

**VELAMMAL ENGINEERING COLLEGE, CHENNAI - 66**  
**(An Autonomous Institution affiliated to Anna University, Chennai)**

**REGULATIONS 2023**

**CHOICE BASED CREDIT SYSTEM**

**Degree of Master of Business Administration**

**(For the learners admitted to M.B.A., Programme from the  
Academic year 2023- 2024 onwards)**

**I. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In this Regulation, unless the context otherwise specifies:

1	<b>“Programme”</b> means Degree Programme such as M.B.A.
2	<b>“Specialisation”</b> means a domain in which a learner has specialized based on the choice of elective courses.
3	<b>“Course”</b> means a Theory or Practical subject that is normally studied in a semester, like Business Research Methods, Marketing Management, etc.
4	<b>“CIE &amp; SEE”</b> means Continuous Internal Evaluation and Semester End Examination conducted for the assessment of learners and the award of degree.
5	<b>"Dean Academics"</b> means the authority of the autonomous institution who is responsible for all academic activities of the institute, for implementation of relevant rules and regulations.
6	<b>"Controller of Examinations"</b> means the authority of the Institution who is responsible for all activities of the Semester End Examinations of all Departments and hereafter called COE.
7	<b>“Head of the Institution”</b> means the Principal of the College.
8	<b>“Head of the Department”</b> means Head of the Department Concerned.
9	<b>“Learner”</b> means one who has enrolled for the programme and has paid tuition fees for the same.
10	<b>“College”</b> means Velammal Engineering College.
11	<b>"University"</b> means ANNA UNIVERSITY, Chennai.

<b>2</b>	<b>ADMISSION PROCEDURE</b>
2.1	Learners for admission to the first semester of the MBA Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu single window counselling process. The Government of Tamil Nadu releases the updated eligibility criteria for the admission. Admission shall be offered only to candidates who possess the qualification prescribed and the eligibility criteria for the programme.
2.2	However, the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.
2.3	Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.
2.4	Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.
<b>3.</b>	<b>PROGRAMMES OFFERED AND MODE OF STUDY</b>
<b>3.1</b>	<p><b>PROGRAMMES OFFERED</b></p> <p>A learner may be offered admission to the following programme of study approved by the University.</p> <p style="text-align: center;">M.B.A. (Full Time)</p>
<b>3.2</b>	<p><b>MODES OF STUDY:</b></p> <p><b>Full-Time:</b></p> <p>Learners admitted under ‘Full-Time’ should be available in the College department during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities.</p> <p>The Full-time learners should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job during working hours in any Institution or company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.</p>
<b>4.</b>	<b>STRUCTURE OF THE PROGRAMME</b>
<b>4.1</b>	<p><b>Categorization of Courses</b></p> <p>MBA Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:</p> <p><b>i. Professional Core Courses (PCC)</b> includes the core courses relevant to the chosen specialization/branch.</p>

	<p>ii. <b>Professional Elective Courses (PEC)</b> include the elective courses relevant to the chosen specialization in the functional areas.</p> <p>iii. <b>Professional Non Functional Elective (PNE)</b> ) include the elective courses outside of the area of specialization.</p> <p>iv. <b>Employment Enhancement Courses (EEC)</b> includes Internship and project work in final semester which is mandatory to be carried on chosen functional or non-functional area.</p> <p>v. <b>Additional study Credit Activity (ACA)</b> includes Communication through Theatre Techniques, Outbound Experiential Learning Programme, Social Sensitization Projects, Field/ Live Projects, Rural Initiative Program CSR Activities, Sectoral Seminar, Five days profit challenge and Locality Business Consulting.</p>								
<b>4.2</b>	<b>Courses Per Semester</b>								
	Curriculum of a semester shall normally have a blend of lecture courses and practical courses along with Employment Enhancement Courses and Additional Study Credit Activity. Each course may have credits assigned as per clause 4.3.								
<b>4.3</b>	<b>Credit Assignment</b>								
	<p>Each course is assigned certain number of credits based on the following:</p> <table border="1"> <thead> <tr> <th>Contact period per week</th><th>CREDITS</th></tr> </thead> <tbody> <tr> <td>1 Lecture Period</td><td>1</td></tr> <tr> <td>1 Tutorial Period</td><td>1</td></tr> <tr> <td>1 Practical Periods (Laboratory / Seminar /Project Work etc.)</td><td>0.5</td></tr> </tbody> </table> <p>The Contact Periods per week for Laboratory can only be in multiples of 2.</p>	Contact period per week	CREDITS	1 Lecture Period	1	1 Tutorial Period	1	1 Practical Periods (Laboratory / Seminar /Project Work etc.)	0.5
Contact period per week	CREDITS								
1 Lecture Period	1								
1 Tutorial Period	1								
1 Practical Periods (Laboratory / Seminar /Project Work etc.)	0.5								
<b>4.4</b>	<b>Project Work</b>								
	The Project work is an important component of MBA programme. The Project Work has to be undertaken in the final semester.								
<b>4.4.1</b>	The Project work for M.B.A shall be pursued for a period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.								
<b>4.4.2</b>	The Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means a faculty member possessing M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D. degree.								

<b>4.4.3</b>	A learner may be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the learner shall be instructed to meet the supervisor periodically and attend the review committee meetings for evaluating the progress. In case the learner is doing project in the department, the learner has to report every day to the supervisor.				
<b>4.4.4</b>	The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the department and suitable record of the meetings shall be maintained.				
<b>4.5</b>	<b>Internship</b>				
<b>4.5.1</b>	The learners need to undergo Internship in an organization/ Start-up company/ Research organization / Educational institution / industry (with due approval from the Head of the department).				
<b>4.5.2</b>	Attendance certificate and Certificate of completion signed by the competent authority of the industry, as per the format provided by college shall be submitted to the Head of the Department.				
<b>4.5.3</b>	<p>The learners may undergo Internship for a period as specified in the curriculum during summer vacation. In this case the training has to be undergone continuously for the 4 weeks.</p> <table border="1"> <thead> <tr> <th>DURATION OF INTERNSHIP</th><th>CREDIT S</th></tr> </thead> <tbody> <tr> <td>4 Weeks</td><td>2</td></tr> </tbody> </table> <p><b>1* Week = 40 Internship Hours</b></p>	DURATION OF INTERNSHIP	CREDIT S	4 Weeks	2
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4 Weeks	2				
<b>4.6</b>	<b>Value Added Courses</b>				
	Learners may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. Syllabus of the Courses with two/ three credits shall be offered by the department with the prior approval from the Head of the Department and Dean Academics.				
<b>4.7</b>	<b>External Courses</b>				
<b>4.7.1</b>	Learners are permitted to optionally enrol and study a maximum of two PE courses in physical/online/hybrid mode with the approval of Head of the Department and Dean Academics. The syllabus of the course shall be approved by the Departmental Consultative Committee (DCC) and forwarded to Head of the institution for the formal approval of the course before the commencement of the semester. The successful completion of these				

