

ORDINANCES AND REGULATIONS

For

Master of Business Administration (M.B.A.) Programme

(Applicable to 2023 Admission Onwards)

(Approved by 93rd meeting of the Senate held on 17-07-2023)



NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

NIT Campus (P.O), Kozhikode, Kerala-673601

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ORDINANCES

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

REGULATIONS

R.1 Admission

- R.1.1 Admission to the M.B.A. programme of the National Institute of Technology Calicut will be in accordance with the information brochure issued by the Institute, from time to time. The number of seats will be decided by the Senate/ BoG of the Institute following the instructions from MoE, GoI. Reservation of seats to various categories shall be as per the directives from MoE, GoI, from time to time. A few seats may be offered to Foreign Nationals, Indians living abroad and other categories in accordance with the rules and procedures issued by the MoE, GoI and the Institute from time to time.
- R.1.2 The eligibility for admissions to the M.B.A. programme will be published by the centralized counselling and allotment agency or the Institute, from time to time.
- R.1.3 Candidates have to fulfill the medical standards required for admission as set out in the Information Brochure of the Institute or by any other body or organization entrusted by MoE/the Institute.
- R.1.4 The selected candidates shall be admitted to the M.B.A. programme after they fulfill all the admission requirements set by the Institute and after payment of the prescribed fees.
- R.1.5 In all matters related to admission to the M.B.A. programme, the decision by the Institute or by any other body/ organization entrusted by MoE/the Institute and its interpretation given by the Chairman of the Senate shall be final and binding.
- R.1.6 If, at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institute or any other body or organization entrusted for the admission by MoE/the Institute, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.
- R.1.7 The fee structure shall be decided by MoE, GoI or any other body or organization entrusted by MoE, GoI or the Institute, from time to time.

R.2 Structure of the M.B.A. Programme

- R.2.1 The MBA programme curriculum of the Institute shall have 5 categories with category-wise minimum credit requirements as shown below:

Sl. No.	Category	Credits
1.	Programme Core (PC)	52
2.	Programme Elective (PE)	24
3.	Institute Elective (IE)	2
4.	Summer Internship Project (SIP)	1
5.	Business Research Project (BRP)	6
	Total	85

- R.2.2 The programme will have a curriculum and syllabi for the courses approved by the Senate. Curriculum revisions, when required, will be proposed by a committee nominated by the Dean (Academic). All revisions shall be recommended by the Department Post-Graduate Committee (DPGC) and Department Consultative Committee (DCC). The proposals will be discussed in the Board of Academic Council

(BoAC) and will be recommended to the Senate with or without revision for approval.

- R.2.3 The curriculum prescribes a total of 85 credits for the completion of the MBA programme stipulated in R 2.1.
- R.2.4 Students shall opt for two major specialisations during their second year. A minimum of four programme elective courses must be credited to qualify for a major in a specialisation.
- R.2.5 The general pattern of the credit system followed in the Institute is (i) one credit for each lecture session per week per semester (ii) one credit for two laboratory practical sessions per week per semester (iii) two credits for three/four laboratory practical sessions per week per semester (iv) appropriate credits for seminar/project/thesis/lecture clubbed sessions per week per semester.
- R.2.6 A student will have to register for all the core courses listed in the curriculum and successfully complete all of them.
- R.2.7 Programme Elective (PE) courses will have to be taken from the courses offered in a particular semester from among the list of approved courses as per the curriculum.
- R.2.8 Institute Elective (IE) courses will have to be taken from the courses offered in a particular semester from among the list of approved courses as per the curriculum.
- R.2.9 Department has to offer all the core courses prescribed in the curriculum for any semester. Sufficient number of elective courses shall also be offered in line with the curriculum. Number of elective courses and other courses, if any, from the curriculum, to be offered in any semester can be decided by the DCC based on the requirement of the students and availability of faculty for the same.
- R.2.10 The maximum number of credits allowed for a student of M.B.A. programme in the total duration of the programme is 85. Students will not be permitted to register for more courses than the number of courses specified in the respective curriculum for improving the cumulative grade point average (CGPA).
- R.2.11 English will be the language of instruction and examinations for all the courses in the Institute unless explicitly stated otherwise at the announcement of the course during a semester.

