

REGULATIONS FOR M.B.A (CREDIT SYSTEM) DEGREE PROGRAMME

of

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at

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1 INTRODUCTION:

- 1.1 These regulations of MBA (Credit System) Degree Program conducted at the NMAMIT, Nitte campus shall be called “**JKSHIM Regulations for MBA**”.
- 1.2 The provisions contained in this set of regulations govern the policies and procedures on the registration of students, imparting instructions of the course, conducting of examinations and evaluation and certification of students’ performance and all amendments there to leading to the aforementioned degree program.
- 1.3 This set of regulations, on approval by the Academic Council and Governing Council, shall supersede all the corresponding earlier sets of regulations of MBA Degree program along with all the amendments thereto, and shall be binding on all the students undergoing MBA (Credit System) conducted at the JKSHIM - Department of Business Administration at NMAMIT, Nitte campus with effect from its date of approval and is applicable for students admitted to **01st Year after July 2018**. This set of regulations, may evolve and get modified or changed through appropriate approvals from the Academic Council / Governing Council from time to time, and shall be binding on all stakeholders (the Students, Faculty, and Staff of JKSHIM). The decision of the Academic Council/ Governing Council shall be final and binding.
- 1.4 In order to guarantee fairness and justice to the parties concerned in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.
- 1.5 The Academic Council may consider any issues or matters of concern relating to any or all the academic activities of the NMAMIT courses for appropriate action, in addition to the provisions made in this set of regulations.

1.6 TITLE OF THE COURSE:

The course shall be called **Master of Business Administration** course abbreviated as MBA -

Credit System.

1.6 DURATION OF THE COURSE:

1.7 The duration of program will be 02 years with four semesters. Each semester shall normally consist of 19 weeks` duration.

Suggested break down of academic year into semesters:

1. No. of semesters / year	Three; Two being Main Semesters and one being a Supplementary Semester; after 02 Main Semesters
2. Semester duration	Main semester :19 Weeks; Supplementary Semester: 08 weeks
3. Academic Activities (Weeks):	Main semester Registration of Courses & Course Work (16.0) Preparation, Examination and Declaration of Results (3.0) Total (19) Supplementary Semester Registration and course work(7.0) Preparation, Examination and Declaration of Results(1.0) Total (8) Inter- Semester Recess: After each Main Semester (2) Project work after the end of Fourth Semester (8) (Note: In each Semester, there shall be a provision for students for registration of courses at the beginning, dropping of courses in the middle and withdrawal from courses towards the end, under the advice of faculty members. These facilities are expected to enhance the learning capabilities of students, minimize their chances of failure in courses registered and also ensure their better monitoring by Faculty Advisors).

A candidate shall be allowed a maximum duration of four years from the first semester after admission to become eligible for the award of MBA degree, failing which the candidate has to re-register as a fresh candidate for obtaining the Degree.

The calendar of events in respect of the course shall be fixed by the Academic Senate/Governing Council/Departmental Post-Graduate Committee (DPGC) of JKSHIM from time to time, but normally in line with the Academic Calendar of the VTU.

MBA 2.0 ELIGIBILITY FOR ADMISSION:

Admission is open to the Master of Business Administration course, to all the candidates who possess a Bachelor's Degree of minimum three years duration recognized by VTU or any other

examination recognized by VTU as equivalent thereto and shall have passed the prescribed qualifying examinations with not less than 50% of the marks in the aggregate of all the years of the degree examinations. However, in the case of the candidate belonging to SC/ST and any other groups classified by the Government of Karnataka for such purpose from time to time the aggregate percentage of marks in the qualifying examinations shall not be less than 45%.

There shall be an Entrance Examination for admission to MBA Course. The Admission Committee (CPAC) of the State shall conduct the Entrance Examination and shall also conduct the counseling of the candidates for Govt. seats.

For the Management seats, candidates appeared for MAT/CAT/KMAT/PGCET is considered and a merit list is prepared by the Admission Committee of JKSHIM. Based on the performance of the candidates in the entrance examination, group discussion, personal interview and merit in the qualifying examination, ranking shall be done and accordingly admission shall be made in the order of merit. The maximum number of seats under various categories (regular, and SC/ST etc.) shall be as per the directives of the AICTE, State Government and VTU.

All graduates other than the graduates of VTU shall have to obtain Eligibility Certificate from the VTU to seek MBA admissions.

MBA 3.0 REGISTRATION:

MBA 3.1 Every student after consulting his Faculty Advisor is required to register for the approved courses with Departmental Post Graduation Committee (DPGC) at the commencement of each semester on the days fixed for such registration and notified in the academic calendar.

MBA 3.2 Lower and upper limits for credits registered in a semester:
A student must register for a **minimum of 20 credits and up to a maximum of 30 credits**. However, the minimum/maximum credit limit can be relaxed by the DPGC, only under exceptional circumstances.

MBA 3.3 Mandatory Pre-Registration for higher semesters:
In order to facilitate proper planning of the academic activities of a semester, it is essential for the students to declare their intent to register for a course well in advance, before the actual start of the next academic session, through the process of Pre-Registration which is mandatory for all students of all semesters.