	external courses through any of the following modes shall be considered in lieu of professional elective courses of curriculum as approved.				
4.7.2	<p>Learners are permitted to optionally enrol and study these courses through SWAYAM / NPTEL programme platforms and credit transfer is to be done based on the marks and certificate provided by NPTEL. The online courses are an equivalent to professional elective courses. On registering for an online course, learner need to adhere to the passing requirements stipulated by the offering institute and complete the certification course for earning the equivalent credit. The mapping of marks with grades is applicable, only if the learner pass the course as per the guidelines of NPTEL. The course code for the Online registered courses shall be the course ID of the offering Institution as the case may be.</p> <p style="text-align: center;"><b>Duration of the course and Number of credits</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th>No. of Weeks</th><th>No. of Credits</th></tr> <tr> <td style="text-align: center;">12</td><td style="text-align: center;">3</td></tr> </table>	No. of Weeks	No. of Credits	12	3
No. of Weeks	No. of Credits				
12	3				
4.7.3	<p>Learners are permitted to optionally enrol and study the courses in physical / hybrid / online modes offered by reputed Central / State Funded Universities in top 20 positions in the latest NIRF ranking and conducting examination towards award of marks and grades.</p> <p>Learners are also permitted to enrol and undergo such courses in Online mode at Universities abroad in top 500 in QS ranking. Learners are also permitted to study courses of a particular semester in the University / Institution abroad based on MoU. A learning agreement shall be evolved to map all the courses offered in the programme and the courses offered in the University abroad as per the procedure outlined by the Department. The credits earned by the Learners in the University abroad programme shall be transferred as per the learning agreement. In the case of 4.7.3, the Learners can enrol for the courses with the approval of Department only if the course is offered directly by Institution/University, not with the edutech platforms. The marks/credits earned by the Learner shall be transferred based on the decision of Head of the Department and Controller of examinations</p>				
<b>4.8</b>	<b>Course of Independent Study (CIS)</b>				
4.8.1	<p>Independent study allows the learner to learn about a subject that is unavailable in the curriculum or about a topic learner would like to explore in greater depth or about a topic that has emerged/more Industry connect. This offers the learners to delve deep a problem or subject with a focus on its applicability to management situations. The learner, under the supervision of a dedicated faculty, works closely with the industry in solving real-time problems, thereby getting valuable insight into the current business practices.</p>				

4.8.2	A learner can take maximum of 1 CIS Course of 3 credits during first year of the MBA program. The CIS course is an equivalent to professional elective courses. The course duration should be minimum of 12 weeks. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course. The pattern of evaluation shall be as applicable to EEC.
<b>4.9</b>	<b>Additional Study Credit Activity (ACA)</b>
	MBA Learner must be equipped for a VUCA (Volatile Uncertain, Complex and Ambiguous) world. Business models are being redefined, and the lines between careers, industries and geographical boundaries are constantly being redrawn. To stay relevant, MBA Learner must go beyond the boundaries of their campus and work on projects that strengthen local organizations, government, businesses and the society. Apart from core and elective courses, ACA courses (with appropriate credits) are offered to engage and empower learners by allowing them to discuss, debate and solve real time business challenges. Following Additional Study Credit Activities are designed as one credit course..
<b>4.9.1</b>	<b>Communication through Theatre Technique</b>
	Learners can take one course on Communication through Theatre Technique in their first year (1 credit). Appropriate open source and high-quality video contents approved by the Head of the Department shall be used for class room screening and discussion.
<b>4.9.2</b>	<b>Outbound Experiential Learning Program</b>
	Every MBA Learner must complete one outbound training during their period of study (1 Credit) preferably before the start of final semester. The outbound experiential learning program is mandatory, and the learner must submit a completion certificate/report within 10 working days after the completion of the program.
<b>4.9.3</b>	<b>Social Sensitization Project</b>
	Learners can enroll in the Social Sensitization Project which is a community engagement program (1 credit) preferably before the start of final semester.
<b>4.9.4</b>	<b>Rural Initiative Program</b>

	Learner can enrol in the rural initiative program (1 Credit) preferably before the start of final semester and participate in the field activity for a period of 60 hours which can be done through a NGO.						
<b>4.9.5</b>	<b>Corporate Social Responsibility (CSR) Activities</b>						
	It is a field of study that helps the learners to understand how the firms make decisions that adhere to business ethics and are supportive to the community. Learner can enrol in Corporate Social Responsibility (CSR) Activities(1 Credit) preferably before the start of final semester and submit report and make a seminar presentation.						
<b>4.9.6</b>	<b>Sectoral Seminar</b>						
	This course offers exposure to learners about the different sectors which contributes to the economy of our country. Learners can enrol in Sectoral Seminar(1 Credit) preferably before the start of final semester and present a minimum of 2 seminars in different topics.						
<b>4.9.7</b>	<b>Five Days Profit Challenge</b>						
	The objective of this course is to transform ideas into a Scalable Start-up to create future entrepreneurs. Learners can enrol in five Days Profit Challenge (1 Credit) It is a team activity, where the team involves themselves in profitable ethical business for 5 days.						
<b>4.9.8</b>	<b>Locality Business Consulting</b>						
	It is a semester long program where the learners are divided into teams, and the teams can adopt any existing local business and act as their consultants, thereby accelerating their business success. Learners can enrol in Locality Business Consulting Program (1 Credit) preferably before the start of final semester. Every team shall submit a report after completion.						
<b>4.9.9</b>	<b>Medium of Instruction</b>						
	The medium of instruction is English for all the courses, examinations, seminar, project and presentations / Additional Credit Activity (ACA).						
<b>5.</b>	<b>DURATION OF THE PROGRAMME</b>						
<b>5.1</b>	<p>The minimum and maximum period for the completion of the P.G. Programmes are given below:</p> <table><tr><td><b>Programme</b></td><td><b>Min. No. of Semesters</b></td><td><b>Max. No. of Semesters</b></td></tr><tr><td>M.B.A. (Full Time)</td><td>4</td><td>8</td></tr></table>	<b>Programme</b>	<b>Min. No. of Semesters</b>	<b>Max. No. of Semesters</b>	M.B.A. (Full Time)	4	8
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M.B.A. (Full Time)	4	8					

5.2	<p>semester shall normally consist of 75 working days. The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught. For the purpose of calculation of attendance requirement for writing the semester end examinations (as per clause 10) by the Learners, following method shall be used:</p> <p>Percentage of Attendance = <math>\frac{\text{Total no of periods attended in all the courses per semester}}{\text{(No of periods/week as prescribed in the curriculum \times 15 taken together for all courses of the semester)}} \times 100</math></p> <p>End semester Examination will be conducted after the last working day of the semester.</p>				
5.3	<p>The Curriculum of M.B.A. Programme has been designed to have the credits specified below for the award of the degree. One credit is equivalent to 15 sessions of classroom contact teaching.</p> <table border="1" data-bbox="399 891 1361 1037"> <thead> <tr> <th>PROGRAMME</th><th>PRESCRIBED CREDIT</th></tr> </thead> <tbody> <tr> <td>M.B.A.</td><td>102</td></tr> </tbody> </table>	PROGRAMME	PRESCRIBED CREDIT	M.B.A.	102
PROGRAMME	PRESCRIBED CREDIT				
M.B.A.	102				
6.	<b>COURSE ENROLLMENT AND REGISTRATION</b>				
	<p>The Institution is responsible for registering the courses that each learner is proposing to undergo in the ensuing semester. Each learner has to register for all courses to be undergone in the curriculum of a particular semester. The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.</p> <p>The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (RA) and Withdrawal (W) courses registered by the learner for the appearance of Examination</p>				
7	<b>CLASS ADVISOR</b>				
	<p>There shall be a class advisor for each class. The class advisor will be one among the (course instructors) of the class. He / She will be appointed by the Head of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee.</p> <p>The responsibilities for the class advisor shall be:</p> <ul style="list-style-type: none"> <li>• To act as the channel of communication between the HoD and the learners of the respective class.</li> <li>• To collect and maintain various statistical details of learners.</li> </ul>				



