

ACADEMIC RULES, REGULATIONS AND ORDINANCES

FOR

MASTER OF BUSINESS ADMINISTRATION

(MBA)

PROGRAMME

Two year Full time Programme

(Effective from Academic year 2021-22)



G. S. Mandal's
Maharashtra Institute of Technology,
Aurangabad

(An Autonomous Institute permanently affiliated to Dr. Babasaheb Ambedkar
Marathwada University, Aurangabad)

ACADEMIC RULES, REGULATIONS AND ORDINANCES - MBA PROGRAMME

1. Short Title and Commencement

- a) These academic rules, regulations and ordinances shall be applicable to Master of Business Administration (MBA) Programme run by the G. S. Mandal's Maharashtra Institute of Technology (MIT), Aurangabad permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- b) These academic rules, regulations and ordinances shall come into force with effect from such date as approved by the authorities of G. S. Mandal's Maharashtra Institute of Technology, Aurangabad.

2. Definitions:

- (a) **“University”** means Dr. Babasaheb Ambedkar Marathwada University, Aurangabad (BAMU)
- (b) **“Institute”** means MIT-Department of MBA
- (c) **“Commission”** means University Grants Commission (UGC)
- (d) **“Council”** means All India Council for Technical Education (AICTE)
- (e) **“Statute”** means BAMU Autonomous College Statute,
- (f) **“Academic Autonomy”** means freedom granted by the University to the institute in all aspects of conducting its academic programmes for promoting academic excellence,
- (g) **“Autonomous Institute”** means an institute notified as an autonomous institute as per the BAMU Autonomous College Statute,
- (h) **“Regular Students”** means students who are admitted to the first year of the respective programme,
- (i) **“Programme”** means Degree Programme that is MBA Degree Programme.
- (j) **“Course”** means a theory or practical subject identified by its title and code number that is normally studied in a Semester, like Managerial Economics, Business Communication etc.

3. Preamble:

The new MBA Curriculum 2021 builds on the implementation of the Choice Based Credit System (CBCS) and Grading System initiated. The curriculum takes the MBA programme to the next level in terms of implementing Outcome Based Education along with the Choice Based Credit System (CBCS) and Grading System. There is a need to derive full benefits of the academic autonomy accorded to the institute towards addressing the 21st century challenges faced by the management education system in the country, like:

- Ever increasing influence of business model and their impact on human society.
- Shrinking time scale of new developments and the high rate of obsolescence in the older practices.
- Penetration of Technology in all sectors of human activity and economic development.
- Service sector becoming a major avenue for employment of management professionals and also for economic gains.
- Emergence of knowledge as a key driver for the progress of nations and for increasing their influence on the world scenario.

The academic autonomy of the institute offering management education attempts to convert these challenges into opportunities, and it is expected that the 21st century managers will be required to have:

- Strong foundation in the basics of economics, statistics and specialized discipline.
- Command over the chosen area of specialization.
- Capacity to apply the professional knowledge and skills acquired.
- Good competence to learn a subject on one's own without major external help.
- Expertise in analysis, design, modelling and simulation of complex systems.
- Estimation of costs and time factors in an assignment.
- Ability for rational, logical, orderly and objective thinking.
- Skills in interpersonal management and human relations, and
- Leadership qualities including spirit of tolerance, patience and teamwork.

The institute exercises the academic freedom given to it by the University with

- responsibility and accountability
- Use the available opportunity to demonstrate its capabilities and innovative skills, to become visible in the higher education system and,

- Gain the confidence, gratitude and respect of all its stake holders, especially students, alumni, parents and the society at large

Hence, it becomes particularly important for the institute as well as the University to be able to maintain and enhance its reputation, image and visibility in the management education system as a whole.

Regulation 4001

4. A) Postgraduate Programme

- a) The Postgraduate Programme offered shall lead to Master of Business Administration (MBA)
- b) The duration of PG programme leading to degree of MBA is normally of two years (Four Semesters).

4. B) Semester System

- a) The academic programmes in the Institute affiliated to university shall be based on Semester system: two semesters in a year with minimum 90 working days in each semester.
- b) Each course shall have a certain number of credits assigned to it depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lectures and laboratory classes, field study. The credits for the project/internship shall be assigned depending upon the quantum of work expected.
- c) The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

Ordinance 3001

5. Admission of Students:

- a) **Admissions:** The admission of students to MBA program is governed by the State Government and/or the University Policies/Practices in this regard.
- b) Admissions for MBA First year are strictly on the basis of guidelines and rules specified by competent authorities from time to time.

