times \text{Grade point} \right] \text{ for all courses registered in that semester}}{\left[\sum \text{Course Credits} \right] \text{ for all courses registered in that semester}}$$

The CGPA is computed as follows:

$$\text{CGPA} = \frac{\left[\sum (\text{Course Credits}) \times \text{Grade point} \right] \text{ for all courses registered from first semester onwards}}{\left[\sum \text{Course Credits}^* \right] \text{ for all courses registered from first semester onwards}}$$

*Whenever a student reappears for a course in which he/she has been awarded 'U' or 'AB' grade, the CGPA computation shall be done based only on completed credits and shall not include unsuccessful attempts.

16.7 Revaluation of End Semester Examinations

Photocopies of the answer scripts of end-semester theory examinations can be obtained from the Office of the Controller of the Examinations on payment of a prescribed fee. Those students can apply for revaluation on payment of applicable charges. Students punished under malpractice are not eligible for photocopy of answer scripts and also for revaluation. Photocopy and Revaluation are not permitted for theory-cum-practical courses, practical courses, mini-project, seminar, comprehension and project work.

17 PROVISION OF A SCRIBE

The Institution will provide for a scribe to students who are in genuine need as per the guidelines issued by the Government of Tamil Nadu.

18 ISSUE OF GRADE SHEET

The Grade sheets will be issued, through the Department, every semester after the publication of results and a consolidated grade sheet will be issued after the successful completion of all courses and becoming eligible for the award of degree.

19 ELIGIBILITY FOR THE AWARD OF THE DEGREE

A student shall be declared to be eligible for the award of the degree provided the student has satisfied the following criteria,

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's program 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 student was admitted.

20 CLASSIFICATION OF THE DEGREE AWARDED

20.1 First Class with Distinction:

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

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorized break of study of one year. Withdrawal from examination (vide Clause 22) 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 the end Semester examination due to lack of attendance in any of the courses.

20.2 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.

20.3 Second Class:

All other students (not covered in clauses 20.1 and 20.2) who qualify for the award of the degree (vide Clause 19) shall be declared to have passed the examination in Second Class.

- 20.4** 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 the end semester examinations as per clause 22) for the purpose of classification.

21 PROVISION FOR AUTHORISED BREAK OF STUDY

- 21.1** A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the program (not more than a year as a single spell) in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the program, he/she shall apply in advance to The Principal, through

the Head of the Department stating the reasons, in any case, not later than last working day, provided he/she fulfils the requirement in clause 6.

- 21.2 The student who is permitted to rejoin the program after the break shall be governed by the curricula and regulations in force at the time of rejoining.
- 21.3 The authorized break of study will not be counted for the purpose of classification of award of degree (clause 20).
- 21.4 The total period for completion of the program reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 3.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (clause 19)
- 21.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and the clause 21.3 is not applicable for this case.
- 21.6 If the student has not reported back to the department, after the break of study, his/her name shall be deleted permanently from the college enrolment. Such students are not entitled to seek readmission under any circumstances.

22 PROVISION FOR WITHDRAWAL FROM THE END SEMESTER EXAMINATIONS

- 22.1 A student may be permitted to withdraw from appearing for the end semester examination in any course or courses for valid reasons (medically unfit/unexpected family situations approved by HoD and sports events approved by Director, Physical Education & HoD). This privilege can be availed ONLY ONCE during the entire program. Valid documents, for medically unfit / unexpected family situations, shall be submitted by the student within seven days before the commencement of the examination in that course or courses and also recommended by the Head of the Department and approved by the Head of the Institution with intimation to Controller of Examinations.
- 22.2 Notwithstanding the requirement of mandatory seven days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 22.3 Those students who withdraw from any course or courses during the program are eligible for the award of first class and first class with distinction as per the requirement in this regard. However, he/she is not eligible for the award of ranking.
- 22.4 Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in clause 6 as requirements for appearing in the end semester examination.
- 22.5 Withdrawal is permitted for the end semester examinations in the final semester, only if the period of study, the student concerned, does not exceed 3 years (full-time) as per clause 20.1.
- 22.6 The final approval for withdrawal will depend on the merit of the case and will be decided by the Head of the Institution.

23 DISCIPLINE

- 23.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the institution.
- 23.2 In the event of an act of indiscipline being reported, the principal shall constitute a disciplinary committee to enquire into act of indiscipline.
- 23.3 If a student indulges in malpractice in any of the end semester examination / continuous assessment Test, he/she shall be liable for punitive action as prescribed by the institution from time to time.
- 23.4 Ragging is not at all allowed. Punitive actions will be taken against the students those who involve in ragging as per the government norms.

24 PLACEMENTS & INTERNSHIPS

Placement is one of the most important outcomes of the program both for students and the Institution. The Institution attaches a very high priority to this and actively interfaces with companies to create enough opportunities that provide a good starting point for careers in management. It is natural that the Institution stipulates high standards for students to be eligible for placement. Such eligibility criteria for participating in the placement activities along with guidelines will be shared with the students at the appropriate time.

The onus of getting opportunities for Summer Internships and Final Semester Projects lies with the students.

25 EXTRA / CO-CURRICULAR ACTIVITIES

It is desirable that students participate in as many activities as possible within and outside the Institution, which contribute to honing of their skills and competencies for a successful career in management. Competitiveness, multi-tasking, time management, teamwork, presentation skills, networking skills, social awareness are some of the traits that are highly valued by recruiters. Students can judiciously identify such activities for participation. It is compulsory that permission be obtained for internal and external participation within the framework of class attendance requirements. Students are accountable both to themselves and to the Institution for their time during the program.

26 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Academic Council of the Institution reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

27 SPECIAL CASES

In the event of any clarifications 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.

The Head of the Institution is authorized to make exceptions in the above regulations based on the merit of the case. All such exceptions will have to be ratified at the next meeting of the Academic Council.