

Puducherry Technological University
Puducherry – 605014
(A Technological University of Government of Puducherry)



Regulations
for
MBA (International Business)

(With effect from academic year 2021-22)

(Approved in Seventh Academic Council meeting held on 31st July 2021)

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1. INTRODUCTION

- 1.1 The Regulations presented here is applicable to the MBA (International Business) of Puducherry Technological University (PTU) and binding on all parties concerned, including the Students, Faculty, Staff and Departments.
- 1.2 This set of Regulations contains the course structure, curriculum and the provisions governing the policies and procedures of imparting instructions of courses, conducting of examinations, evaluation and certification of students' performance leading to the said Degree Programme.
- 1.3 The set of Regulations, on approval by the Academic Council of PTU, may supersede all the corresponding earlier sets of Regulations of the University, along with all the amendments thereto, and shall be binding on all students undergoing the said Degree Programme.
- 1.4 This set of Regulations may evolve and get revised/refined or updated or modified or changed through appropriate approvals from the Academic Council, from time to time.
- 1.5 The effect of periodic refinements in the Academic Regulations & Curriculum, on the students *admitted now and in future years*, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations & Curriculum, without any undue favour or considerations.
- 1.6 All disputes arising from this set of Regulations must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all the parties concerned.
- 1.7 Any legal dispute that may arise from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the university and not that of any other parties.

2. DEFINITIONS

In these regulations, unless the context otherwise requires:

- a) **“University”** means Puducherry Technological University
- b) **“Programme”/“Degree”** means, PG Degree Programme, (MBA in IB degree programme)
- c) **“Branch”/“Discipline”** means, specialization or discipline of MBA. degree programme
- d) **“Parent Department”** means, the department that offers the degree programme
- e) **“BoS”** means, the Board of Studies for the programmes offered by a department
- f) **“HoD”** means, Head of the Academic Department
- g) **“Course Instructor”** means, a Faculty teaching a theory/laboratory subject
- h) **“Course”/“Subject”** means, a theory subject or practical subject offered in a semester
- i) **“Core Subject”** means, a compulsory subject in the curriculum
- j) **“Elective Subject”** means, an optional subject in the curriculum
- k) **“Odd Semester”** means, the Semester that is typically from July to November
- l) **“Even Semester”** means, the Semester that is typically from January to April
- m) **“Summer Vacation”** means, the inter semester vacation between Even Semester and Odd Semester
- n) **“Period”** means, Duration of one unit of a theory/practical class (*shown in the time table*) which is normally 50 minutes
- o) **“Enrollment”** means, Enlistment of a student in the rolls of a class in an academic year
- p) **“Arrear”** means, a subject in which a student has failed (*has not fulfilled the examination passing criteria*)
- q) **“Regular Examination”** means, an examination conducted in a semester for a subject which is prescribed in the curriculum of that semester
- r) **“Arrear Examination”** means, a semester examination conducted exclusively for the students who have failed in previous attempts
- s) **“First Attempt”** means, appearance in the semester examination of a subject in a semester in which the student has registered for the subject. If a student has registered for a subject in a semester and ‘Absent’ for the semester examination conducted in that semester, it is also treated as the *First Attempt*.
- t) **“He”** includes both genders he and she; Similarly “him” includes “her” as well

3. BRANCHES OF STUDY

The University offers MBA Programme in the specializations given below-

MBA (International Business) (*offered by the Department of Science and Humanities*)

4. ELIGIBILITY FOR ADMISSION

All candidates seeking admission to the **First year of MBA Degree** shall be required to satisfy the eligibility criteria given below:

MBA (International Business) - The minimum academic eligibility for a candidate to apply for this program should be a graduate in any discipline of course (10+2+3)/(10+2+4)/(10+3+3). Preferably candidates for this program are students having entrepreneurial mindset and ideas, passion for innovation and strong determination to build and run startup as career. The candidates Should have Passed Bachelor's Degree of minimum 3 years duration through regular course of study from an AICTE approved institution (or) an examination of any University or Authority approved by the Pondicherry University as equivalent thereto, with at least 50% marks (45% marks in case of candidates belonging to reserved category) or equivalent CGPA in the degree examination.

Note: *There is no age limit for this programme.*

5. DURATION OF THE PROGRAMME

Duration of the MBA. programme shall be Four Semesters [Two years] with 18 instruction weeks per semester. The maximum period to complete the programme shall be eight consecutive semesters [four years].