	<ul style="list-style-type: none"> <li>• To help the chairperson of the class committee in planning and conduct of the class committee meetings.</li> <li>• To monitor the academic performance of the learners including attendance and to inform the class committee.</li> <li>• To attend to the learners' welfare activities like awards, medals, scholarships and industrial visits.</li> </ul>
<b>8</b>	<b>CLASS COMMITTEE</b>
<b>8.1</b>	<p>A Class Committee consists of teachers of the concerned class, learner representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:</p> <ul style="list-style-type: none"> <li>• Solving problems experienced by learners in the class room and in the laboratories.</li> <li>• Clarifying the regulations of the programme and the details of rules therein.</li> <li>• Informing the learner representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.</li> <li>• Informing the learner representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the learners.</li> <li>• Analysing the performance of the learners of the class after each test and finding the ways and means of improving the performance of the learners.</li> <li>• Identifying the slow learners, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak learners as frequently as possible.</li> </ul>
<b>8.2</b>	The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the learners of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.
<b>8.3</b>	The class committee shall be constituted within the first week of each semester.
<b>8.4</b>	At least 2 learner representatives (usually 1 boy and 1 girl) shall be included in the class committee.
<b>8.5</b>	The chairperson of the class committee shall invite the Class advisor(s) and the Head of the Department to the class committee meeting.
<b>8.6</b>	The Head of the Institution may participate in any class committee of the institution.
<b>8.7</b>	The Chairperson of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Department within two days of the meeting and arrange

	to circulate among the concerned learners and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.
<b>8.8</b>	The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the learners about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the learner members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class learners to improve the effectiveness of the teaching-learning process.
<b>9</b>	<b>COURSE COMMITTEE FOR COMMON COURSES</b>
	Each common course offered to more than one group of learners shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The ‘Course committee’ shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).
<b>10</b>	<b>ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER</b>
<b>10.1</b>	A Learner who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. Ideally every Learner is expected to attend all classes of all the courses and secure 100 % attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the Learner is expected to attend at least 75% of the classes. Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.2.
<b>10.2</b>	However, a Learner who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports events may be permitted to appear for the current semester examinations, subject to the condition that the Learner shall submit the medical certificate / sports participation certificate to the Head of the Department. If the Learner secures overall

	attendance between 65% and 74 % for other reasons, the Learner may or may not be allowed for the examinations by the head of the Department. If allowed in such cases condonation fee is applicable. The decision to levy the condonation fee for such cases is under the sole discretion of the head of the institution. The same shall be forwarded to the Controller of Examinations for record purposes.																				
10.3	Learners who secure less than 65% overall attendance shall not be permitted to write the semester end examinations at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.																				
11	<b>ASSESSMENT PROCEDURES FOR AWARDING MARKS</b>																				
	<p>MBA programme consist of Theory Courses, Laboratory Courses, Integrated courses, and Employability Enhancement Courses which includes Project Work and Internship. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work. Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE). The weightage for the continuous assessment and end semester examination is given in the table below.</p> <table><tr><td>1</td><td>Theory Courses</td><td>40 Marks</td><td>60 Marks</td></tr><tr><td>2</td><td>Laboratory Courses (L)</td><td>60 Marks</td><td>40 Marks</td></tr><tr><td>3</td><td>Theory Integrated Lab Courses (I)</td><td>50 marks</td><td>50 Marks</td></tr><tr><td>3</td><td>Project Work</td><td>40 Marks</td><td>60 Marks</td></tr><tr><td>4</td><td>All other ACA Courses</td><td>100 Marks</td><td>Nil</td></tr></table>	1	Theory Courses	40 Marks	60 Marks	2	Laboratory Courses (L)	60 Marks	40 Marks	3	Theory Integrated Lab Courses (I)	50 marks	50 Marks	3	Project Work	40 Marks	60 Marks	4	All other ACA Courses	100 Marks	Nil
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**11.1 ASSESSMENT FOR THEORY COURSES:**

Three assessments shall be conducted during the semester by the department. The total marks obtained in all the assessments shall be proportionately reduced for 40 marks and rounded to the nearest integer as shown below.

Continuous Internal Evaluation (CIE)		SEMESTER END EXAMINATION(SEE)																				
CIE 1 & CIE 2	MODEL																					
CIE 1 : Units 1 & 2 CIE 2 : Units 3 &4 Duration : 1.5 Hrs. TOTAL : 50 Marks	Model examination : All five Units Duration : 3.00 Hrs. Total : 100 Marks	SEE : All five Units Duration : 3.00 Hrs. Total : 100 Marks																				
Overall CIE will be calculated as follows :		Grade sheet will contain																				
<table><tr><th>Assessments</th><th>Marks</th></tr><tr><td>CIE I</td><td>7 Marks</td></tr><tr><td>CIE II</td><td>7 Marks</td></tr><tr><td>MODEL EXAM</td><td>10 Marks</td></tr><tr><td>Assignment - 1/ Case Study/ Field Work/Seminar -1</td><td>8 Marks</td></tr><tr><td>Assignment/ Case Study/ Field Work/Seminar -2</td><td>8 Marks</td></tr><tr><td>TOTAL</td><td>40 MARKS</td></tr></table>		Assessments	Marks	CIE I	7 Marks	CIE II	7 Marks	MODEL EXAM	10 Marks	Assignment - 1/ Case Study/ Field Work/Seminar -1	8 Marks	Assignment/ Case Study/ Field Work/Seminar -2	8 Marks	TOTAL	40 MARKS	<table><tr><td>CIE</td><td>40 Marks</td></tr><tr><td>SEE</td><td>60 Marks</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table>	CIE	40 Marks	SEE	60 Marks	Total	100 Marks
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TOTAL	40 MARKS																					
CIE	40 Marks																					
SEE	60 Marks																					
Total	100 Marks																					