R.3 Programme Coordinator

- R.3.1 To help the students in planning their courses of study and for getting general advice on academic programme, the Head of the Department (HoD) will assign a Programme Coordinator (PC) for the M.B.A. programme. The PC shall keep a record of the academic activities of students registered for the programme. The PC will be the overall in-charge in all matters concerning the students' academic work and progress.

R.4 Faculty Advisor

To help the students in planning their courses of study and for getting general advice on the academic programme, the department concerned will assign a certain number of students to a regular faculty member who will be called their 'Faculty Advisor (FA)'. One FA will act as the coordinating FA, when more than one FAs are assigned for a class of students.

Students shall first approach their FA for all academic advice, course registrations, leave and all academic/study related matters in the Institute. Whenever required, the FA shall provide necessary advice to the students. FA shall make appropriate recommendations or remarks on the applications submitted by the students before forwarding them to PC/HoD/other officials concerned.

FA will keep the complete record of academics, attendance/leave, disciplinary actions

if any, contact details of parents/local guardians and any other relevant data of the students assigned.

If the performance of a student is unsatisfactory in class tests or if the student is not regular in the class as informed by the course faculty in the class committee, FA shall give necessary motivation/advice or warning to the student concerned. If the student does not show any improvement, matter shall be reported to PC/HoD.

R.5 Class Committee

R.5.1 For each semester of M.B.A., a Class Committee (CC) will be constituted by the Head of the Department as follows:

Chairperson: A faculty member of the department appointed by the HoD.

Members:

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

R.5.2 Term of the CC shall be one semester. The Committee shall meet at least thrice during the semester. The Dean (Academic) or nominee or HoD shall have the right to be present in any CC meetings. The Chairperson of the committee or coordinating FA shall record the proceedings of each meeting and the Chairperson shall communicate a copy of minutes of each meeting to the HoD concerned for any further action.

R.5.3 The responsibilities of the Class Committees include the following:

- 1) Finalisation of the course plan, attendance and evaluation policies of all courses.
- 2) Review the academic performance and attendance of the students periodically.
- 3) Identify students with poor performance in the tests and low attendance. These students shall be motivated or given necessary advice/warning through FA/PC/HoD.
- 4) Discuss the problems concerning the conduct of the classes with reference to the curriculum and syllabi and make suitable suggestions and recommendations regarding curriculum and syllabi to the Department Post-Graduate Committee (DPGC) / HoD.
- 5) Finalisation of the semester results without the student members and forwarding the same to the HoD in the prescribed format.

R.6 Department Postgraduate Committee (DPGC)

R.6.1 Department Postgraduate Committee (DPGC) shall comprise of the PC of the M.B.A programme offered by the Department/School. There shall be a minimum of three members in this committee. If the Department/School offers less than three PG programmes, additional members can be appointed by the HoD. Chairperson (from the members of the committee) as well as members of the committee shall be appointed by the respective HoD every year.

R.6.2 Responsibilities of the Committee: The committee shall review, discuss and recommend all matters relating to the M.B.A programmes, including but not limited to:

- (i) Recommend to the DCC, the Curriculum and Syllabus revision required for the programme including new elective courses for the existing programmes. If there are separate departmental committees for curriculum revision, the members of

DPGC shall be automatically part of such committees.

- (ii) Process the application for condonation of attendance shortage as per R.13 and provide recommendation to HoD
- (iii) With HoD as Chairperson, DPGC shall conduct inquiry on examination malpractice cases reported from M.B.A examinations and make recommendations to the Dean(Academic) regarding penalties to be imposed. Additional members for this purpose may be appointed by the HoD, if required. Such an inquiry committee will have an external member nominated by the Dean (Academic).
- (iv) Recommend to the BoAC through DCC, appropriate measures to deal with the specific issues of concern, arising due to the effect of periodic revision of curriculum and academic regulations.
- (v) Make recommendations to BoAC through DCC on matters related to implementation of new academic policies, evaluation of credits earned from other Institutions as part of exchange programmes, Academic Bank of Credits (ABC) and similar initiatives.
- (vi) Any other activities/tasks assigned by the HoD from time to time.