6. PROGRAMME STRUCTURE

6.1 The curriculum of every Programme will have courses that are categorized as follows:

- | | | | |
|----|----------------------|---|----|
| a) | Core – Classroom | - | CC |
| b) | Elective – Classroom | - | EC |
| c) | Outside Classroom | - | OC |
| d) | Capstone Project | - | CP |
| e) | Action Learning | - | AL |

6.2 **Highlights of the Curriculum:** The medium of instruction is **English**. The curriculum shall have a classroom core courses, Elective classroom courses, outside classroom skill development courses, projects and action learning programs offered in four semesters.

The curriculum will have Action learning programs for experiential learning. A major component of the MBA curriculum is the 'Project Work' which is carried out in two phases: Phase-I and Phase-II.

6.3 Credits:

- i) Each course is assigned credits as detailed below:
 - a. 4 credits for all Core - Classroom theory courses (4 lecture periods per week)
 - b. 4 credits for all Elective – Classroom theory courses (4 lecture periods per week)
 - c. 2 credits for all outside classroom sessions (4 practice hours per week)
 - d. 2 credits for all Action Learning segment
 - e. 8 credits for all Project Work (8 practice hours per week)
- ii) Total number of credits of all the courses in the curriculum of any programme shall be between **100** and **102**. Credits to be earned in each category of courses are as follows;

6.4 **Core – Classroom** Courses are compulsory theory courses offered in the MBA programme.

6.5 **Elective – Classroom** Courses are to be chosen from a list of approved elective courses of MBA programme in a particular semester.

6.6 **Outside Classroom:** Outside classroom activity course is a practical skill-oriented laboratory course carrying two credits and is offered in every semester.

6.7 **Action Learning:** Students shall earn credits under Action Learning course category through experiential learning. This Action Learning courses include port visits, internships and skill development programs.

6.8 **Project Work:** Project work is a concise work that can be carried out individually by the students enrolled in MBA IB programme. The project work may be either experimental or theoretical in nature, emphasizing on the current trends of the specialization. After completing the project, the student is required to submit a project report and present a seminar on the project carried out. An internal assessment will be conducted by a committee constituted for this purpose and a grade will be awarded. There will not be end semester examination for this course.

7. ASSESSMENT PROCEDURE - TESTS AND EXAMINATIONS

7.1 Core – Classroom / Elective – Classroom Courses:

- i) All Core – Classroom / Elective – Classroom courses shall be assessed as follows:

Assessment Method	Marks
Continuous Assessment	40
Semester Examination (Duration: 3 Hours)	60
Total	100

ii) *Continuous Assessment* shall be based on two cycle tests carrying 15 marks each and assignments carrying 10 marks. Assignments shall be in the form of problems, small projects, quizzes, design problems etc., depending upon the subject content.

iii) The pattern of Semester *Examination* question paper is as follows: The question paper will contain five questions, one question from each unit with 'either' 'or' choice. Each question carries twelve marks. Based on the necessity each question may contain sub divisions.

7.2 Outside Classroom Courses:

i) All outside classroom courses shall be assessed as follows:

Assessment Method	Marks
Continuous Assessment	40
Semester Examination (Duration: 3 Hours)	60
Total	100

ii) *Continuous Assessment* shall be based on the regular Outside Classroom exercise and records, internal laboratory test and viva voce.

Regular Outside Classroom exercise and record : 15 marks

Internal Activities / Tests : 15 marks

Viva Voce : 10 marks

iii) The *Semester Examination* of the Outside Classroom courses will be evaluated for 60 marks by a panel of examiners comprising of an internal examiner and an external examiner. The Break-up of marks is as follows:

Procedure / Methodology : 10 marks

Practical work : 30 marks

Viva-Voce : 20 marks

7.3 Action Learning / Internship / Industrial Training

- i) Internship / Industrial training with minimum duration of 15 days shall be accessed for 100 marks
- ii) The distribution of marks under *Continuous Assessment* shall be as follows:

<i>Attendance</i>	: 20 marks
<i>Report</i>	: 50 marks
<i>Oral Presentation and Viva Voce</i>	: 30 marks

The continuous assessment will be carried out by a committee of three faculty members. One of members is the guide and the other two are faculty members nominated by the Head of the Department. The grades will be awarded on an absolute scale as S: 100-91; A: 90-81; B:80-71; C: 70-61; D: 60-55; E: 54-50.