11.2	ASSESSMENT FOR THEORY INTEGRATED LABORATORY COURSES																																															
	<p>Weightage of internal assessment and semester end examinations marks will be 50% each. The distribution of marks for the theory and laboratory components in the internal assessments and semester end examinations for different types of courses are provided in the table. The procedure for the conduct of internal assessments for theory and laboratory components shall be as per the clause 11.1 and 11.3 respectively.</p> <table><tr><th rowspan="3">L</th><th rowspan="3">T</th><th rowspan="3">P</th><th rowspan="3">C</th><th colspan="6">INTERNAL</th><th rowspan="3">END SEMESTER EXAMINATIONS</th></tr><tr><th colspan="2">CIE I</th><th colspan="2">CIE II</th><th colspan="2">MODEL</th></tr><tr><th>THEORY</th><th>LAB</th><th>THEORY</th><th>LAB</th><th>THEORY</th><th>LAB</th></tr><tr><td>3</td><td>0</td><td>2</td><td>4</td><td>7%</td><td>7%</td><td>7%</td><td>7%</td><td>11%</td><td>11%</td><td>Only Theory (50%)</td></tr></table>										L	T	P	C	INTERNAL						END SEMESTER EXAMINATIONS	CIE I		CIE II		MODEL		THEORY	LAB	THEORY	LAB	THEORY	LAB	3	0	2	4	7%	7%	7%	7%	11%	11%	Only Theory (50%)				
L	T	P	C	INTERNAL						END SEMESTER EXAMINATIONS																																						
				CIE I		CIE II		MODEL																																								
				THEORY	LAB	THEORY	LAB	THEORY	LAB																																							
3	0	2	4	7%	7%	7%	7%	11%	11%	Only Theory (50%)																																						
11.3	ASSESSMENT FOR LABORATORY COURSES:																																															
	<p>The maximum marks for Internal Assessment shall be 60 in case of practical courses. Every practical shall be evaluated based on conduct of exercise and records maintained. The criteria for Assessment is as follows:</p> <table><tr><th colspan="4">Continuous Internal Evaluation (CIE)</th><th colspan="2">SEMESTER END EXAMINATION (SEE)</th></tr><tr><th colspan="2">CIE 1 &amp; CIE 2</th><th colspan="2">MODEL</th><th colspan="2"></th></tr><tr><td colspan="2">CIE 1 : 1<sup>st</sup> Cycle of Exercises</td><td colspan="2" rowspan="3">Model Lab examination: All Exercises Duration: One lab session Total : 100 Marks</td><td colspan="2">SEE : All Exercises</td></tr><tr><td colspan="2">CIE 2 : 2<sup>nd</sup> Cycle of Exercises</td><td colspan="2">Duration : 3.00 Hrs.</td></tr><tr><td colspan="2">Each Exercise, evaluated for 50 marks.</td><td colspan="2">Total : 100 Marks</td></tr><tr><td colspan="4">Overall CIE will be calculated as follows CIE 1 (Based on 1<sup>st</sup> Cycle of Exercises) : 15 Marks CIE 2 (Based on 2<sup>nd</sup> Cycle of Exercises) : 15 Marks Model lab Examination: 30 Marks Total : 60 Marks</td><td colspan="2">Grade sheet will contain<table><tr><td>CIE</td><td>60 Marks</td></tr><tr><td>SEE</td><td>40 Marks</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table></td></tr></table>										Continuous Internal Evaluation (CIE)				SEMESTER END EXAMINATION (SEE)		CIE 1 & CIE 2		MODEL				CIE 1 : 1 <sup>st</sup> Cycle of Exercises		Model Lab examination: All Exercises Duration: One lab session Total : 100 Marks		SEE : All Exercises		CIE 2 : 2 <sup>nd</sup> Cycle of Exercises		Duration : 3.00 Hrs.		Each Exercise, evaluated for 50 marks.		Total : 100 Marks		Overall CIE will be calculated as follows CIE 1 (Based on 1 <sup>st</sup> Cycle of Exercises) : 15 Marks CIE 2 (Based on 2 <sup>nd</sup> Cycle of Exercises) : 15 Marks Model lab Examination: 30 Marks Total : 60 Marks				Grade sheet will contain <table><tr><td>CIE</td><td>60 Marks</td></tr><tr><td>SEE</td><td>40 Marks</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table>		CIE	60 Marks	SEE	40 Marks	Total	100 Marks
Continuous Internal Evaluation (CIE)				SEMESTER END EXAMINATION (SEE)																																												
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CIE	60 Marks																																															
SEE	40 Marks																																															
Total	100 Marks																																															

11.4	ASSESSMENT FOR PROJECT WORK																																		
	<p>The Project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through internal assessment. There should be three reviews for the final year Project work of M.B.A to be conducted separately with CIE 40 marks and SEE 60 marks. The marks are to be distributed as detailed below:</p> <table><tr><td colspan="3">Continuous Internal Evaluation (CIE) 40Marks</td><td colspan="4">Semester End Examination (SEE) 60 Marks</td></tr><tr><td>Review I</td><td>Review II</td><td>Review III</td><td>Project Report Evaluation (15 marks)</td><td colspan="3">Viva – Voce (Rounded to 45 marks)</td></tr><tr><td>Review Committee</td><td>Review Committee</td><td>Review Committee</td><td>External Examiner</td><td>Internal Examiner</td><td>External Examiner</td><td>Supervisor Examiner</td></tr><tr><td>10</td><td>15</td><td>15</td><td>15</td><td>15</td><td>15</td><td>15</td></tr></table>							Continuous Internal Evaluation (CIE) 40Marks			Semester End Examination (SEE) 60 Marks				Review I	Review II	Review III	Project Report Evaluation (15 marks)	Viva – Voce (Rounded to 45 marks)			Review Committee	Review Committee	Review Committee	External Examiner	Internal Examiner	External Examiner	Supervisor Examiner	10	15	15	15	15	15	15
Continuous Internal Evaluation (CIE) 40Marks			Semester End Examination (SEE) 60 Marks																																
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Review Committee	Review Committee	Review Committee	External Examiner	Internal Examiner	External Examiner	Supervisor Examiner																													
10	15	15	15	15	15	15																													
11.4.1	<p>There shall be three reviews (each 100 marks) during the period of project work by a review committee. The learner shall make presentation on the progress made before the committee.</p> <p>The Head of the Department shall constitute review committees consisting of the Supervisor, and one expert from among the faculty members of the Department. The total marks obtained in the three reviews shall be reduced to 40 marks and rounded to the nearest integer.</p>																																		
11.4.2	<p>The Project Report should be prepared according to the guidelines. This project report duly signed by the Supervisor(s)and the Head of the Department and shall be submitted to the Head of the Department within the specified date.</p>																																		
11.4.3	<p>The evaluation of the Project work will be based on the project report submitted and a Viva-Voce Examination by a team consisting of an internal examiner and external examiner. The internal and external examiner shall be appointed by the controller of examinations from the panel of examiners submitted by the Head of the department.</p>																																		
11.4.4	<p>If the learner fails to obtain 50% of the internal assessment marks in the final project, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.</p> <p>If a learner fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall register for the same in a subsequent semester.</p> <p>If a learner fails in the end semester examinations of the Final Project work of M.B.A., he/she shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as</p>																																		

	<p>reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.</p> <p>If a learner has submitted the project report but did not appear for the viva-voce examination it is considered as fail and he/she will be permitted to resubmit the report within 30 days from the declaration of results and permitted for reappearance in viva-voce examination</p>															
11.4.5	A copy of the approved project report after the successful completion of viva-voce examinations shall be kept in the library of the college.															
11.5	<b>ASSESSMENT OF INTERNSHIP</b>															
	<p>The Internship shall carry 100 marks and shall be evaluated as per the Table given below. At the end of internship, the learner shall submit a brief report on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by panel of examiners constituted by the Head of the Department.</p> <table><tr><th colspan="3">INTERNSHIP EVALUATION</th></tr><tr><th>EVALUATION BY SUPERVISOR</th><th>REPORT</th><th>VIVA VOCE</th></tr><tr><td>20</td><td>40</td><td>40</td></tr></table> <p>Grade sheet will contain</p> <table><tr><td>CIE</td><td>100 Marks</td></tr><tr><td>SEE</td><td>-</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table> <p>The internship results will be published along with third semester results.</p>	INTERNSHIP EVALUATION			EVALUATION BY SUPERVISOR	REPORT	VIVA VOCE	20	40	40	CIE	100 Marks	SEE	-	Total	100 Marks
INTERNSHIP EVALUATION																
EVALUATION BY SUPERVISOR	REPORT	VIVA VOCE														
20	40	40														
CIE	100 Marks															
SEE	-															
Total	100 Marks															
11.6	<b>ASSESSMENT FOR PROFESSIONAL NON-FUNCTIONAL ELECTIVES (PNE)</b>															
	<p>Assessment for Professional Non Functional Electives (PNE) depends on various mix of courses offered under this category.</p> <p>They are of two types:</p> <ol style="list-style-type: none"><li>1. Professional Non-Functional Electives (PNE1)</li><li>2. Professional Non-Functional Electives (PNE2)</li><li>3. Professional Non-Functional Electives (PNE3)</li></ol> <p>The choice of PNE 1 or PNE 2 or PNE 3 are as per the credit requirement specified in the curriculum.</p>															

