

M.B.A. DEGREE PROGRAMME

Regulations 2024

(For the Candidates admitted from the
Academic Year 2024-25 onwards)



BANNARI AMMAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution Affiliated to Anna University – Chennai • Approved by AICTE • Accredited by NAAC with “A+” Grade

SATHYAMANGALAM - 638401 ERODE DISTRICT TAMILNADU INDIA

Ph : 04295-226000/221289 Fax : 04295-226666 E-mail : stayahead@bitsathy.ac.in Web : www.bitsathy.ac.in

REGULATIONS 2024

M.B.A. PROGRAMME

(CHOICE BASED CREDIT SYSTEM)

NOTE: The Regulations hereunder are subject to amendments as may be decided by the Academic Council of the Institute from time to time. Any or all such amendments will be effective from such date and to such batches of students, including those already in the middle of the Programme, as may be decided by the Academic Council.

1. ELIGIBILITY FOR ADMISSION

Candidates for admission to the first semester of the M.B.A. Degree Programme shall be required to have passed an appropriate Undergraduate Degree Examinations of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria from time to time.

2. DURATION OF THE PROGRAMME

- i. **Minimum Duration:** The programme will lead to the Degree of Master of Business Administration (M.B.A.) of the Anna University, Chennai and extend over a period of two Academic years consisting of four semesters.
- ii. **Maximum Duration:** A Candidate shall complete all the passing requirements of the M. B. A. degree programme within a maximum period of 4 years / 8 semesters, these periods being reckoned from the commencement of the semester to which the student was first admitted.

3. STRUCTURE OF THE PROGRAMME

- i. **The Curriculum:** The Curriculum for the M.B.A. programme includes Theory Courses, Practical Courses, Theory Courses with Lab Components, Elective Courses, Competitive Edge Courses, Audit Course, Industry Interface Internship and Project etc. with detailed syllabi prescribed by the Board of Studies from time to time.
- ii. **Theory Courses with Lab Component:** These courses are theory courses blended with related lab exercises. This would enable the students to gain knowledge coupled with practical hands-on laboratory exercises.
- iii. **Professional Electives:** Every student shall opt for Dual Specialization from the list of specializations offered in consultation with the Head of the Department
- iv. **Competitive Edge Courses:**
Competitive Edge Courses are Capsule Courses offered in the topics that are creating a buzz in the field of Management. These Courses are aimed at imparting skills that will enable the students to gain a competitive edge over other Management Graduates. These courses will be offered in the first, second, and third semesters. A basket of courses would be given to the students. Every student shall opt from the basket of courses in consultation with the Head of the Department. Certain courses are offered in two modules. To pursue Module – II, it is mandatory to complete Module – I.
- v. **Community Connect Project:**
Community Connect Project instills concern for Society and contribution for Community Development among the students. This community connect project is to be undertaken by the students in Semester II. Students can take up this project individually. The project may include

Conduct of Awareness Programmes, Surveys , Lifestyle Studies, Initiatives Aimed at Increment Improvements through Provision of Basic Necessities, Visit to Homes (Old age, Orphanages), Implementation of Projects to Upscale Lifestyle and Livelihood of Underprivileged, Knowledge Sharing to NGOs and SHGs, Visit to Schools to Conduct Awareness Programmes, Organizing Camps in association with Social Welfare Organizations, Action Research, Conduct of Stress Relief and Relationship Bonding Initiatives at Special Homes and NGOs etc.