- c) Admission at the beginning of each year is compulsory for every student on the prescribed dates announced from time to time by payment of the stipulated fees till he/she completes the Programme.
- d) There shall also be a merit-based, direct admissions for MBA programmes at the Institute in accordance with the rules specified by competent authorities from time to time as applicable for such admissions.
- e) The Institute reserves the right to revoke the admission made to a student if it is found at any time after admission that he/she does not fulfil all the eligibility requirements for the admission to the MBA programme as laid down by the Competent Authority.
- f) At the beginning of the first semester of the UG/PG Programme, every student shall be required to register his/her profile on the Institute ERP portal and every student shall be allocated with a unique Permanent Registration Number (PRN), which shall be used to identify a student at any time. The PRN shall be valid till the student completes the program or cancels admission or is expelled from the institute. The number shall be

Admission Year	Degree Level	Programme Code	Entry Level	Sr. No
(4 Digit)	(2 Digit)	(2 Digit)	(2 Digit)	(4 Digit)
YYYY	DL	PC	EL	NNNN

Entry Level	Code
First Year	01
Lateral Year	02
Any Other mode	03

Degree Level	Code
UG	01
PG	02
Ph. D	03
B. Voc.	04

g) Once the student is admitted to the concerned Institute/ Programme, he/she will be

Programme Code	Code
B. Tech. (Agricultural Engineering)	01
B. Tech. (Artificial Intelligence and Data Science)	02
B. Tech. (Civil Engineering)	03
B. Tech. (Computer Science and Engineering)	04
B. Tech. (Electrical Engineering)	05
B. Tech. (Electronics and Computer Engineering)	06
B. Tech. (Mechanical Engineering)	07
B. Tech. (Plastic and Polymer Engineering)	08
M. Tech. (Food Processing Technology)	11
M. Tech. (Computer Science and Technology)	12
M. Tech. (Electronics and Telecommunication)	13
M. Tech. (Mechanical Engineering)	14
Master of Business Administration	21
B. Voc. (Food Processing)	31
B. Voc. (Refrigeration and Air Conditioning)	32

promoted to the next semester of that academic year with full carryon.

- h) Such students who have passed all the courses prescribed for both semesters in the year and having no backlog courses will be eligible to admission for the next year.
- i) First Year students who have earned at least 60% of the total credits (rounded off to the nearest lower integer) in the year will be allowed for admission to Second year.
- j) Such students who have failed to earn at least 60% of the total credits (rounded off to the nearest lower integer) in the academic year will not be allowed for admission to next higher class. They will have to appear for improvement in their results in the Course/s failed from subsequent examination. They will be eligible for admission to higher class when credits earned by them are at least 60% of the total credits (rounded off to the nearest lower integer).
- k) However, these students will have to earn the credit for backlog courses on self-study basis. They can appear for improvement in supplementary examination from next semester onwards.

Ordinance 3002

6. Programme Duration:

- a) **Normal Duration:** The normal duration of fulltime academic programme is the same as that followed by the University, i.e., M.B.A., two years.

- b) **Maximum Duration:** The maximum period which a student can take to complete fulltime MBA programme shall be the same as that prescribed by the University, four years for M.B.A.

Regulation 4002

7. Semester Scheme:

- a) The Semester Scheme provides several benefits to management education programme in contrast to the Annual Scheme. Therefore, the institute adopts the Semester Scheme for its MBA programme.
- b) **Academic Calendar:** There is uniformity in the functioning of the Semester Scheme, as this can provide good academic flexibility to their stake holders, particularly the students and the faculty members. For this purpose, each academic year is divided into semesters, with the calendar, durations and academic activities being fixed in advance by the institute while maintaining a common opening /reopening date for the odd semester.
- c) The breakdown of an academic year for implementing the Semester Scheme is given in the Table below as a typical example, consisting of two regular semesters and a Supplementary semester in an academic year.

S.No.	Activities	Description
1	Number of semesters in an academic year	Two regular semesters (Odd & Even)
2	Duration of Regular Semester	Approx. 20 weeks each
3	Semester Academic activities (duration in weeks)	
	Course Registration	2 Days
	Course delivery/CO & Extracurricular activities	90 working days
	Examination preparation	7 days
	Examination (ESE)	15 Days
	Declaration of Results	7 days after last day of the Examination
4	Evaluation	Continuous Internal Evaluation (CIE) and End Semester Examination (ESE), both have equal weightage in the student's performance in Course/Assignment work

		and other activities
5	Other Items	The total number of academic days in an academic year shall be ≥ 180
		Academic schedules prescribed by the institute shall be strictly adhered to by all the concerned
6	Make up Examination	Registration for Makeup exam: 1 day Tutorial Class for one week Make up examination 1 week Declaration of Results - 3 days

Regulation 4003**8. Academic Schedule:**

The calendar includes important academic activities to assist the students and the faculty. These include, dates assigned for registration of course, dropping of course and withdrawal from course. This enables the students to be well prepared, minimize their chances of failure in CIE and/or ESE and take full advantage of the flexibility provided by the credit system.