**Assessment for Professional Non-Functional Electives (PNE1)**

All PNE1 courses are 3 credit courses assessed for 100 marks, the weightage of marks for Continuous Internal Evaluation and the Semester End Examination must be done according to the nature of the course.

PNE1 courses on Communication & Skill Development shall be assessed for 100 marks and to be evaluated as per the Table given below:

Continuous Internal Evaluation (CIE)		Assignments						
CIE 1 & CIE 2	MODEL							
CIE 1 : Units 1 & 2 CIE 2 : Units 3 &4 Duration : 1.5 Hrs. TOTAL : 50 Marks	Model examination : All five Units Duration: 3.00 Hrs. Total : 100 Marks	Assignment/ Case Study Field Work/Seminar-1 : for the period CIE-1 Assignment/ Case Study Activity/Seminar-2 : for the period CIE-2 Total : 30 Marks						
Overall CIE will be calculated as follows  CIE 1 : 15 Marks CIE 2 : 15 Marks Model Examination : 40 Marks Assignment/ Case Study : 15 marks Activity/Seminar -1 : 15 marks Assignment/ Case Study : 15 marks Activity/Seminar -2 : 15 marks <b>Total : 100 Marks</b>		Grade sheet will contain <table><tr><td>CIE</td><td>100 Marks</td></tr><tr><td>SEE</td><td>-</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table>	CIE	100 Marks	SEE	-	Total	100 Marks
CIE	100 Marks							
SEE	-							
Total	100 Marks							

**Assessment for Professional Non-Functional Electives (PNE2)**

All PNE 2 courses are theory integrated laboratory courses with the weightage of internal assessment and semester end examinations marks will be 50% each and offered as 4 credit courses for which the evaluation methodology shall be the same as that of a theory integrated laboratory courses vide clause 11.2

**Assessment for Professional Non-Functional Electives (PNE3)**

PNE3 courses with pure theoretical nature such as Entrepreneurship Development, Enterprise Resource Planning, Professional Ethics, the evaluation methodology shall be the same as that of a theory course vide clause 11.1



11.7	ASSESSMENT FOR ONLINE COURSE															
11.7.1	Learners may be permitted to enrol online courses (which are provided with certificate) with the approval of Departmental Consultative Committee to a maximum of six credits during the entire MBA program. This online course of 3 credit can be considered equivalent to an elective course for which a credit transfer may be permitted.															
11.7.2	If on registering for the online course, learner need to adhere to the passing requirements stipulated by the offering institute and complete the certification course for earning the equivalent credit. Once registration approved by the college, withdraw or drop of the course is not permitted. The number of credits and transfer of credits are based on the procedure explained Clause 14.1															
11.7.3	A Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring on the progress of the course. Online courses chosen by the learner such that the offering organisation conducts regular examination and provides marks. The credits earned shall be transferred and the marks earned shall be converted into grades, provided the learner has passed in the examination as per the norms of the offering organisation.															
11.8	ASSESSMENT FOR COURSE OF INDEPENDENT STUDY (CIS)															
11.8.1	<p>The CIS shall carry 100 marks and shall be evaluated as per the Table given below. At the completion of CIS, the learner shall submit a brief report on the study undergone and a certificate from the organization concerned. The evaluation will be made based on the report and a Viva-Voce Examination, conducted internally by panel of examiners constituted by the Head of the Department.</p> <table><tr><th colspan="3">CIS EVALUATION</th></tr><tr><th>EVALUATION BY SUPERVISOR</th><th>REPORT</th><th>VIVA VOCE</th></tr><tr><td>20</td><td>40</td><td>40</td></tr></table> <p>Grade sheet will contain</p> <table><tr><td>CIE</td><td>100 Marks</td></tr><tr><td>SEE</td><td>-</td></tr><tr><td>Total</td><td>100 Marks</td></tr></table>	CIS EVALUATION			EVALUATION BY SUPERVISOR	REPORT	VIVA VOCE	20	40	40	CIE	100 Marks	SEE	-	Total	100 Marks
CIS EVALUATION																
EVALUATION BY SUPERVISOR	REPORT	VIVA VOCE														
20	40	40														
CIE	100 Marks															
SEE	-															
Total	100 Marks															

<b>11.9</b>	<b>ASSESSMENT FOR ADDITIONAL STUDY CREDIT ACTIVITY (ACA)</b>								
<b>11.9.a</b>	<p>The ACA courses shall carry 100 marks and shall be evaluated through continuous internal assessments only.</p> <p>The Head of the Department may identify a faculty member as coordinator for the chosen course. A committee consisting of the Head of the Department, staff handling the course, and ACA coordinator nominated by the Head of the Department shall formulate the components of evaluation according to the nature of the activities. The evaluation pattern has to be approved by the Head of the Department.</p>								
<b>11.9.b</b>	<p>The Committee must monitor and evaluate as per the approved evaluation pattern. The Assessments shall be conducted during the semester by the department concerned. The total marks obtained in the tests shall be converted to 100 marks and rounded to the nearest integer. The grades shall be assigned to the learners by the above committee based on the relative performance.</p> <p>ACA courses have specific assessment patterns pertaining to each activity. All ACA courses are assessed based on continuous internal assessment (CIE) only. The results are published along with the offering semester results.</p>								
<b>11.9.1</b>	<b>ASSESSMENT OF COMMUNICATION THROUGH THEATRE TECHNIQUES</b>								
	<p>Prescribed video contents will be screened and the learner takes up a quiz on the same day.</p> <ul style="list-style-type: none"> <li>▪ Every learner is expected to watch minimum of 8 video sessions and attend its related quiz.</li> <li>▪ Each quiz consist of 50 marks and the cumulative marks for the quiz is rounded to 60 marks.</li> <li>▪ Minimum of two assignment on learning outcomes to be submitted to the course co-ordinator.</li> <li>▪ The CTT shall carry 100 marks in CIE only.</li> </ul> <p>It will be evaluated as per the Table given below.</p> <table border="1" data-bbox="352 1677 1396 1854"> <tr> <th colspan="2">COMMUNICATION THROUGH THEATRE TECHNIQUES</th></tr> <tr> <th>Quiz Marks</th><th>Assignment</th></tr> <tr> <td>60</td><td>40</td></tr> <tr> <td colspan="2">TOTAL = 100</td></tr> </table>	COMMUNICATION THROUGH THEATRE TECHNIQUES		Quiz Marks	Assignment	60	40	TOTAL = 100	
COMMUNICATION THROUGH THEATRE TECHNIQUES									
Quiz Marks	Assignment								
60	40								
TOTAL = 100									