R.7 Registration & Enrollment

- R.7.1 Registration of a student refers to the selection of courses planned by the student, to be credited in the next semester as per the applicable curriculum through Institute Information Management System (IMS), during the time frame specified for the same by the academic section. Enrollment refers to the physical reporting of the students before the FA/PC on the day specified by the academic section immediately before the commencement of the semester.
- R.7.2 Maximum number of courses/credits that can be registered by a student in any semester corresponds to the total courses prescribed for the semester as per the curriculum. However, students who are repeating failed courses/crediting dropped courses shall be permitted to credit one more course along with the normal credits as per the curriculum.
- R.7.3 A student with W/F grade in a core course as per R.17 has to repeat it compulsorily. If the particular course is not available in the revised curriculum, then the student shall register for the approved equivalent course available. A student with W/ F grade in an elective course as per R.17 can either repeat the same elective course or register for a new elective course based on the advice of the FA/PC.
- R.7.4 Registration for higher semester courses is permissible only after registering for all the remaining core courses from lower semesters that are being offered at the time, subject to the maximum number of credits permitted.
- R.7.5 Students need to ensure that their name is included in the list of registered students with each course faculty at the beginning of the semester on the first instructional day itself. If it is not present, the issue needs to be resolved by contacting the FA/PC.
- R.7.6 Adding/ dropping course(s) to/ from the initial registration is permitted only on valid reasons within the stipulated time as per the guidelines and procedure announced by the academic section
- R.7.7 A student shall be eligible for registration and enrollment only if (i) minimum requirement to continue the programme as per regulation R.8 is satisfied (ii) cleared all the dues in the Institute, Hostel & Library up to the end of the previous semester and (iii) not debarred from enrollment by a disciplinary action of the Institute (iv) completed the course feedback on the courses registered in the previous semester, as notified by the academic section (v) paid all the tuition fees and all other relevant fees, if any,

prescribed by the Institute.

- R.7.8 The institute reserves the right to cancel the registration of a student to a semester subsequent to the registration, if it is found that any of the conditions in R.7.7 were violated at the time of registration, unless the initial registration was made with the explicit prior written permission from the Chairperson of the Senate.

R.8 Minimum Requirement to Continue the Programme

- R.8.1 A student will be eligible to register for second year only on acquiring a minimum of 20 credits and a CGPA of 4.0 from the first year, failing which the student will be permitted to register only for the failed courses in the first year subject to the maximum duration of the programme as per R.9. Also, the student needs to successfully maintain registration to all the semesters.

- R.8.2 The above stipulation can be relaxed if the student is permitted by the Dean(Academic) to discontinue temporarily any semester on valid reasons, based on the request with the recommendation of DPGC and HoD.

R.9 Maximum Duration of the Programme

- R.9.1 A student is, normally, expected to complete the M.B.A. programme in two years (four semesters). The maximum duration to complete the M.B.A. programme is four years from the date of admission excluding the semesters withdrawn on temporary discontinuation as per R10.0.

R.10 Temporary Discontinuation

- R.10.1 A student may be permitted by the Dean (Academic) to discontinue temporarily from the programme for a maximum of two semesters for reasons of ill health or other medical reasons, based on the recommendation from FA/PC and HoD. For break of study due to illness, all necessary medical reports and medical certificates from the doctor treating the student, giving definite reasons for the break of study and its duration shall be produced. The medical Certificate should be duly endorsed by the Institute Medical Officer. Before joining back, a fitness certificate from the doctor who treated the student, with endorsement from the Institute Medical Officer has to be submitted. Such temporary discontinuation shall be allowed only once in the entire duration of the program.