Regulation 4004**9. Credit: In terms of credits, for a period of one semester of 15 weeks:**

- Every ONE hour session per week of L amounts to 1 credit per semester,
- A minimum of ONE hour per week of T amounts to 1 credit per semester,
- A minimum of TWO hours per week of P amounts to 1 credit per semester.

Each credit is a combination of 3 components viz. Lecture (L) + Tutorials (T) + Practice (Practical / Project Work / Self Study) (P) i.e. LTP Pattern. Indicative LTP, for each course, is documented in the syllabus.

Regulation 4005**10. Course Announcement**

The institute shall announce the elective courses and specializations it proposes to offer the students out of the wider course basket. It is not mandatory to offer all the specializations and all the electives. The decision of the Dean/Director shall be final in this case. However, in the spirit of Choice Based Credit System, institutes should offer

choices to the students for the elective courses and not offer only the minimum number of electives.

Regulation 4006

11. Course Registration

It is mandatory for every student, to register every semester, for the courses opted for that semester. Each student, on admission shall be assigned to a Faculty Advisor (mentor) who shall advise her/him about the academic programs and counsel on the choice of courses considering the student's profile, career goals and courses taken in the earlier semesters. With the advice and consent of the Faculty Advisor, the student shall register for a set of courses he/she plans to take up for the Semester. Students shall have to register for the courses for the semester within first week of Semester I and immediately after conclusion of the preceding term for subsequent Semesters II, III and IV.

Ordinance 3002

12. Attendance, Absence, Leave Rules and Dismissals

- a) All the students are expected to be present in every lecture, tutorial, practical, Mandatory Courses / National Social Services / Other Academic Activities scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.
- b) An undergraduate student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practical for every course of study, before the corresponding examination i.e. End Semester Examination, in order to be eligible to appear for the respective examination in the course, failing which the student will be detained in the said course and needs to get himself/herself re-admitted for semester/year as the case may be.
 - i) In special cases and for sufficient causes shown, the Director of the institute may, on the specific recommendation of the Head of the Department and subsequently Dean (Academics and Quality Assurance), condone the deficiency in attendance to the extent of 10 % on medical ground subject to submission of medical certificate.
 - ii) However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Director of the Institute may condone the deficiency in

attendance to the extent of 25 % (as against 10 % Condonation for other) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the course of study.

- c) Active Participation in N.C.C./N.S.S. Camps or Inter collegiate or Inter University or Inter State or International matches or debates or Educational Excursions or such other Inter University activities as approved by the Director with due recommendation from concerned activity In-charge, HoD and Dean (Academics and QA) involving journeys outside the city in which the Institute is situated will not be counted as absence, his/her attendance in that activity will be considered in counting the total attendance . However, such ‘absence shall not exceed (4) weeks per year of the total period of instructions.
- d) Students desirous of continuous leave of absence for less than two weeks during a semester shall apply for it in advance to the Head of the Department providing reasons and supporting documents, if any and get it approved.
- e) Continuous absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make a prior application, the absence/ leave may be condoned by the Head of the Department after proper verification and appropriate justification by the student.
- f) The Director shall be the Authority for sanctioning the leave of students outside clauses d) and e) above, after receiving their applications along with recommendations of the Head of Department and Dean (Academics and QA).
- g) In the case of the long absence of a student in a semester with prior approval or otherwise, the Director shall decide whether the student be asked to withdraw from the Programme for that particular semester.
- h) In all the cases of leave of absence as per Clauses d) to f) above, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the Clauses a) and b).
- i) In case of the candidates who fail to put in the required attendance in a course of study, he/she shall be detained in the same class and will not be recommended to appear for the end semester examination.
- j) A candidate detained in semester I should take readmission in next academic year as a regular student and shall have to complete all the theory and practical as a regular student.

- k) In case a candidate is detained in semester II, he/she should take admission to Semester II of next academic year and complete all the theory and practical as a regular student of semester II.
- l) In case of change of syllabus, the candidate even if detained in semester II should take readmission in next academic year for Semester I and II as a regular student and complete all the theory and practical as a regular student.
- m) If student is found guilty of malpractice in examinations, involvement in ragging and overall misconduct during his/her stay in the institute, he/she will be punished as per the prevailing rules from the competent authorities issued from time to time.

Regulation 4007

13. Courses Details

Course Structure

The course offered shall have an alphanumeric course code consisting of a string of six characters. The first three characters in a course code shall be capital letters identifying the responsible department/category of the course. The next three numerical digits give the following information. The first digit specifies the semester of study of the PG course. Second and third digit specifies the serial number of the Course.