11.9.2	<b>ASSESSMENT FOR OUTBOUND EXPERIENTIAL LEARNING PROGRAM</b>												
	<p>Outbound experiential learning program is an activity-based course and is to be considered as purely INTERNAL (with 100% internal marks only). At the end of the outbound experiential learning program, the learner to submit a detailed report on the learning outcome along with a certificate of completion from the organization concerned. The evaluation will be made based on this report, completion certificate and a Viva-Voce Examination, conducted internally by a three-member Departmental Committee constituted by the Head of the Department. A photo copy of the certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to COE by the HOD with due recommendations.</p> <table><tr><th colspan="3">OUTBOUNDEXPERIENTIALLEARNINGPROGRAM</th></tr><tr><td>Report</td><td>Completion certificate</td><td>Viva -Voce</td></tr><tr><td>40</td><td>20</td><td>40</td></tr><tr><td colspan="3">TOTAL = 100</td></tr></table>	OUTBOUNDEXPERIENTIALLEARNINGPROGRAM			Report	Completion certificate	Viva -Voce	40	20	40	TOTAL = 100		
OUTBOUNDEXPERIENTIALLEARNINGPROGRAM													
Report	Completion certificate	Viva -Voce											
40	20	40											
TOTAL = 100													
11.9.3	<b>ASSESSMENT OF SOCIAL SENSITIZATION PROJECT</b>												
	<p>Social Sensitization Project shall be for a period of 2 weeks as specified in the curriculum. At the completion of the Social Sensitization project learner must submit a completion certificate from the organization concerned. If the Social Sensitization Project is offered by the college, the supervisor and Head of the Department must certify the project completion. evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a minimum of two-member Departmental Evaluation Committee constituted by the Head of the Department. The Report shall contain Problem statement, methodology and Suggestions for Social development. Social Sensitization Project shall carry 100 marks in CIE only. It will be evaluated as per the Table given below.</p> <table><tr><th colspan="2">SOCIAL SENSITIZATION PROJECT</th></tr><tr><td>Report</td><td>Viva- Voce</td></tr><tr><td>60</td><td>40</td></tr><tr><td colspan="2">Total = 100</td></tr></table>	SOCIAL SENSITIZATION PROJECT		Report	Viva- Voce	60	40	Total = 100					
SOCIAL SENSITIZATION PROJECT													
Report	Viva- Voce												
60	40												
Total = 100													

11.9.4	<b>ASSESSMENT OF RURAL INITIATIVE PROGRAM</b>																								
	<p>Rural Initiatives Program shall be minimum for a period of 2 weeks as specified in the curriculum. After completion, the learner must submit a brief report on the Rural Initiatives undergone along with the completion certificate from the NGO. If the Rural Initiatives Program is offered by the college, the supervisor and Head of the Department must certify the project completion. Evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a minimum of two-member Departmental Evaluation Committee constituted by the Head of the Department. The Report shall contain Problem statement, methodology and Suggestions for rural development. The Rural Initiatives Program report shall carry 100 marks in CIE only. It will be evaluated as per the Table given below.</p> <table><tr><td colspan="2"><b>RURAL INITIATIVE PROGRAM</b></td></tr><tr><td><b>Report</b></td><td><b>Viva- Voce</b></td></tr><tr><td>60</td><td>40</td></tr><tr><td colspan="2">Total = 100</td></tr></table>	<b>RURAL INITIATIVE PROGRAM</b>		<b>Report</b>	<b>Viva- Voce</b>	60	40	Total = 100																	
<b>RURAL INITIATIVE PROGRAM</b>																									
<b>Report</b>	<b>Viva- Voce</b>																								
60	40																								
Total = 100																									
11.9.5	<b>ASSESSMENT OF CSR ACTIVITIES</b>																								
	<p>Every learner is expected to present a minimum of 2 CSR Activities in one semester to earn the prescribed credit. The presentation will be on the contributions, practices and present the learning in a seminar form. Learners must also submit the assignments to the course coordinator. The CSR Activities shall carry 100 marks in CIE only. It will be evaluated as per the Table given below.</p> <table><tr><td colspan="5"><b>CSR ACTIVITIES</b></td></tr><tr><td colspan="2">CIE-1</td><td colspan="2">CIE-2</td><td rowspan="2">Assignment</td></tr><tr><td>Presentation</td><td>Q &amp; A</td><td>Presentation</td><td>Q &amp; A</td></tr><tr><td>30</td><td>10</td><td>30</td><td>10</td><td>20</td></tr><tr><td colspan="5">TOTAL = 100</td></tr></table>	<b>CSR ACTIVITIES</b>					CIE-1		CIE-2		Assignment	Presentation	Q & A	Presentation	Q & A	30	10	30	10	20	TOTAL = 100				
<b>CSR ACTIVITIES</b>																									
CIE-1		CIE-2		Assignment																					
Presentation	Q & A	Presentation	Q & A																						
30	10	30	10	20																					
TOTAL = 100																									

11.9.6	ASSESSMENT OF SECTORAL SEMINAR																								
	<p>Evaluation of the sectoral seminar is to be considered as purely internal (with 100% internal marks -CIE only). Every learner is expected to present a minimum of 2 seminars per semester. learners to gain knowledge about the contributions, practices and present the learning to their peers in a seminar form. Learners must submit the assignments to the course coordinator. It will be evaluated as per the Table given below.</p> <table><tr><th colspan="5">ASSESSMENT OF SECTORAL SEMINAR</th></tr><tr><th colspan="2">CIE-1</th><th colspan="2">CIE-2</th><th rowspan="2">Assignment</th></tr><tr><th>Presentation</th><th>Q &amp; A</th><th>Presentation</th><th>Q &amp; A</th></tr><tr><td>30</td><td>10</td><td>30</td><td>10</td><td>20</td></tr><tr><td colspan="5">TOTAL = 100</td></tr></table>	ASSESSMENT OF SECTORAL SEMINAR					CIE-1		CIE-2		Assignment	Presentation	Q & A	Presentation	Q & A	30	10	30	10	20	TOTAL = 100				
ASSESSMENT OF SECTORAL SEMINAR																									
CIE-1		CIE-2		Assignment																					
Presentation	Q & A	Presentation	Q & A																						
30	10	30	10	20																					
TOTAL = 100																									
11.9.7	ASSESSMENT FOR FIVE DAYS PROFIT CHALLENGE																								
	<p>It is a team activity Assessment is based on team performance and the profits made from the viable business run during the five days only. Evaluation is purely internal (with 100% internal marks -CIE only). At the end of the Five days profit challenge, the learner shall submit a detailed report on the learning outcome. The evaluation will be made based on this report, and a Viva-Voce Examination, conducted internally by a three-member Departmental Committee constituted by the HOD. It will be evaluated as per the Table given below.</p> <table><tr><th colspan="2">FIVE DAYS PROFIT CHALLENGE</th></tr><tr><th>Report</th><th>Viva -Voce</th></tr><tr><td>50</td><td>50</td></tr><tr><td colspan="2">TOTAL = 100</td></tr></table>	FIVE DAYS PROFIT CHALLENGE		Report	Viva -Voce	50	50	TOTAL = 100																	
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50	50																								
TOTAL = 100																									