- R.10.2 The students desirous of initiating a start-up venture, shall submit their business proposal to the Centre for Innovation, Entrepreneurship & Incubation (CIEI) of the Institute through the DPGC and HoD concerned. The proposal shall be scrutinized by an Institute Level Review Committee for Innovation, Entrepreneurship and Startups (IRES) constituted by the Director. Based on the recommendation of the committee, the Director may approve the proposal for startup formation. Once the startup is registered, students concerned can submit an application to Dean (Academic) through DPGC, HoD and IRES Committee, if they require an academic break for their start-up activities.

Dean (Academic) will take appropriate action for temporary discontinuation based on the recommendation by the IRES committee. The academic break shall be given initially for one semester and further extensions will be given by the Dean (Academic) based on a review of the progress and recommendation by the HoD and IRES committee. Normally a student shall be permitted to discontinue temporarily from the programme for this purpose, only for a maximum duration of two semesters continuously or with breaks.

- R.10.3 In case of change in the curriculum/syllabi, a student has to register for the approved equivalent courses (meeting the credits) as per the revised curriculum/ syllabi as per the advice of FA, whenever the student is allowed to continue the programme after the

period of discontinuation.

- R.10.4 Students proceeding for temporary discontinuation are required to maintain the Institute registration by paying the fees applicable for keeping the registration alive till they resume normal academic activities. Once they join back after temporary discontinuation, fees applicable for regular students shall be paid.

R.11 Summer Internship and Business Research Project in Industry or other Organisations

- R.11.1 Students have to register for two months (minimum of eight weeks) summer internship after the second semester in an organisation/Institute of high repute subject to the approval of PC and HoD.

- R.11.2 The Business Research Project is carried out in two phases during the third and fourth semesters. Students are encouraged to take up Business Research Project in industries/organisations/Institute under the guidance of an internal faculty with the approval of HoD, without affecting the regular attendance of the other courses.

R.12 Discipline

- R.12.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activities, which shall tend to bring down the prestige of the Institute.

- R.12.2 Any act of indiscipline or misbehavior of a student reported to the Dean (Academic)/Chairman, Senate will be referred to the appropriate disciplinary committee for further action.

- R.12.3 The student who received punishment, if any, may appeal to the Chairman, Senate, whose decision shall be final & binding in all respects.

- R.12.4 Ragging of any nature is a criminal and nonbailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the Institute. In all cases of harassment of the junior students by the seniors, the Institute level Anti-Ragging Committee will take appropriate decisions for immediate implementation by the Institute. Each student of the Institute, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

R13 Attendance & Leave

- R.13.1 Students are expected to attend all the classes for the courses they have registered for. The standard policy of the Institute is 80% attendance for any course. However, it is the prerogative of the course faculty to fix the attendance requirement for their courses without exceeding the 80% limit. The attendance policy of the course faculty shall be announced to the students in the first class itself. It has to be later presented and approved in the first class committee meeting. If a student could not attend any of the classes due to medical issues or any other compelling reasons, leave application as detailed below needs to be submitted to the course faculty.

- i. Application for any leave shall be submitted within five instructional days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.
- ii. Application for leave on medical grounds must be supported with necessary treatment records for the period of leave applied for. It is expected that the student shall inform the course faculty before proceeding on medical leave under normal circumstances.