- vi. **Comprehensive Viva-Voce:** The aim of the Comprehensive Viva-Voce is to make students go through the conceptual framework of all that has been learnt in the courses of the M.B.A. programme. The oral examination of Comprehensive Viva-Voce will be conducted by the internal examiners appointed by the department head during the end of I and II years covering all courses of study undergone by a student in the respective years for the programme.
- vii. **Audit Course:** The department offers an Audit Course (Self Study) on “Value Education and Ethics” to inculcate the importance of being ethical and making decisions in professional and personal life. Registration for this course is mandatory for all the students enrolled in the Programme. This course completed by the students will not be considered for the calculation of CGPA, but the grade point secured by the students will appear in the Mark Statement.
- viii. **Internship:** Every student shall undertake an Internship in the summer vacation, between second and third semester, for a duration of four weeks, in consultation with the faculty supervisor and the Head of the Department. Report of the Internship is to be submitted by the students within 15 days from the commencement of the third semester.
- ix. **Project:** Every student shall undertake Project Work in the fourth semester in consultation with the faculty supervisor and the Head of the Department. The nature of the project work can be Independent Study/ Problem Study / Industry Defined Problems (IDP) Based Study / Social Related Problems or Issues. In the case of Project Work at industrial / research organization, the same shall be jointly supervised by a faculty supervisor and an expert from the organization. Students will be allowed to go for data collection with a maximum of two weeks duration in the middle of the final semester.
- x. **Value Added / Certificate Courses:** Students can opt for value added courses offered by the department in Semesters I, II, and III. A separate certificate will be issued on successful completion of the course. These courses completed by the students will not be considered for the calculation of Cumulative Grade Point Average (CGPA) but will appear separately in the consolidated mark statement. Based on the performance of the students, they will be categorized as Excellent, Good, and Satisfactory.
- xi. **Credit Assignment:** Each course is normally assigned a certain number of credits with one credit per lecture hour per week, one credit for 1 hour of tutorial per week, one credit for 2 hours of practical session per week, two credits for Internship and six credits for the Project. The exact numbers of credits assigned to different courses are decided by the Board of Studies.
- xii. **Minimum Credits:** For the award of the degree, the student shall earn a minimum number of credits as prescribed by the Board of Studies in the Curriculum and by passing the prescribed courses of study as given in Section 3 (i).

4. COURSE ENROLMENT AND REGISTRATION

- i. Each student, on admission shall be assigned to a Faculty Advisor, (vide Section 6) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student’s academic background and career objectives.
- ii. Every student shall enroll for the course(s) of the succeeding semester in the current semester. However, the student shall confirm the enrolment by registering for the courses within the first five working days after the commencement of the concerned semester.

- iii. After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment Marks, and appear for the Semester End Examinations.
- a. Each student on admission to the programme shall register for all the courses prescribed in the curriculum in the student's First Semester of Study.
- b. Enrolment for all the courses of Semester II will commence ten working days prior to the last working day of Semester I. The student shall confirm enrolment by registering for the courses within the first five working days after the commencement of Semester II. However, the student is allowed to register for the course(s) after the said time limit for which the student has not enrolled if those are the courses in which the student has failed.
- c. Enrolment for the courses of Semester III and Final Semester will commence ten working days prior to the last working day of the preceding semester. If the student wishes, the student may drop courses (vide Section 4.1) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty-in-Charge of the Programme and the Head of the Department. The student is allowed to register for courses for which the student has not enrolled if those are the courses in which the student has failed.
- d. A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's Grade Point / SGPA / CGPA.

4.1 Flexibility to Add / Drop Courses

- i. A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.
- ii. From the II to final semesters, the student has the option of registering for additional courses or dropping existing courses. The total number of credits on such courses cannot exceed eight. However, the maximum number of credits the student can register in a particular semester cannot exceed thirty-five credits (including courses for which the student has done reappearance registration vide Section 4.3).

4.2 Credit Transfers

Students are permitted to transfer credits earned by taking up an online course with the approval of the Department Consultative Committee (DCC) comprising Head of the Department plus two faculty members from the department. The maximum number of credits that can be transferred by completing an online course is four credits. For this, online courses from SWAYAM for duration of either 8 weeks (2 Courses) or 16 weeks (1 Course) will be considered. Online courses which are similar to the courses offered in the curriculum will not be considered for credit transfers and the online course should be selected from the list of courses prescribed by the Board of Studies. Students need to complete the course and obtain certificate authenticating that the students have passed in the online course they had enrolled. Such students completing the online course successfully can transfer the credits earned in the online course against any one of the professional electives for four credits after completion of the final examinations conducted at the institute. This credit transfer is applicable only once in the entire duration of the programme and the transfer can be made only against the professional elective courses offered in Semester III and IV.