<b>11.9.8</b>	<b>ASSESSMENT FOR LOCALITY BUSINESS CONSULTING</b>																												
	<p>Evaluation of the locality business consulting course is to be considered as purely internal (with 100% internal marks -CIE only). At the end of the locality business consulting, the learner shall submit a detailed report on the learning outcome. The evaluation will be made based on this report , and a Viva-Voce Examination, conducted internally by a three-member Departmental Committee constituted by the HOD.</p> <table border="1"> <tr> <th colspan="3">Monthly Reports 60 Marks</th><th colspan="3">Final report 40 Marks</th></tr> <tr> <td>Consolidated Month 1 Weekly Reports</td><td>Consolidated Month 2 Weekly Reports</td><td>Consolidated Month 3 Weekly Reports</td><td colspan="2">Evaluation by Examiners</td><td>Viva Voce</td></tr> <tr> <td>Review Committee</td><td>Review Committee</td><td>Review Committee</td><td>Report</td><td>Viva – Voce</td><td>Internal Examiner</td></tr> <tr> <td>10</td><td>20</td><td>30</td><td>20</td><td>10</td><td>10</td></tr> </table>					Monthly Reports 60 Marks			Final report 40 Marks			Consolidated Month 1 Weekly Reports	Consolidated Month 2 Weekly Reports	Consolidated Month 3 Weekly Reports	Evaluation by Examiners		Viva Voce	Review Committee	Review Committee	Review Committee	Report	Viva – Voce	Internal Examiner	10	20	30	20	10	10
Monthly Reports 60 Marks			Final report 40 Marks																										
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Review Committee	Review Committee	Review Committee	Report	Viva – Voce	Internal Examiner																								
10	20	30	20	10	10																								

<b>11.9.9</b>	<b>ASSESSMENT FOR VALUE ADDED COURSES</b>
	The Two / Three credit Value Added Course, (Vide clause 4.6) shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the learners by the above committee based on their relative performance.
<b>12</b>	<b>REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION</b>
<b>12.1</b>	A learner shall normally be permitted to appear for the University examination of the current semester if he/she has satisfied the semester completion requirements as per clause 11.1 & 11.2 and has registered for examination in all courses of the current semester.
<b>12.2</b>	Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the university examinations failing which, the candidate will not be permitted to move to the higher semester.
<b>12.3</b>	A learner who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enrol to improve his/her marks in a course or the aggregate marks / CGPA

<b>13</b>	<b>PASSING REQUIREMENTS</b>
<b>13.1</b>	A learner who secures not less than 50% of the total marks prescribed for the course [Internal Assessment + Semester End Examinations] with a minimum of 50% of the marks prescribed for the semester end Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).
<b>13.2</b>	If a Learner fails to secure a pass in a theory course / practical course (except electives), the Learner shall register and appear only for the semester end examination in the subsequent semester(s). In such case, the internal assessment marks obtained by the Learner in the first appearance shall be retained and considered valid for all subsequent attempts till the Learner secures a pass. However, from the third attempt onwards if a learner fails to obtain pass marks (Internal Assessment + Semester End Examination), then the learner shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the Semester End Examinations alone.
<b>13.3</b>	If the course, in which the Learner has failed, in a Professional Elective or non- professional elective course, the Learner may be permitted to complete the same course in the subsequent semester(s). In such case, the internal assessment marks obtained by the Learner in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (Internal Assessment + Semester End Examinations) as per clause 13.1, then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the Semester End Examinations alone. If any other Professional Elective or non- professional elective is opted by the learner, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or non-professional elective. The Learner has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per clause 10 and appear for the Semester End Examinations.
<b>13.4</b>	If a learner is absent during the viva - voce examination of the project work, it will be considered as fail. If a learner fails to secure a pass in project work even after availing clause (11.4.4), the student shall register for the course again.
<b>13.5</b>	The passing requirement for the courses which are assessed only through internal assessments (Internship / ACA courses), is 50% of the internal assessment (continuous assessment) marks.



13.6	A Learner can apply for revaluation of the learner’s semester end examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with the prescribed application to the CoE through the Head of the Department. The COE will arrange for the revaluation and the results will be intimated to the Learner concerned through the Head of the Department. Revaluation is not permitted for practical course and project work.																												
14	<b>AWARD OF LETTER GRADES</b>																												
14.1	<p>The award of letter grades for theory courses will be decided based on relative grading principle. The relative grading is applicable to ONLY those learners who have passed the examination as per the passing requirements enumerated above. For those Learners who have passed the theory course, the relative grading shall be done. The marks of those Learners who have passed only shall be given as input into the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each Learner. For a given theory course, if the Learners’ strength is greater than 30, the relative grading method shall be adopted. However, if the Learners’ strength is less than 30 then the fixed grading shall be followed with the grade range as specified below.</p> <table><tr><td>O</td><td>A+</td><td>A</td><td>B+</td><td>B</td><td>C</td><td>U</td></tr><tr><td>91-100</td><td>81-90</td><td>71-80</td><td>61-70</td><td>56-60</td><td>50-55</td><td>&lt;50</td></tr></table> <p>Fixed grading shall be followed with the grade range as specified below for award of grades for online NPTEL courses</p> <table><tr><td>O</td><td>A+</td><td>A</td><td>B+</td><td>B</td><td>C</td><td>U</td></tr><tr><td>90-100</td><td>80-89</td><td>70-79</td><td>60-69</td><td>50-59</td><td>40-49</td><td>&lt;40</td></tr></table> <p>For Practical courses and project work absolute grading method is to be followed as specified in the table above.</p> <p>The performance of a Learner shall be reported using letter grades, each carrying certain points as detailed below:</p>	O	A+	A	B+	B	C	U	91-100	81-90	71-80	61-70	56-60	50-55	<50	O	A+	A	B+	B	C	U	90-100	80-89	70-79	60-69	50-59	40-49	<40
O	A+	A	B+	B	C	U																							
91-100	81-90	71-80	61-70	56-60	50-55	<50																							
O	A+	A	B+	B	C	U																							
90-100	80-89	70-79	60-69	50-59	40-49	<40																							

Letter Grade	Grade Points*
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
SA (Shortage of Attendance)	0
W(Withdrawal)	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”, “C”.

‘SA’ denotes shortage of attendance (as per clause 10.3) and hence prevention from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the examination of the course. The grades RA and W will figure both in Grade Sheet as well as in Result Sheet. In both cases, the student must appear for the End Semester Examinations as per the Regulations. If the grade RA is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 10), but must appear for the end semester examination and fulfil the norms specified in clause 12 to earn a pass in the respective courses. If the grade RA is given to Project work, the course must be registered again and attendance requirement (vide clause 10) should be satisfied.

If the grade RA is given to EEC course (except project work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester fulfill the norms as specified in Clause 13 to earn pass in the course. However, attendance requirement need not be satisfied. The grades O, A+, A, B+, B, C obtained for the one/two credit courses (not part of curriculum) under the title ‘Value Added Courses’ and ‘internship/industrial training’ (if not part of curriculum) shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA then it shall not figure in the Grade Sheet.