- A student, whose attendance for any course registered in a semester is less than 80% or the limit prescribed by the course faculty, is not eligible to appear for the end semester examination for that particular course unless the shortage of attendance is condoned as per R.12.4. The percentage of attendance shall be calculated based on the number of classes conducted from the date of commencement of the semester as per the academic calendar except for first semester students. In the case of first semester students, it shall be counted from the date of admission of the student to the Institute or start of the classes, whichever is later.
- R.13.2
- R.13.3 Students whose attendance is less than 80% or the limit prescribed by the course faculty, for any course registered in a semester, shall be informed on the shortage of attendance on or before the last instructional day.
- R.13.4 Those students with attendance less than 80% or the limit prescribed by the course faculty, for any course registered in a semester, will be eligible to get their shortage of attendance condoned and hence to appear for the end semester examination for that course only if the student apply for condonation subject to the following conditions
- (i) the attendance in that semester for the course concerned, without applying any condonation, is not less than 50% of the total classes handled for that course.
 - (ii) attendance after applying the condonation for co-curricular/extra-curricular activities based on the approval granted by competent authorities (maximum limit is 10% of the classes handled by the course faculty) and the condonation on medical grounds is more than 80% or the limit prescribed by the course faculty.
- R.13.5 If a specific attendance requirement is prescribed for a course, all requests for the condonation of shortage of attendance must be submitted to the corresponding course faculty. The course faculty shall examine such requests and supporting documents and take a decision on whether the shortage of attendance can be condoned or not, well before the date of the end-semester examination of the course concerned. In case the student has a grievance on the decision of the course faculty, an appeal can be made to the DPGC and the decision of this committee shall be final and binding.
- R.13.6 Students who have enrolled to Centre for Career Development (CCD) of the Institute for internship/ placement related activities are eligible for duty leave upto a maximum of ten days per semester, subject to the actual absence from class for these activities. The attendance details on day/company basis shall be provided by CCD, to the concerned departments/schools to verify the claims from the students.

R.14 Assessment Procedure

- R.14.1 The Senate shall decide the assessment procedure from time to time. It shall be based on the system of tests, assignments, tutorials, presentations, quizzes, course projects, reports, etc. and the end semester examinations in each course in each semester.
- R.14.2 Minimum one mid semester test with a minimum duration of 90 minutes is mandatory for lecture based courses and for courses where lectures are clubbed either with practical, projects, etc. The number of assignments, tutorials, presentations, quizzes, course projects, reports, etc. shall be decided by the course faculty.
- R.14.3 There shall be an end-semester examination with a minimum of two hours duration for each lecture based course and for each course where lectures are clubbed either with practical or projects etc. For laboratory/practical courses, end semester examination is not mandatory.
- R.14.4 The weightage of marks for various evaluation components shall be finalized by the course faculty with the approval of class committee.

R.14.5 The method of assessment for laboratory/practical courses, shall be based on tests and the performance of students in the regular laboratory/practical classes. This will be finalised by the course faculty with the approval of class committee.

If end semester examination is planned for a laboratory/practical course, it shall be conducted before the last instructional day and the weightage for it should not exceed 30%.

R.15 Summer Internship Project and Business Research Project Evaluation

R.15.1 Both Summer Internship Project (SIP) and Business Research Project (BRP) will be done by the individual students under the guidance of an internal faculty member. In case a project topic with a substantial effort is required, a DPGC appointed by the HoD can verify and approve a maximum of two students to form a group.

R.15.2 Coordinators of SIP and BRP, nominated by HoD and the Project guides concerned and other faculty experts, as members will form the Internal Evaluation Committee. Evaluation committee will decide the norms for evaluation and this will be informed to the students at the beginning of the semesters. A minimum of three members shall be present during the evaluation.

R.15.3 If the SIP report and BRP report are accepted, the student shall submit the prescribed number of copies of the final version of the report to the Department, after incorporating all the corrections and suggestions of the internal evaluation committee, in the prescribed format as notified by the Department. In case of BRP report, a soft copy of the report shall be submitted to the digital library. If the work completed is not acceptable in quantity and quality, the student has to carry out additional work proposed by the evaluation committee / guide and present the same again for evaluation.

R.15.4 A student will be awarded a Grade 'S' for BRP thesis, in consultation with the DPGC, only if a student is able to present/publish a research paper/case study, based on the project work in a reputed international conference/ Scopus indexed journal. In addition, a software copyright submitted by the student based on the project work which is approved/granted can also be considered. However, every student shall strive to publish at least one paper in a reputed journal or conference in their domain or file a patent/copyright application. In exceptional cases, where the student and the guide want to submit a journal/conference publication at a later stage and if the student is able to submit the draft version of the journal/conference paper to the evaluation committee at the time of final presentation of the project work, the student may be considered for awarding S grade if the committee finds the work to be excellent and guide ensures the submission of the work for journal/conference publication.