Six digit code for a Course (PG courses)

Proposed Coding System of Course / Paper

1	2	3	4	5	6	
Category			Semester	Course No.		
MBA	1: First year I Sem. PG		Semester I, II, III, IV 01 -15 Generic Core 16-30 Generic Elective – Part I 31-45 Generic Elective – Part II			
	2: First year II Sem. PG		46-50 Subject Core – Marketing 56-60 Subject Core – HR			

	3: Second year III Sem. PG	61-65 Subject Core – Finance 66-70 Subject Core – OSCM 71-75 Subject Elective – Marketing 76-80 Subject Elective – HR
	4: Second year IV Sem. PG	81-85 Subject Elective – Finance 86-90 Subject Elective – OSCM

13.1 Core course: Core courses are the compulsory courses for all the students. Core courses are of two types: Generic Core & Subject Core.

13.2 Generic Core: This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a said discipline of study. Therefore, Generic Core courses are mandatory and fundamental in nature. These courses cannot be substituted by any other courses. Such courses are also known as Hard Core Courses.

13.3 Subject Core: A Core course may be a Subject Core if there is a choice or an option for the candidate to choose from a broad category (grouping) of subjects (specializations / electives).

13.4 Elective Course: Elective course is a course which can be chosen from a pool of courses. It may be:

- a) Very Specialized or advanced course focusing on a specific aspect
- b) Supportive to the discipline of study
- c) Providing an extended scope
- d) Enabling an exposure to some other discipline/domain
- e) Nurturing candidate's proficiency/skills.

13.5 Generic Elective: An elective course which is common across disciplines / subjects is called a generic elective. 'Generic Elective' courses develop generic proficiencies amongst the students.

13.6 Subject Elective: A 'Discipline (specialization) centric' elective is called 'Subject Elective.' Subject Elective courses, in the Semester II, III and IV are focused on a specialization.

Regulation 4008

14 Summer Internship Project: At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for a minimum of 8 weeks. For SIP, 1 credit is equivalent to minimum 40-45 hours of effective work. SIP shall have 6 credits. It is mandatory for the student to seek advance written approval from the faculty guide and the Director/Dean of the Institute about the topic and organization before commencing the SIP.

The SIP may or may not have a Functional Focus, i.e. the student may take up a SIP in his/her intended area of specialization or in any other functional area of management. Ideally the SIP should exhibit a cross-functional orientation. SIP can be carried out in a Corporate Entity / NGO / SME / Government Undertaking / Cooperative Sector.

SIP may be a research project – based on primary / secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry. It is expected that the SIP shall sensitize the students to the demands of the workplace.

Each student shall maintain a SIP Progress Diary detailing the work carried out and the progress achieved on a daily basis. The student shall submit a written structured SIP report based on work done during this period. The student shall submit the SIP Progress Diary along with the SIP Report.

Students shall also seek a formal evaluation of their SIP from the company guide. The formal evaluation by the company guide shall comment on the nature and quantum of work undertaken by the student, the effectiveness and overall professionalism. The learning outcomes of the SIP and utility of the SIP to the host organization must be specifically highlighted in the formal evaluation by the company guide. The SIP evaluation sheet duly signed and stamped by the industry guide shall be included in the final SIP report.

The SIP report must reflect 8 weeks of work and justify the same. The SIP report should be well documented and supported by –

1. Institute's Certificate
2. Certificate by the Company
3. Formal feedback from the company guide
4. Executive Summary

5. Organization profile
6. Outline of the problem/task undertaken
7. Research methodology & data analysis (in case of research projects only)
8. Relevant activity charts, tables, graphs, diagrams, AV material, etc.
9. Learning of the student through the project
10. Contribution to the host organization
11. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)

The completion of the SIP shall be certified by the respective Faculty Guide & approved by the Director/Dean of the Institute. The external organization (Corporate / NGO/ SME/ Government Entity/ Cooperative/ etc.) shall also certify the SIP work. The students shall submit a spiral bound copy of the SIP report by 15th September. The Institute shall conduct an internal viva-voce for evaluation of the SIP for 50 marks between 15th September to 30th September. The Panel shall comprise of two evaluators appointed by the Director/Dean of the Institute. The internal viva-voce panel shall provide a detailed assessment of the SIP report and suggest changes required, if any.

After the internal viva-voce, the student shall finalize the SIP report by incorporating all the suggestions and recommendations of the internal viva-voce panel. The internal guide shall then issue the Institute's Certificate to the student.

The student shall submit TWO hard copies & one soft copy (CD) of the project report before 30th October in Sem. III. One hard copy of the SIP report is to be returned to the student by the Institute after the External Viva-Voce. In the interest of environmental considerations, students are encouraged to print their project reports on both faces of the paper. Spiral bound copies may be accepted.

There shall be an external viva-voce for the SIP for 50 marks. Institute should involve senior alumni, industry experts, recruiters to conduct the external viva-voce. The external viva-voce shall be conducted after the theory exam of Semester III.