The Head of the Department may constitute a Department Consultative Committee (DCC) for the online course, which is responsible for the authentication process. Students have the flexibility to transfer the

credits they have earned through completion of online courses against any of the professional electives in Semester III & IV. They can complete the online course during Semester II, III & IV and can transfer the credits earned against any of the professional electives offered in Semester III and IV.

The students can attend or skip classes for the elective course for which they are planning to compensate with credits earned from online course. They can also skip the continuous assessment for the course they are planning to compensate. But if the students fail to meet the passing requirements in the online course they had enrolled, the course they had planned to compensate with the online course (for which they had skipped the classes and continuous assessment) would be treated as an arrear and they will have to clear the course following the requirements for reappearance of registration for a course mentioned in Section 4.3(v).

4.3 Reappearance Registration

- i. If a student fails in the theory course(s), the student shall do the reappearance registration for that course(s) in the subsequent semesters or when it is offered in future.
- ii. On registration, a student may attend the classes for the reappearance of the registered course(s), if the student wishes. However, the attendance requirement (vide Section 5) is not compulsory for such course(s).
- iii. If the theory course(s), in which the student has failed, is an elective, the student may register for the same elective course(s) in the subsequent semesters or when it is offered in future.
- iv. The student who fails in any Lab shall register for the same when it is offered in future and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide Section 5), and appear for the all the continuous assessments as mentioned in scheme of valuation for Laboratory courses. The facility of Reappearance Registration is not available for such course(s).
- v. The student who fails in Competitive Edge Courses / Community Connect Project, Comprehensive Viva Voce, and Social Science Course which are evaluated only through Continuous Assessment, the student shall register for the course again in the subsequent semester and fulfill the passing requirements to earn pass in the course. However, attendance requirements need not be satisfied.
- vi. The student who fails in Industry Interface Internship / Project Work shall attend the Internship / Project Work again and redo the course with the same organization or different organization with the approval of the Head of the Department. In this case, the student should fulfill the attendance requirements as per clause five and earn continuous assessment marks.
- vii. If a student is prevented from writing Semester End Examinations of the course(s) due to shortage of attendance or any other reasons, the student has to register for that course(s) again, when offered in future, attend the classes, and fulfill the attendance requirements as per Section 5. If the course(s), in which the student has shortage of attendance, is an Elective course(s), the student may register for the same Elective course(s) in the subsequent semesters or when offered next time.

5. REQUIREMENTS FOR APPEARING FOR THE SEMESTER END EXAMINATIONS

- i. A student who has the required percentage of attendance (vide Section 5 (ii)) shall be deemed to have satisfied the attendance requirements for appearing for Semester End Examinations of a particular course. Each semester shall normally consist of ninety working days (including examination days) or 540 contact sessions. Each contact session would be for a duration of 60 minutes.

- ii. Ideally every student is expected to attend all the contact sessions and earn 100% attendance. However, a student shall secure not less than 80% attendance (Physical Presence) course wise taking into account the number of contact sessions required for that course as specified in the curriculum.
- iii. If a student secures attendance between 70% and 79% in any course(s) in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) or participation in Institution/ University/ State/ National/ International level Extra and Co- Curricular Activities, with prior permission from the Head of the Department, he / she shall be permitted to appear for the current semester examinations subject to the condition that the student shall submit the medical certificate / participation certificate attested by the Head of the Department. Such certificates shall be forwarded to the Controller of Examinations for verification and for permission to attend the examinations.
- iv. A student shall normally be permitted to appear for Semester End Examinations of a course if the student has satisfied the attendance requirements (vide Section 5 (i, ii & iii)) and has registered for examinations in those courses of that semester by paying the prescribed fee.
- v. A Student who does not satisfy Section 5 (i) and 5 (ii) and who secures less than 70% attendance in a course will not be permitted to write the Semester End Examinations of that course. The student has to re-register and repeat the particular course in the subsequent semester or when it is offered in future (vide Section 4.2 (v)).
- vi. A student who has already appeared for a course in a semester and passed the examinations is not entitled to reappear in the same course for improvement of grades.

6. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a Faculty member of the Department who shall function as Faculty Advisor for those students. The Faculty Advisor shall advise and guide the students in registering of courses, reappearance of courses, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

7. CLASS COMMITTEE MEETING

- i. For all the courses taught and prescribed in the curriculum, Class Committee meeting shall be convened three times in a semester, comprising all faculty members handling courses and six student representatives from a class.
- ii. One of the members of the faculty (not handling any courses to that class), nominated by the Head of the Department, shall coordinate the activities of this committee. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all other students.

8. ASSESSMENT AND PASSING REQUIREMENTS

i. Assessment:

The assessment will comprise of continuous assessment and final examinations, carrying marks as specified in the scheme (Section 13). Continuous assessment will be conducted as per the guidelines framed by the Institution from time to time.

All assessments will be done on an absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades and grade points will be awarded as per Section 8 (v).

ii. **Condition for Relative Grading:**

The minimum number of students required to apply to the relative grading system is thirty. If the students' strength is less than 30, then an absolute grading system will be applied. The relative grading system shall not be applied for laboratory and Employment Enhancement Courses (EEC).

iii. **Semester End Examinations:**

Semester End Examinations will normally be conducted as per the timetable circulated by the Office of the Controller of Examinations. A student will be permitted to appear for the Semester End Examinations of a semester only if he / she has completed the study of that semester satisfying the requirements given in Section 5 and has registered simultaneously for the examinations of the highest semester eligible and all the courses which he / she has got arrears. A student, who is not permitted to appear for the Semester End Examinations due to lack of attendance in three or more registered theory courses in a semester, is not permitted to move to the higher semester and has to repeat the current semester in the subsequent year.

iv. **Re-Joining the Programme:**

A candidate who has not completed the study of any semester as per Section 5 or who is allowed to re-join the programme after a period of discontinuance as per Section 12 or who on his/her own request is permitted to repeat the study of any semester, may join the semester which he/she is eligible or permitted to join, only at the time of its normal commencement for a regular batch of candidates and after obtaining the approval from the Director of Technical Education and Anna University, Chennai. No candidate will, however, be enrolled in more than one semester at any point in time. In the case of repeaters, the earlier Continuous Assessment in the repeated courses will be disregarded.

v. **Internship and Project Work:**

Every candidate shall submit reports on Internship and Project on dates announced by the Institute / Department through the faculty guide to the Head of the Department. If a candidate fails to submit the reports of any of these courses on or before the specified date, he/she is deemed to have failed. Every candidate shall present the report in each of the relevant semesters about the Internship and Project. The reports shall be presented before a review committee constituted for that purpose. Internship and Project will be evaluated based on the presentations, reports, and viva-voce examinations.

In case of Internship, evaluation will be carried out in the third semester by a team of internal examiners appointed by the Head of the Department. In the case of Project, the viva-voce examination will be carried out by a team usually consisting of an internal examiner, the supervisor and an external examiner appointed by the Controller of Examinations.

vi. **Letter Grade and Grade Point:**

The letter grade and the grade point are awarded based on percentage of total marks secured by a candidate in an individual Course as detailed below:

Marks	Grade Point (g)	Letter Grade
91 to 100	10	O (Outstanding)
81 to 90	9	A+ (Excellent)
71 to 80	8	A (Very Good)
61 to 70	7	B+ (Good)
56 to 60	6	B (Above Average)
50 to 55	5	C (Satisfactory)
0 to 49	0	U (Reappearance)
Shortage of Attendance	0	SA
Withdrawal	0	W
Absent	0	AB

- A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”, “C”.
- ‘SA’ denotes shortage of attendance and hence prevented from writing the Semester End Examinations. ‘SA’ will appear only in the result sheet.
- “U” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades U and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the Semester End Examinations.

If the grade U is given to Theory Courses / Theory with Lab Components Courses, it is not required to satisfy the attendance requirements but has to appear for the Semester End Examinations and fulfil the passing requirements to earn a pass in the respective courses.