R.16 Make-up Examination

R.16.1 Students who miss the mid semester or end-semester examinations due to ill-health requiring hospitalization /physical indisposition with inability to move or any other compelling reason judged to be valid by the FA/PC/HoD, are eligible for make-up examinations. Requirement of hospitalized treatment is not applicable in the case of contagious disease like chicken pox. Make-up examination for the mid-semester component shall be conducted based on the mutual convenience between the students and course faculty during the semester.

R. 16.2 Those who miss mid semester or end semester examination in a course shall apply to the HoD concerned through FA/PC within five instructional/ working days after the missed mid semester/end semester examination or before the prescribed date indicated in the academic calendar whichever is earlier, giving the reasons/proofs for the absence. Applications received after this period will not be entertained.

Students applying for make-up examination due to medical reasons must produce a

medical certificate (as the proof for absence) from a Registered Medical Practitioner certifying that the student was admitted to hospital during the period of examination or the student was not in a condition to write the examination.

All applications for make-up examinations when approved by the HoD, the FA/PC shall inform the same to the course faculty concerned. The list of students permitted to appear for the make-up examinations for the mid semester and end-semester examinations shall be published by the department/school.

- R. 16.3 Make-up examinations for mid semester and end semester examinations shall be conducted by the course faculty concerned and incorporate the marks of the relevant make-up examinations, finalise the results of the students to whom I grade was awarded as per R.17 (in case of end-semester make-up examination) and report the results to HoD/Dean (Academic) through the Chairperson of the Class Committee with appropriate entries in the Institute IMS.

R.17 Method of Grading

- R.17.1 Based on the semester performance, each student will be awarded a final letter grade for each course, where the letter grades will correspond to the grade points as shown below.

Grade	Grade points
S	10
A	9
B	8
C	7
D	6
E	5
F (Failure to credit the course)	0
W (Insufficient attendance)	0
I (Incomplete assessment)	0

A student is said to have credited a course or earned credits in respect of a course when a grade other than F, W or I is secured for that course.

- R.17.2 After the valuation of the answer scripts of end semester examination and the tabulation of marks for each course out of 100, the Course Faculty shall decide the range of marks for various letter grades S, A, B, C, D, E and F and award the letter grades to the students in that course accordingly. One or more class committee meetings without the student members shall be held before the date fixed for the declaration of results as per the academic calendar and the letter grades awarded to the students by the course faculty for various courses shall be scrutinised and finalized in that meeting, with appropriate entries in the Institute IMS. Chairperson of the CC shall then submit the verified and signed copy of the final results to the HoD for forwarding it to the Dean (Academic). One set of hard copies of consolidated results shall be kept at the department/school for reference and records.
- R.17.3 Grade I (English Alphabet I) will be awarded by a course faculty to a student in a course as an interim grade when the assessment of the student in that course stands incomplete due to certain valid reasons like eligibility for make-up examination. Once I grade is awarded to a student, the concerned course faculty shall ensure that it will be converted to a final grade before the next academic session (Monsoon/Winter) and the same shall

be informed to the academic section through the Chairperson, CC and HoD.

- R.17.4 Students whose attendance is less than 80% for a course in a semester will be awarded the letter grade W for that particular course in that semester irrespective of the marks obtained by them for that course, unless their shortage of attendance is condoned as per R.13.4.

R.18 Declaration of Results

- R.18.1 After finalisation of the grades in the CC meeting, hard copies of consolidated results with marks and final grades in the prescribed format, specified by the academic section shall be forwarded by the CC Chairperson to the Dean (Academic) through HoD. One set of hard copies of consolidated results shall be kept in the Department for reference and records.
- R.18.2 Students shall have access to their results through IMS on the time/day as per the academic calendar or as instructed by the Dean (Academic). Final results of the students to whom I grade was awarded as per R.17.3 will be published in due course after the make-up examination.