The Internal & the External viva-voce shall evaluate the SIP based on:

1. Adequacy of work undertaken by the student
2. Application of concepts learned in Sem. I and II
3. Understanding of the organization and business environment
4. Analytical capabilities

5. Technical Writing & Documentation Skills
6. Outcome of the project – sense of purpose
7. Utility of the project to the organization
8. Variety and relevance of learning experience

Copies of SIP report and records of evaluation shall be maintained by the Institute for a period of 3 academic years.

Regulation 4009

15 Specializations offered

The following specializations shall be offered as MAJOR / MINOR:

1. Marketing Management (MKT)
2. Financial Management (FIN)
3. Human Resources Management (HRM)
4. Operations & Supply Chain Management (OSCM)

The following specializations shall be offered ONLY as MINOR Specializations:

1. Rural & Agribusiness Management (RABM)
2. Pharma & Healthcare Management (PHM)

Note:

1. Institute may offer specializations based on industry needs, faculty strength and competencies, student demands, employability potential, etc.
2. Institute MAY NOT offer a specialization if a minimum of 20% of students are not registered for that specialization.
3. For a Major + Minor Specialization combination the learner shall complete
 - a) Major Specialization – Courses: Total 9 (4 Subject Core courses and 5 Subject Elective courses)
 - b) Minor Specialization – Courses: Total 4 (2 Subject Core courses and 2 Subject Elective courses)
4. For a Major + Minor Specialization combination the learner shall earn
 - a) Major Specialization – Credits: Total 22 (12 Credits from Subject Core + Minimum 10 Credits from Subject Electives)
 - b) Minor Specialization – Credits: Total 10 (6 Credits from Subject Core + Minimum 4 Credits from Subject Electives)

5. The 10 credits of the MINOR specialization shall be from a single specialization, out of which 6 credits shall be mandatorily earned through the Subject Core Courses.
6. The Major + Minor specialization combination is OPTIONAL.

Regulation 4010

16 Comprehensive Concurrent Evaluation (CCE) / Concurrent Internal Evaluation (CIE)

- i. The course teacher shall prepare the scheme of Comprehensive Concurrent Evaluation (Formative Assessment) before commencement of the term. The scheme of Comprehensive Concurrent Evaluation shall explicitly state the linkages of each CCE with the Course Outcomes and defines the targeted attainment levels for each CO.
- ii. The Director / Dean / designated academic authority shall approve the scheme of Comprehensive Concurrent Evaluation with or without modifications.
- iii. The course teacher shall display, on the notice board, the approved CCE scheme of the course and the same shall also be hosted on the website, not later than the first week of the term.
- iv. Each CCE item shall be of minimum 25 marks.
- v. For a 3 Credit Course there shall be a MINIMUM of three CCE items. The final scores shall be converted to 50, using an average or best two out of three formula.
- vi. For 2 Credit Course there shall be a MINIMUM of two CCE items. The final scores shall be converted to 50.
- vii. For a 1 Credit Course there shall be a MINIMUM of one CCE item.
- viii. CCE shall be spread through the duration of course and shall be conceptualized, executed, assessed and documented by the course teacher along with student-wise and class-wise attainment levels of the COs and the attainment levels of the course.
- ix. The assessment outcome of each CCE shall be duly signed by the course teacher, programme coordinator /academic head and the Director / Head of the Department / designated academic authority of the Institute.

- x. A copy of the duly signed CCE outcome shall be displayed on the notice boards, within a week of the assessment and course teachers shall guide the students on a need basis.
- xi. Institute may conduct additional make up / remedial CCE items at its discretion.
- xii. At the end of the term aggregate CCE scores / grades shall be calculated and the CO attainment levels shall be calculated by the course teacher. The same shall be displayed on the notice board
- xiii. **Comprehensive Concurrent Evaluation Methods:** Course teachers shall opt for a combination of one of more CCE methods listed below.

Group A (Individual Assessment) – Any one per course

1. Class Test
2. Open Book Test
3. Written Home Assignment
4. In-depth Viva-Voce

Group B (Individual Assessment) – Any one per course

5. Case Study
6. Case let
7. Situation Analysis

Group C (Group Assessment) – Any one per course

8. Field Visit / Study tour and report of the same
9. Small Group Project & Internal Viva-Voce
10. Role Play

Group D (Creative - Individual Assessment) – Any one per course

11. Creating a Quiz
12. Creating Brochures / Bumper Stickers / Fliers
13. Creating and Presenting Posters
14. Library Magazines based assessment

Group E (Use of Literature / Research Publications- Individual Assessment) - Any one per course