After completion of the evaluation process, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated using the formula:

$$SGPA/CGPA = \frac{\sum_1^n C_i * g_i}{\sum_1^n C_i}$$

Where,

C_i : Credit allotted to the course.

g_i : Grade Point secured corresponding to the course.

n : number of courses successfully cleared during the particular semester in the case of SGPA and all the semesters under consideration, in the case of CGPA.

A student can apply for reevaluation / review of paper of his/her Semester End Examinations within three working days from the declaration of results, on payment of a prescribed fee along with prescribed application to the Controller of Examinations through the Head of the Department. The reevaluation results will be intimated to the student. Reevaluation is not permitted for Practical Courses, Competitive Edge Courses, Community Connect Project, and Project Work.

vii. Passing a Course:

A candidate who secures grade point five or more in any Course of study will be declared to have passed that Course, provided a minimum of 45% is secured in the Semester End Examinations of that Course of study. A candidate, who is absent for the Semester End Examinations or had withdrawn from Semester End Examinations or secures a letter grade U (Grade point 0), the Continuous Assessment (CA) marks obtained by the candidate in the first appearance shall be retained and considered valid for one more subsequent attempt. From the third attempt onwards, the candidate shall be declared to have passed the examinations if he/she secures a minimum of five grade points (50% Marks) in the course prescribed for the Semester End Examinations alone.

9. QUALIFYING FOR THE AWARD OF DEGREE

A student will be declared to have qualified for the award of the Degree of Master of Business Administration provided:

- i. He / She has successfully completed the Programme requirements and has passed all the prescribed courses of study as per the programme structure.
- ii. No disciplinary action is pending against the student.

10. CLASSIFICATION OF DEGREE

i. First Class with Distinction:

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

- Should have passed the examinations in all the courses of all the four semesters in the student's First Appearance within three years. Withdrawal from examinations will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- One-year authorized break of study (if availed of) is included in the three years for award of First class with Distinction.
- Should NOT have been prevented from writing Semester End Examinations due to lack of attendance in any semester.

ii. First Class:

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

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

iii. Second Class:

- All other students who qualify for the award of the degree shall be declared to have passed the examinations in Second Class.

11. WITHDRAWAL FROM EXAMINATIONS

A student may, for valid reasons, be granted permission to withdraw from appearing for the examinations in any course or courses of only one Semester End Examinations during the entire duration of the degree programme. Also, only one application for withdrawal is permitted for that Semester End Examinations in which withdrawal is sought. Withdrawal application shall be valid only if the student is otherwise eligible to write the examinations and if it is submitted 15 days prior

to the commencement of the Semester End Examinations and recommended by the Head of the Department and the Head of the Institution. Withdrawal shall not be construed as an opportunity for appearance in the examinations for the eligibility of a student for First Class with Distinction.

12. BREAK OF STUDY FROM THE PROGRAMME

- i. A student is permitted to go on break of study for a maximum period of one year either as two breaks of one semester each or a single break of one year.
- ii. A student who would like to avail the break of study, shall apply to the Head of the Institution through the Head of the Department, in any case, not later than the last date for registering for the semester. The application (available with the Controller of Examinations) duly filled in by the student shall be submitted through the Head of the Department.
- iii. The students permitted to re-join the programme after a break from study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. A committee constituted by the Head of the Institution shall prescribe additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- iv. The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in the Section 2 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide Section 8 and 9).
- v. In case there is any period of break of study for more than the permitted duration, the student shall be permitted to continue the programme only if the approval is obtained from the Directorate of Technical Education and the Affiliating University.
- vi. If a student does not report back to the Institution, even after the extended Break of Study, the name of the student shall be removed permanently from the college enrolment. Such candidates are not entitled to seek readmission under any circumstances.