- 7.4 **Project Work** - Phase I and phase II of the Project Work will be evaluated for 500 marks as detailed below

Internal Continuous Assessment (Marks)		External Assessment (Marks)	
Mentor	100	External Examiner Evaluation	150
First Evaluation	75	Viva Voce (external examiner)	50
Second Evaluation	75	Viva Voce (internal examiner)	50
Total	250	Total	250

The total marks scored out of 500 will be scaled down to 100 and the grade will be awarded on an absolute scale as S: 100-91; A: 90-81; B:80-71; C: 70-61; D: 60-55; E: 54-50 Internal evaluation should be done by a committee comprising of two faculty members (other than guide) appointed by the Dean (Examinations) on recommendation of the Head of the Department.

8. DECLARATION OF RESULTS

- 8.1 **Examination Passing Criteria:** A student is declared to have ***passed*** in a course if he gets 40% marks and above in the Semester Examination and 50% marks and above overall

(Semester Exam marks and Continuous Assessment marks put together).

- 8.2 **Evaluation of Semester Examination Answer Scripts:** Semester examination answer scripts (theory) will be evaluated independently by two examiners appointed by the Dean (Examinations) and if the difference in marks awarded to an answer script by the examiners is less than 15 percent of the total marks earmarked for the semester examination, then the average of the marks awarded by the two examiners is taken as the mark scored in the examination. If the difference in marks is greater than 15 then, the answer script will be evaluated by a third examiner and the mark awarded by the third examiner is taken as the final score.
- 8.3 **Grade Card:** On declaration of results, Grade Cards will be issued to the students. The Grade Card will contain the list of courses for that semester, the grades obtained by the student, the GPA and the CGPA.

9. AWARD OF GRADES

The performance of students in a course is expressed in terms of Letter Grades, each carrying certain Grade Points. A total of Six passing Grades namely S, A, B, C, D and E is awarded. Total marks (*sum of Continuous Assessment and Semester Examination marks*) in percentage (%) secured by a student in a subject is used for computing his Grade by fitting the percentage mark into the Range of Marks assigned for each Grade. The Range of Marks for each one of the six Grades is calculated by taking the difference ($DM = M - 50$) between the highest mark (M) and the minimum pass mark (50) and dividing this difference DM into 6 equal intervals. This Interval, defined as $K = DM/6$, should not be rounded off to less than two decimal places. Calculation of Range of Marks for the six Grades is as shown in the Table below. The Range of Marks ($M-K$), ($M-2K$), ($M-3K$) etc., shall be rounded off to the nearest whole number. The Range of Marks calculated for each one of the six grades shown in the Table below forms the **Grading Scale** for fixing the Grades in the regular examination of a particular subject.

Table: Grading Scale

Range of Marks (%)	Letter Grade	Grade Points
M to (M-K)+1	S	10
(M-K) to (M-2K)+1	A	9
(M-2K) to (M-3K)+1	B	8
(M-3K) to (M-4K)+1	C	7
(M-4K) to (M-5K)+1	D	6
(M-5K) to 50	E	5
Below 50 (Fail)	F	0

If the highest mark scored in a subject is 75% or less, then the Grade will be awarded based on the following Table.

Table: Grading Scale if the highest mark if 75% or less

Range of Marks (%)	Letter Grade	Grade Points
75 to 71	A	9
70 to 66	B	8
65 to 61	C	7
60 to 56	D	6
55 to 50	E	5
Below 50	F	0

9.1 The **Grading Scale** computed for a particular subject based on the highest mark scored in a regular examination will be used as it is for the subsequent arrear examinations irrespective of the highest mark scored in these examinations and this Grading Scale will remain effective until the next regular examination.

9.2 The other Letter Grades that shall be indicated in the Grade Card are as follows:

Criterion	Letter Grade	Grade Point
Failed to Score Pass Mark in the Subject	F	0
Audited the Course	X	-
Absent for the semester examination	Z	0

'F' grade denotes failure in the course, 'X' Grade denotes that the student has audited the course and 'Z' grade denotes absent for the Semester Examination. A student who has secured 'F'/'Z' grade shall reappear for the examination in the following semesters. A student who has scored a pass grade cannot reappear for the examination.

9.3 A student securing 'F' grade in an elective course may reappear for the examination in the following semester or drop the elective course and subsequently register for another

elective course in the following semester in place of the dropped elective course.

- 9.4 *Grade Point Average* (GPA) indicates the performance of a student in all the examinations appeared by him in a particular semester. GPA score will appear in all the Semester Examination Grade Cards. The *Grade Point Average* (GPA) for a particular semester is calculated as the ratio of the sum of the products of the number of Credits of a course (C_i) and the Grade Points scored in that course (GP_i), taken for all the courses, to the sum of the number of credits of all the courses (n) registered in that semester.

$$GPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where, n is the number of courses registered in that semester.