15. Book Review
16. Publishing a Research Paper

Group F (Use of Technology - Individual Assessment) – Any one per course

17. Online Exam

18. Presentation based on Google Alerts
19. Webinar based assessment

Regulation 4011

17 Examination Rules

- a) Application for permission to appear at every examination shall be made in the prescribed format through ERP and the prescribed fee, should be submitted to the Registrar Office (Student Section) of the institute on or before the date fixed for this purpose.
- b) When a candidate's application is found in order and he/she is eligible to appear at an Examination, the Examination Cell of the institute will generate Hall-Ticket with the photograph affixed to it, enabling the candidate to appear in the Examination, and this Hall- Ticket shall have to be produced by the Candidate before he/she is admitted to the premises where the Examination is being held.
- c) A Candidate who does not present himself/herself for the examination for any reason whatsoever, excepting shortage of attendance, shall not be entitled to claim refund of the whole or part of the examination fee, for subsequent Examination(s).
- d) As MBA is a full-time course, no candidate shall be allowed to put in attendance for a course or appear at examinations for different degrees and different faculties at one and the same time.
- e) Students who have appeared once at any examination of the course need not put in fresh attendance, if they wish to reappear at the corresponding examination, notwithstanding the fact that the Institute might have introduced new subject. They will, however, have to appear at the examinations according to the scheme of examination and syllabi in force.
- f) If a student fails or is absent in the End Semester Examination (ESE) of a course, he/she may appear for makeup examination.

Regulation 4012

18 Examination Scheme

- i. A student shall be evaluated for his/her academic performance in a course through Continuous Assessment and End Semester Examination.
- ii. Continuous assessment consists of six (6) components. Details are below:

**Internal Assessment Parameters
(Semester-I & II -Generic Core), (Semester-II-Subject Core)**

Sr. No.	Internal Assessment Parameter	Marks
1	CLASS PARTICIPATION & ATTENDANCE	10
2	ASSIGNMENTS (<i>minimum 2 assignments</i>)	20
3	WORKBOOK (<i>minimum 3 nos from 5 units</i>)	20
4	MID TERM EXAMINATION (<i>after 40 % completion of syllabus</i>)	20
5	PRELIMINARY EXAMINATION (<i>after 100 % completion of syllabus before ESE</i>)	50
6	COURSE TEACHER ASSESSMENT	30
TOTAL		150
150 mark will be converted out of 50 and will be submitted to central examination department		

(Semester-I Generic Electives Part- II) & (Semester-II-Subject Electives)

Sr. No.	Internal Assessment Parameter	Marks
1	CLASS PARTICIPATION & ATTENDANCE	10
2	JOURNAL	30
3	WORKBOOK	20
4	COURSE TEACHER ASSESSMENT (CTA)	50
5	EXTRA CURRICULAR ACTIVITIES-I (<i>E.g. Group Discussion / Book Review /etc.</i>) <i>19 methodologies suggested</i>	20
6	EXTRA CURRICULAR ACTIVITIES-II(<i>E.g. Presentation/ Role Play/ Field Visit etc.</i>) <i>19 methodologies suggested</i>	20
TOTAL		150
150 marks will be converted out of 50 and will be submitted to central examination department		

There shall not be re-examination/re-evaluation for MSE, Prelims, CIE and TA.

- iii. End Semester Examination shall be having weightage of 50 Marks. At the end of the semester, there would be an End Semester Examination based on the complete syllabus scheduled as per the academic calendar approved by academic council. For the examination, the minimum percentage for passing for each course code, internal evaluation and lab is 40 %, failing which he/she will get 'F' grade for that course code.

Regulation 4013

19 Grading System

The Indirect and Absolute Grading System shall be used, i.e. the assessment of individual Courses in the concerned examinations will be on the basis of marks.

However the marks shall later be converted into Grades by a defined mechanism wherein the overall performance of the learners can be reflected after considering the Credit Points for any given course. The overall evaluation shall be designated in terms of Grade. The 10 point standard scale mandated by UGC shall be used.

The performance of a student will be evaluated in terms of two indices, viz.

- a) Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester
- b) Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time

Ten Point Grades and Description

Grade	Marks obtained (%)	Grade Points	Description
O	91-100	10.0	Outstanding
A+	81-90	9.0	Excellent
A	71-80	8.0	Very Good
B+	61-70	7.0	Good
B	51-60	6.0	Above Average
C+	41-45	5.0	Average
P	40-44	4.0	Pass
F	Below 40	0.0	Fail
Ab			Absent
Ex			Extension

Regulation 4014

20 Duration and Medium of Instructions

- a. **Maximum Duration for completion of the Programme:** The candidates shall complete the MBA Programme within 4 years from the date of admission.
- b. **Medium of Instruction:** The medium of instructions and examination shall be English except the courses related to foreign language or any other language.