14.2	<b>GRADESHEET</b>
	<p>After results are declared, Grade Sheets will be issued to each Learner which will contain the following details:</p> <ul style="list-style-type: none"> <li>• The college in which the candidate has studied.</li> <li>• The list of courses enrolled during the semester and the grade scored.</li> <li>• The Grade Point Average (GPA) for the semester and</li> <li>• The Cumulative Grade Point Average (CGPA) of all courses enrolled from the first semester onwards.</li> </ul> <p>GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.</p> <p>CGPA will be calculated in a similar manner, considering all the course registered from first semester. U grades will be excluded for calculating GPA and CGPA.</p> $\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i \text{ GP}_i}{\sum_{i=1}^n C_i}$ <p>Where,</p> <p><b><i>C<sub>i</sub></i></b> is the number of Credits assigned to the course</p> <p><b><i>GP<sub>i</sub></i></b> is the point corresponding to the grade obtained for each course</p> <p><b><i>n</i></b> is number of all courses successfully cleared during the semester in the case of GPA and during all the semesters in the case of CGPA.</p>

<b>15</b>	<b>ELIGIBILITY FOR THE AWARD OF DEGREE</b>
<b>15.1</b>	<p>A learner shall be declared to be eligible for the award of the M.B.A. Degree provided the learner has Successfully earned the required number of total credits as specified in the curriculum corresponding to the learner's programme within the stipulated time.</p> <p><b>M.B.A. (Full Time)</b></p> <ol style="list-style-type: none"> <li>Successfully completed the course requirements, appeared for the End-Semester examinations, and passed all the subjects prescribed in all the 4 semesters within a maximum period of 2 years reckoned from the commencement of the first semester to which the candidate was admitted.</li> <li>Successfully passed any additional courses prescribed</li> <li>No disciplinary action pending against the learner.</li> <li>The award of Degree must have been approved by the University.</li> </ol>
<b>15.2</b>	<b>CLASSIFICATION OF THE DEGREE AWARDED</b>
<b>15.2.1</b>	<p><b>FIRSTCLASS WITH DISTINCTION:</b></p> <p>A learner who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:</p> <p><b>M.B.A. (2 years) (Full Time)</b></p> <ul style="list-style-type: none"> <li>▪ Should have passed the examination in all the courses of all the four semesters in the learner's First Appearance within <b>three</b> years, which includes authorised break of study of one year. Withdrawal from examination (vide Clause 16) will not be considered as an appearance.</li> <li>▪ Should have secured a CGPA of not less than <b>8.50</b>.</li> <li>▪ Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.</li> </ul>
<b>15.2.2</b>	<p><b>FIRST CLASS:</b></p> <p>A learner who satisfies the following conditions shall be declared to have passed the examination in <b>First class</b>:</p> <p><b>M.B.A. (2 years) (Full Time)</b></p> <ul style="list-style-type: none"> <li>▪ Should have passed the examination in all the courses of all four semesters <b>within three years</b>, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).</li> <li>▪ Should have secured a CGPA of not less than <b>6.50</b></li> </ul>

<b>15.2.3</b>	<p><b>SECOND CLASS:</b></p> <p>All other learners (not covered in clauses 15.2.1 and 15.2.2) who qualify for the award of the degree (vide Clause 14.1) shall be declared to have passed the examination in <b>Second Class</b>.</p>
<b>15.2.4</b>	<p>A learner who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from Semester End Examinations as per clause 16 for the purpose of classification.</p>
<b>15.2.5</b>	<p><b>Photocopy/Revaluation</b></p> <p>A learner can apply for photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Department. The answer script is to be valued and justified by a faculty member, who handled the subject and recommended for revaluation with breakup of marks for each question. Based on the recommendation, the learner can register for the revaluation through proper application to the Controller of Examination. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Department. Revaluation is not permitted for practical courses, EEC Courses and ACA courses.</p> <p>A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.</p>
<b>15.2.6</b>	<p>Review Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Department. Candidates applying for revaluation only are eligible to apply for review.</p>

<b>16</b>	<b>PROVISION FOR WITHDRAWAL FROM SEMESTER END EXAMINATION</b>
<b>16.1</b>	A Learner may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the semester end examinations in any course or courses in ANY ONE of the semester end examinations during the entire duration of the degree program. The application shall be sent to the controller of examinations through the Head of the Department with required documents.
<b>16.2</b>	Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 10) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a courses / course, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 10) and earned continuous assessment marks. Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
<b>16.2.1</b>	In case of withdrawal from a course / courses, it will figure both in Marks Sheet as well as in Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.
<b>16.3</b>	If a student withdraws from writing end semester examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the end semester examination(s).
<b>16.4</b>	If a student applies for withdrawal from Project work, he/she will be permitted only after the submission of project report before the deadline. However, the candidate may appear for the viva voce examination within 30 days after the declaration of results and the same is not considered as reappearance.
<b>16.5</b>	Withdrawal is permitted for the end semester examinations in the final semester, as per clause 15.2.1

<b>17</b>	<b>PROVISION FOR AUTHORISED BREAK OF STUDY</b>
<b>17.1</b>	A Learner is permitted to go on break of study for a maximum period of one year as a Single spell.
<b>17.2</b>	Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree program. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the program in the middle of the semester for valid reasons, and to rejoin the program in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the Institution, in advance, but not later than the last date for registering for the semester end examination of the semester in question, through the Head of the Department stating the reasons therefore and the probable date of rejoining the program.
<b>17.3</b>	The candidates permitted to rejoin the program after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in Force the time of rejoining. The learners rejoining in new Regulations shall apply to the Head of the Institution in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
<b>17.4</b>	The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 15.2).
<b>17.5</b>	The total period for completion of the Program reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
<b>17.6</b>	If any Learner is prevented from appearing the semester end examination for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 17.1). No fee is applicable to Learners during the Break of Study period.

<b>18.</b>	<b>DISCIPLINE</b>
<b>18.1</b>	Every Learner is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. The Head of Institution shall constitute a disciplinary committee consisting of one Head of Department and other senior faculty from the faculty of the Learner, to enquire into acts of indiscipline and notify the Head of Institution about the disciplinary action recommended for approval.
<b>18.2</b>	If a Learner indulges in malpractice in any of the semester end or internal examination, he/she shall be liable for punitive action as prescribed by the Institution from time to time.
<b>19</b>	<p><b>RANK OF A LEARNER</b></p> <p>A Candidate who qualifies for the Degree by passing the examination in all courses of the entire Program in first attempt within a period of two consecutive academic years can be given his/her position in the class as rank. The Rank is determined through CGPA from I Semester to IVth Semester. Learners transferred from other institutions to Velammal Engineering College are not eligible for rank and Learners with history of arrears during the entire program are not eligible for rank.</p> <p>The candidate who secures first position in the examination based on CGPA will be given a rank certificate.</p>
<b>20.</b>	<p><b>SPECIAL CASES</b></p> <p>In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Academic Appeals Board. The Academic Appeals Board will offer suitable interpretations/ clarifications / amendments required for special case on such references and get the marks ratified in the next meeting of the Academic Council. The decision of the Academic Council will be final.</p>
<b>21.</b>	<p><b>REVISION OF REGULATIONS, CURRICULUM AND SYLLABI</b></p> <p>The institution may from time-to-time revise, amend or change the regulations, Curriculum, Syllabi and the scheme of examinations through the Academic Council.</p>