13. SCHEME OF ASSESSMENT

I THEORY COURSES	Marks
Continuous Assessment	40
Distribution of Marks for Continuous Assessment	
Periodical Test I (12)	
Periodical Test II (12)	
Innovative Practices (16)	
Semester End Examinations	60
Total	100
II THEORY COURSES WITH LAB COMPONENTS	Marks
Continuous Assessment	50
Distribution of Marks for Continuous Assessment	
Periodical Test I (15)	
Periodical Test II (15)	
Lab Test (20)	
Semester End Examinations	50
Distribution of Marks for Semester End Examinations	
Theory Component (35)	
Lab Component (15)	
Total	100

III LABORATORY COURSES	Marks
Continuous Assessment	60
Distribution of Marks for Continuous Assessment	
Exercises (40)	
Record (5)	
Mid-Course Lab Test (15)	
Semester End Examinations	40
Distribution of Marks for Semester End Examinations	
End Course Lab Test (20)	
Viva-Voce (20)	
Total	100
IV COMPETITIVE EDGE COURSES	Marks
Continuous Assessment	100
Distribution of Marks for Continuous Assessment	
Mid-Course Evaluation:	50
(MCQs / Exercises / Case Analysis / Presentations / Individual Assignments / Field Study / Exam with Descriptive Questions)	
End-Course Evaluation:	50
(MCQs/ Exercises / Case Analysis / Presentations / Individual Assignments / Group Assignments / Field Study / Exam with Descriptive Questions / Viva-Voce)	
Total	100
V COMMUNITY CONNECT PROJECT	Marks
Continuous Assessment	100
Distribution of Marks for Continuous Assessment	
Appropriateness / Social Relevance of the Project (20)	
Report (20)	
Video Presentation (20)	
Impact on Society / Feasibility of Implementation (20)	
Viva-Voce (20)	
Total	100
VI AUDIT COURSE	Marks
Continuous Assessment	100
Distribution of Marks for Continuous Assessment	
Mid-Course Evaluation: Assignment / Article / Case Presentation	50
End – Course Evaluation	50
(QP Pattern of Periodical Test for Theory Courses)	
Total	100
VII INTERNSHIP	Marks
Continuous Assessment	100
Distribution of Marks for Continuous Assessment	
Mid - Review Presentation (20)	
Review of Weekly Reports (20)	
Industry Feedback (10)	
Report (25)	
Viva-Voce (25)	
Total	100

VIII PROJECT	Marks
Continuous Assessment	60
Distribution of Marks for Continuous Assessment	
Review 1 – Presentation (10)	
Review 2 – Presentation (10)	
Identification of Problem (5)	
Literature Survey (5)	
Research Methodology (10)	
Data collection and Analysis (10)	
Findings and Conclusion (10)	
Semester End Examinations	40
Report (20)	
Viva-Voce (20)	
Total	100
IX COMPREHENSIVE VIVA –VOCE	Marks
Continuous Assessment (Viva Voce)	100
Comprehending Questions (20)	
Ability to answer all the questions (20)	
Accuracy of Answers (20)	
Answers with Relevant Examples (20)	
Clarity in Communication (20)	
Total	100
X VALUE ADDED / CERTIFICATE COURSES	Marks
Mid-Course Evaluation:	50
(MCQs / Exercises / Case Analysis / Presentations / Individual Assignments / Field Study / Exam with Descriptive Questions)	
End-Course Evaluation:	50
(MCQs/ Exercises / Case Analysis / Presentations / Individual Assignments / Group Assignments / Field Study / Exam with Descriptive Questions / Viva-Voce)	
Total	100
Classification	
Excellent	> = 81
Good	> = 61 to < = 80
Satisfactory	< = 60

Optional Test: A student becomes eligible to appear for only one optional test conducted after the Periodical Test II, only under the following circumstances, if absent for Test I or Test II or both, on account of (i) medical reasons (hospitalization/ accident / specific illness) (ii) participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Institution and (iii) on satisfying the conditions (i) or (ii), the student should have registered for the Optional Test, through the concerned faculty member who handles the course or through the respective Head of the Department and the same should be submitted to the Controller of Examinations. Such Optional Tests are conducted for the courses under the categories 13 (I) and (II) listed above.

14. DISCIPLINE

Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the reputation of the Institution. All the students are informed to follow the rules related to the Institution and Hostels as given in the Academic Calendar.

15. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution reserves the right to revise/amend/change the Regulations, Curriculum, Syllabi, Scheme of Examinations, and date of implementation and to introduce New Professional Electives, Competitive Edge Courses and Value-Added Courses through the Academic Council.