Regulation 4015

21. Paper Showing (Open House) and Grievance Handling

- a) After Mid Term Examination, Prelim Examination and marks entry in the prescribed format, the Course Teacher shall prepare the two copies of the mark list duly signed by him/her and respective HoD. One Copy of the mark list shall be submitted to the department and one copy of mark list shall be displayed. HoD shall submit the mark list submitted by every course teacher to the Examination Cell as per the prescribed schedule. Every course teacher shall show the answer sheets to the students on the scheduled date of Open House.
- b) After the declaration of results of End Semester Examination, Examination Cell shall handover the answer sheets to the departments. HoDs shall distribute the answer sheets to the concerned course teacher. Every course teacher shall show the answer sheets to the students on the scheduled date of Open House.
- c) For Mid Term, Prelim and ESE, after the evaluation of answer sheets the students are shown the marks. Students can fill up the verification forms if they have any queries or grievances regarding the evaluation of their answer sheets. A Grievances Redressal Committee will be appointed to address the queries /grievances. The result of the verification will be intimated to the concerned students and faculty member on the same day of Open House. Grievances Committee Report signed by BoS Chairman and Dean (Academics and QA) with the changes made shall be submitted to Examination Cell duly through Director's Office. All the answers sheets of MSE Preliminary Examination shall be maintained with the department and all the ESE answer sheets shall be submitted to the Examination Cell on the same day by the concerned BoS Chairman.
- d) If student remains absent for the declared date for paper showing he/she is not entitled to file grievance after the date.
- e) The verified/ modified marks of Mid Term, Prelim and ESE shall be used in the grading process.

Ordinance 3003**22. Scrutiny of Grades**

A student may apply for scrutiny of grades to examinations department by paying the specified fees, within seven days from the date of scheduled display of grades. The Faculty Coordinator (MBA) will communicate the panel of experts to the Examinations

for checking the entry of the weightage from different components of evaluation and their addition, the addition of marks in the final answer scripts and unchecked questions, etc., if any. Based on recommendations by panel, the Director of evaluation will take appropriate steps for further evaluation of grades/marks. The results of scrutiny may lead to either a change in grade due to error(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged, Examinations department will display the results. In the event of no change in the grade after reevaluation, it shall be declared as “No Change”.

Ordinance 3004

23. Performance Indices

- a) **Calculation of Semester Grade Point Average (SGPA)** The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where,

C_i = The number of credits assigned in the i^{th} course of a semester for which SGPA is to be calculated

P_i = Grade point earned in the i^{th} course.

$i = 1, 2, \dots, n$, represents the number of courses in which a student is registered in the concerned semester

The SGPA is calculated to two decimal places.

- b) **Calculation of Cumulative Grade Point Average (CGPA)**

An up-to-date assessment of the overall performance of a student from the time of his/her first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he/she entered the Institute.

$$CGPA = \frac{\sum_{j=1}^n C_j P_j}{\sum_{j=1}^n C_j}$$

Where,

C_j = The number of credits earned in the j^{th} course up to the semester for which CGPA is to be calculated

P_j = Grade point earned in the j^{th} course.

$j = 1, 2, \dots, m$ represents the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated

The CGPA is also calculated to two decimal places.

Regulation 4016

24. CGPA and Class

A) Equivalence of CGPA and Class

The percentage equivalence of grade points for the ten points scale will be as below.

Class	Range
First Division with Distinction	$CGPA \geq 7.75$
First Division	$7.75 > CGPA \geq 6.75$
Second Division	$6.75 > CGPA \geq 5.75$
Pass Class	$5.75 > CGPA \geq 5.00$

B) Percentage Equivalence of CGPA

Wherever necessary the Grade Point Average can be converted to percentage of marks.

$$\text{Percentage of Marks} = (CGPA - 0.75) \times 10$$

(Note: Refer Academic Evaluation and Functioning document given by the Dean Examinations and Evaluations.)

C) Sample Calculation of SGPA:

Illustration for calculation of SGPA							
Sr. No.	Name of the Course	Credits	End Semester Assessment Marks obtained (Out of 50)	(Concurrent Internal Assessment Marks (Out of 50))	Total Marks (Out of 100)	Grade Points	Credit Points (Credits X Grade Point)
1	Managerial Accounting	3	37	44	81	10	30
2	Organisational Behaviour	3	43	43	86	10	30
3	Economic Analysis For Business Decision	3	42	45	87	10	30

4	Business Research Methods	3	26	37	63	8	24
5	Basics of Marketing	3	29	38	67	8	24
6	Digital Business	3	39	36	75	9	27
7	Entrepreneurship Development	2	44	NA	44	10	20
8	Legal Aspects of Business	2	38	NA	38	9	18
9	Business Communication Lab	2	NA	37	37	9	18
10	Enterprise Analysis and Desk Research	2	NA	42	42	10	20
		26					241
SGPA = 241 / 26 =9.26							

Regulation 4017

25. A) Make-up Examination

ESE of the main semester shall be conducted for a course once in a semester. But to give an opportunity for students who appeared for ESE, but failed, the Make-up examination (ONLY for 50 marks equivalent to ESE) shall be conducted as per the table given below:

Semester	Winter ESE	Make-up	Summer ESE	Make-up
I	Yes	Yes	Yes	Yes
II	Yes		Yes	Yes
III	Yes		Yes	Yes
IV	Yes		Yes	Yes

- a) The Make-up examination shall be held as per dates notified in the Academic Calendar.
- b) Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic Calendar. A student can appear for the re-examination of all the failed theory courses of that semester.
- c) The students, who have been detained for any reason in the course(s), shall NOT be allowed to take the Make-up examination of the respective course(s). For any even semester of the first year MBA courses, the Make-up examination of such courses may be synchronized with the ESE of the Summer Term.