- 9.5 *Cumulative Grade Point Average* (CGPA) indicates the performance of a student in all the examinations appeared by him up to a particular semester. CGPA score will appear in all the Semester Examination Grade Cards. The *Cumulative Grade Point Average* (CGPA) up to a particular semester is calculated as follows:

$$CGPA = \frac{\sum_{i=1}^N C_i GP_i}{\sum_{i=1}^N C_i}$$

where, C_i is the Credit of a course, GP_i is the Grade Point obtained by the student in that course and N is the total number of courses registered up to that semester. For a student who has withdrawn from writing examinations of all courses in a semester as one unit, N is counted as total number of courses registered up to that semester minus the number of courses withdrawn.

10. REGISTRATION AND ENROLLMENT

- 10.1 All the students of the MBA programme shall register for the courses during a specified period in the beginning of the semester provided he fulfills the eligibility criteria prescribed for enrollment and for registration of courses in that particular semester. The Dean (Academics) shall regulate the registration process.
- 10.2 A student will be eligible for enrolment only if he has cleared all the dues to the University, Hostel, and Library up to the end of the previous semester and not been debarred from

enrolment by disciplinary action committee of the University.

10.3 List of students enrolled in a particular semester of a branch of study shall include

- i) Students who rejoin the programme after temporary break (*vide Regulation 13*)
- ii) Students who rejoin the programme after having been stopped from moving to higher semester due to non-fulfillment of attendance/credit requirement (*vide Regulation 14*)
- iii) Students who are otherwise eligible for enrollment (*vide Regulation 10.2*)

10.4 **Eligibility for Registration:** A student is eligible to register for courses in the third semester only if he has earned **a minimum of 40 credits** in the first and second semesters put together. A student who is ineligible to register for courses in the third semester (*due to shortage of minimum required credits*) shall discontinue the programme temporarily and rejoin the third semester (*in the following academic year*) after earning the prescribed minimum number of credits.

10.5 **Dropping of Courses:** After completing the registration of courses for a particular semester, if for some reason a student wants to drop one or more elective courses, he can do so within three weeks of the commencement of the semester with the written approval of the PG programme coordinator and the Head of the Department. However, a student is not permitted to drop the core courses.

11. ELIGIBILITY FOR APPEARING FOR SEMESTER EXAMINATION

11.1 There shall be not any adverse report regarding the conduct of the student to be eligible to appear for the semester examination.

11.2 Although 100% overall attendance in all the courses in a semester is desirable, a student should not have less than 75% overall attendance to become eligible to appear for the examination.

11.3 A student, whose overall attendance falls below 75% but 60% and above in a semester, on account of medical reason shall be permitted to appear for semester examination after payment of prescribed condonation fee along with a medical certificate obtained from a medical officer and duly acknowledged by the in-house medical officer of this university.

11.4 A student whose overall attendance in a semester falls below 60% shall not be permitted to appear for the semester examination and shall not be allowed to move to the next

semester. A student who is stopped from moving to the higher semester is required to rejoin the course in the same semester in the following academic year.

12. WITHDRAWAL FROM SEMESTER EXAMINATION

- 12.1 A student, who is otherwise eligible to appear for the semester examinations, will be permitted to withdraw from appearing for the entire Semester Examination as one unit for valid reasons and on the recommendation of the Head of the Department and with the approval of the Dean (Academics). Withdrawal application shall be made before the commencement of the last examination pertaining to the semester. Such withdrawal shall be permitted **only once** during the entire programme.
- 12.2 A student who has withdrawn from appearing for semester examinations in a particular semester should appear for the examinations of all the withdrawn subjects in the next semester itself.
- 12.3 Other conditions being satisfactory, candidates who withdraw from semester examinations are eligible to be awarded *First Class with Distinction* whereas, they are not eligible to be awarded a *rank*.
- 12.4 Only a student who has not failed in any subject in all the previous semesters (*eligibility condition for 'First Class with Distinction' classification*) is eligible to opt for the Withdrawal from the semester examinations.

13. TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

A student may be permitted by the Dean (Academics) to withdraw temporarily from the programme for reasons of ill-health or for any other valid reasons on the recommendation of HoD. A candidate after temporary discontinuance may rejoin the course at the commencement of the semester at which he discontinued. However, the total period of the completion of the course, reckoned from the commencement of the first semester to which the candidate was admitted, shall not in any case exceed four years (*eight continuous semesters*), including the period of authorized temporary discontinuance.