R.19 Re-evaluation of Answer Scripts

- R.19.1 If a student has any grievance on the grade in a Lecture/Lecture cum Laboratory based course, the course faculty concerned can be contacted within 5 working days after the publication of the results or the commencement of the immediately succeeding semester, whichever is later. The end semester examination answer scripts shall be shown to the student by the course faculty. If it is felt that the case is genuine, the faculty shall revalue the answer scripts, provided a request is submitted through FA/PC and HoD. The revised grade, if any, shall be forwarded to the Dean(Academic) through the Chairperson of the CC and HoD of the department/school where the student belongs to, with proper justification for the revision. The course faculty shall ensure that the decision on the request is communicated in writing to the student within a week, if there is no change in the published results.
- R.19.2 If the student is not satisfied with the decision of the course faculty, an appeal can be submitted to the Dean(Academic) through FA/PC and HoD for re-evaluation of the answer scripts by another faculty along with the receipt for the payment of prescribed re-evaluation fee within ten working days on receipt of the communication from the course faculty. Dean (Academic) may arrange for the re-evaluation of the answer scripts by another faculty member from a panel of minimum 2 examiners proposed by the HoD of the Department/School/Centre offered the course. Once the result of re-evaluation of answer scripts is intimated by the faculty who conducted the re-evaluation to the Dean (Academic), the results obtained on re-evaluation will replace the earlier results, if the difference is more than 5% of the maximum marks. Requests received for re-evaluation after the stipulated time shall not be entertained. The result after this re-valuation shall be final and no further process shall be permitted.

R.20 Slow-Pace Learning

- R.20.1 Courses to be normally registered in each semester are specified in the curriculum. However, a student may register for a lesser number of credits than specified in the curriculum subject to satisfying R.8 and R.9 with the approval of FA/PC.

R.21 Grade Point Average

- R.21.1 The performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA) which is given as

$$SGPA = \frac{\Sigma(C*GP)}{\Sigma C}$$

where C is the number of credits for a course, GP is the grade point scored by the student for that course and the summation is over all the courses registered by the student in the relevant semester.

- R.21.2 The performance of a student up to and including a particular semester is indicated by the Cumulative Grade Point Average (CGPA) which is given as

$$CGPA = \frac{\Sigma(C*GP)}{\Sigma C}$$

where C is the number of credits for a course, GP is the grade point scored by the student for that course and the summation is over all the courses registered by the student up to and including the relevant semester.

- R.21.3 The CGPA is not convertible to percentage. However, notionally the CGPA may be multiplied by a factor of 10 to obtain a numerical percentage.

R.22 Class/Division

- R.22.1 Class/ Division shall be based on CGPA as follows.

First Class with Distinction: $CGPA \geq 7.5$

First Class: $7.5 > CGPA \geq 6$

Second Class: $6 > CGPA \geq 5$

R.23 Exit Policy

- R.23.1 M.B.A. students deciding to leave the program after successfully crediting all the courses prescribed in the curriculum upto and including the second semester, and completing the Summer Internship Project will be eligible to receive a Post Graduate Diploma. Such students shall have to submit a project report based on the work done for the Summer Internship. Once the PG diploma is awarded, they will not be able to rejoin the programme to complete the degree.

R.24 Eligibility for the Award of M.B.A. Degree

- R.24.1 A student becomes eligible for the award of the M.B.A. Degree, when the student has
- i. Registered and successfully credited all the core courses in the relevant M.B.A. curriculum within the stipulated time
 - ii. Successfully acquired the category-wise minimum credits in the relevant M.B.A. curriculum
 - iii. no dues to any departments/sections of the Institute including hostels and has no disciplinary action pending

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

R.25 Power to Modify

- R.25.1 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.