- d) For taking Make-up examinations of a regular course, the students need not have to attend the lectures in that course once again. For final grading, MSE, Prelim scores and grading scheme of the respective semester shall be used.
- e) The standard of conducting the Make-up examination shall be the same as the normal ESE of the main semester.
- f) The grade range used for the course shall be the same as that of ESE of the main semester. After conduction and evaluation of Make-up Examination, the course Instructor shall award the appropriate grade to the student for the concerned course.
- g) Make-up Examination facility ensures that the students have one more opportunity to clear a course in the same semester. But, the grading in Make-up examination shall be one grade less compared to what the student would have obtained based on main ESE relative/absolute grading pattern, subject to a minimum grade of P. For example, if a student secures O grade in Re-examination of a particular course, the students' final result after Re-examination will be declared in A+ grade in that course. However, if a student secures P grade in Re-examination of a particular course, the students' final result after Re-examination will be declared and retained in P grade in that course and not downgraded to F.
- h) After Make-up examination, the course Instructor shall communicate the marks obtained in ESE, actual grades secured and grades (one grade less) to be declared as a final result after Make-up examination, of each student to the Dean Examinations and Evaluation (through Head of the Department) within the notified date in the Academic Calendar.
- i) Thereafter, a student shall have to re-register for all the failed courses at any further semester when they are offered again. Whenever the structure of the curriculum changes and in case of non-availability of the failed course(s) for re-registration, the equivalent course(s) in the new structure shall be decided by the respective BoS.

25. B) Make-Up Classes

All the students who are registered for the make-up Examination shall have to attend the make-up classes. To appear for the makeup examination 75 % attendance is mandatory.

Ordinance 3005

26. Award of the Degree

Following are the rules for the award of degree

- a) A student will be awarded the MBA degree if he/she earns 104 credits (98 credits for courses + 6 credits for SIP) including Summer Internship Project (SIP).
- b) The student should have taken and passed all the prescribed courses under the general institutional and departmental requirements and the student should have paid all the dues.
- c) The student should have satisfactorily fulfilled other academic requirements like visits, seminar and the project and the student should have no case of indiscipline pending against him/her.
- d) The credits for the courses in which a student has obtained “P” (minimum passing grade for a course) grade or higher shall be counted as credits earned by him/her.
- e) A student has obtained CGPA ≥ 5 .
- f) A student has paid all the institute dues and satisfied all the requirements prescribed.

Ordinance 3006

27. Grade Improvement Policy

- a) Students who secure CGPA less than 6.70 after completing the pre-requisite credits for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in each course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CGPA.
- b) A student shall appear for grade improvement examination within one year from the date of passing the PG Programme with the conditions that the student has not taken (i) Leaving Certificate from the Institute and ii) Degree from the Dr. Babasaheb Ambedkar Marathwada University through convocation.
- c) A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Registrar office through the Head of the Department from where the student has graduated. No student shall be admitted once the semester credit registration process of that semester ends.
- d) A student shall choose a maximum three theory courses from a particular semester (either odd or even) offered for the first year. The student shall be required to

- register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the institute from time to time
- e) At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the institute. He/she shall give an affidavit on Rs 100/- judicial stamp per course that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
 - f) A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course instructions. But he/she shall have to appear for all the evaluation tests/ESE conducted for the registered courses. In the case the student misses any of the tests or examinations, no re-examination shall be permitted. Absentee for end-semester examination shall automatically lead to the award of grade F in that course.
 - g) The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
 - h) A student wishing to use the facility of grade improvement shall be required to pass in all the courses in a single attempt. He/she shall not be entitled to the Re-examination in such cases.
 - i) If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.
 - j) A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the institute. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state “Grade Improvement”. The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.
 - k) Generic Elective (GE – PART-I), Generic Elective (GE – PART-II), CCE/CIE& Subject Elective (SE) cannot be selected for Grade Improvement.

Regulation 2018

28. a) Interpretation of Regulations

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Academic Council shall be final and binding.

28. b) Discretionary Powers

Notwithstanding anything contained in the above regulations or in any extraordinary situations as the Programme Head and/or Dean (Academics and Quality Assurance) think necessary, Director of the institute may take action on behalf of the university as he/she feels appropriate and report it to the Vice-Chancellor of the university.