14. MOVEMENT TO HIGHER SEMESTERS

- 14.1 A student can move to the next semester provided he has fulfilled the minimum

attendance requirement for appearing in the semester examination and the minimum credit requirement for registration of courses.

- 14.2 The student who has failed to fulfill the above conditions will not be permitted to move to the higher semester, and shall rejoin the programme only after a temporary break.
- 14.3 A student, after the temporary break, will be permitted to rejoin the programme at the appropriate semester along with the regular students at the time of normal commencement of that semester.
- 14.4 A student who rejoins the programme after the temporary break shall be governed by the rules, regulations, courses of study and syllabus in force, at the time of his rejoining the course.

15. CLASSIFICATION

After successful completion of the programme, degree will be awarded as per the following classifications based on the final CGPA:

- 15.1 Students who have successfully completed the programme within four consecutive semesters and obtained a final CGPA of **8.5** or above by passing all the courses in the first appearance will be declared to have passed in ***First Class with Distinction***. Students who have obtained 'F' or 'Z' grade in any of the courses in the entire programme and subsequently passed the examinations with a final CGPA of 8.5 or above are not eligible for ***First Class with Distinction*** classification. However, those students who have opted for authorized withdrawal from examination or temporary break of study will be eligible for ***First Class with Distinction*** classification.
- 15.2 Students who have obtained a final CGPA of **6.5** or above, but below **8.5** will be declared to have passed in ***First Class***. Students who have lost the eligibility for ***First Class with Distinction*** classification (by obtaining 'F' or 'Z' grade in any of the courses in the entire programme and subsequently passing the examinations with a final CGPA of 8.5 and above) shall also be declared to have passed in ***First Class***.
- 15.3 Students who have obtained final CGPA below **6.5** will be declared to have passed in ***Second Class***.
- 15.4 ***Two Ranks*** will be awarded in each branch of study in the order of merit among the students who are declared to have passed in First Class with Distinction. However, a student who has successfully completed the programme after availing the provision of

'Withdrawal from Examinations' and declared to have passed in First Class with Distinction, is not eligible for the award of rank. Separate *Rank Certificates* will be issued to all the Rank Holders.

16. CONSOLIDATED GRADE CARD

At the end of the programme, all successful students will be issued a consolidated *Grade Card* which will contain among other things, the following particulars:

- a) Grades in the subjects of all the semesters with month and year of passing
- b) CGPA
- c) Classification - First class with Distinction / First class / Second class

17. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be eligible for the award of the degree of the Master of Business Administration (MBA) only if he:

- a) has earned the required number of credits specified in the curriculum of the relevant branch of study within the maximum duration prescribed;
- b) has no dues to the Institution, Library, Hostels, etc., and
- c) has no disciplinary proceedings pending against him.

18. PG PROGRAMME COMMITTEES

- 18.1 Every MBA Programme will have a *PG Programme Committee* comprising of all the faculties offering courses in the programme and two students from the respective class. The PG programme committee will be chaired by the Head of the Department and convened by a *PG Programme Coordinator*. A faculty member in the rank of Professor / Associate Professor who is handling a course in the PG programme will be designated by the concerned HoD as the PG programme coordinator for the MBA programme. The HoD will constitute the PG Programme committee for each one of the MBA courses and communicate the same to the Dean(Academics) for information.
- 18.2 It shall be the duty and responsibility of the committee to review periodically the progress of the courses in the programme, discuss the problems concerning the curriculum and syllabi and conduct of classes.
- 18.3 The committee shall make suggestions, if and when necessary, to individual Faculty on the assessment procedure for the courses. The committee will also bring to the notice of the Head of the Institution any difficulty encountered in the conduct of the classes or any other pertinent matter.

18.4 The committee shall meet at least twice a semester and minute the proceedings.

19. ACADEMIC APPEALS BOARD

The entire process of Continuous Assessment shall be made transparent, and the course instructor shall explain to a student why he gets whatever marks awarded, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he can make an appeal to the *Academic Appeals Board* for review of marks awarded. Before appealing for such review, a student shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options in situations where satisfactory actions/ remedial measures have not been taken, the student may appeal to the Academic Appeals Board. The Academic Appeals Board is constituted with Dean (Academics) as convener, Associate Deans (Academics) and one senior level professor as members, and the concerned Head of the Department and PG programme coordinator as co-opted members. The board will receive the grEntree/complaints in writing from the aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Principal, for necessary action.