MBA 3.4 **Course Pre-Requisites:**
For a student to register for some course(s), it may be required either to have exposure in, or to have completed satisfactorily, or to have prior earned credits in some specified

course(s). In such instances, the DPGC shall specify clearly any such course prerequisites as a part of the curriculum.

MBA 3.5 Students who do not register on the day announced for the purpose may be permitted late registration up to the notified date in the academic calendar on payment of late fee prescribed from time to time.

MBA 3.6 Registration in absentia shall be allowed only in exceptional cases on the recommendation of DPGC through the authorized representative of the student.

MBA 3.7 A student shall be permitted to register in the subsequent semester only if he has-

- (a) Satisfied all the academic requirements to continue with the Program of Study without termination,
- (b) Cleared all Institute and Hostel dues/fines (if any) of the previous semesters,
- (c) Paid all required advance payments of the Institute and Hostel for the semester; and
- (d) Not been debarred from registering on any specific ground by the Institute / VTU.

MBA 3.8 Medium of instruction, examination and evaluation shall be English.

MBA 4.0 **COURSE STRUCTURE:**

MBA 4.1 Credit Requirement for the MBA Degree is **100. (As per the AICTE-Model Curriculum)**

MBA 4.2 The total course package of MBA Degree program shall normally consist of the following components:

Course Category	Percentage of Total Credits		Average No. of Credits (Typical)
	Minimum	Maximum	
Core Courses (Hard/Soft)	45	60	50
Electives (Specialization/Others)	20	35	25
Seminar	02	10	05
Field Work/Internship & Project Work	10	25	20
Total			100

MBA 4.3 The DPGC shall discuss and recommend the exact credits offered for the program for the above components, the semester-wise distribution among them, as well as the syllabus of all postgraduate courses offered by the department from time to time before sending the same to the Board of Studies (BOS). The BOS shall consider the proposals from the department and make recommendations to the Academic Council for consideration and approval.

MBA 5.0 DEGREE REQUIREMENTS

MBA 5.1 The degree requirements of a student for the MBA Degree program are as follows.

(a) *VTU Requirements:*

(i) Earned credit requirement for MBA Degree is **100**

(ii) Satisfactory completion of all Mandatory Learning Courses.

(b) *Program Requirements:*

Minimum Earned Credit Requirements on all Core Courses, Elective Courses, Audit Courses, Seminar & General Attitude Test, and Project Report as specified by the DPGC and conforming to Clause No. MBA 4.0 (Course Structure) above.

MBA 5.2 ATTENDANCE REQUIREMENTS

MBA 5.2.1 All students shall attend every lecture, tutorial and practical classes. The attendance requirement shall be **minimum of 85%** of the classes actually conducted. However, the Director by virtue of powers delegated to him, may condone attendance to an extent of 10% only in special cases such as medical emergencies or any other contingencies. Director may also condone the attendance if a student participates in any institute sponsored activities such as management festival, sports, games, seminars and workshops etc. Each course of the Semester shall be treated as a separate unit for calculation of the attendance. Institute may introduce an attendance monitoring system as considered necessary to ensure regular attendance.

MBA 5.2.2 A candidate who does not satisfy the attendance requirement mentioned as above shall not be eligible to appear for the SEE of that course of the relevant Semester. The candidate shall be required to repeat that **course / Semester** during supplementary Semester or along with regular students later on.

MBA 5.2.3 If a candidate, for any reason, discontinues the course in the middle, he / she may be permitted to register to continue the course along with subsequent batch, subject to the condition that he/ she shall complete the class work and seminar including the

submission of dissertation within maximum stipulated period. Such a candidate is not eligible to be considered for the award of rank.

MBA 5.2.4 The Director of the MBA program shall notify regularly, the list of such candidates who fall short of attendance. The list of the candidates falling short of attendance shall be sent to the (C.O.E) with a copy to Principal, NMAMIT at least one week prior to the commencement of the Examination.

MBA 5.3 ABSENCE DURING THE SEMESTER:

MBA 5.3.1 Leave of Absence:

- a) If the period of leave of a student is more than **five days** and less than three weeks, prior application for leave shall have to be submitted to the Director of JKSHIM with the recommendation of the Faculty- Advisor stating fully the reasons for the leave request along with supporting documents.
- b) It will be the responsibility of the student to intimate the course instructors, regarding his/her absence before availing leave.

MBA 5.3.2 Absence during Internal Assessment Examinations:

A student who remains absent from an Internal Assessment Examination due to illness or any other contingencies shall submit an application to the Director through the Course Instructor concerned, stating the reasons for absence and make an appeal for re-examination, within three days from the date of the concerned examination. The Director's decision in this regard is final.

MBA 5.3.3 Absence during Semester End Examination:

In case of absence for Semester-End Examination, on medical grounds or other special circumstances, the student can apply for 'I' grade in that course with necessary supporting documents and certifications by authorized personnel to the Director of MBA Program immediately after the end of that examination. The Director may consider the request depending on the merits of the case, and after consultation with the course instructor, permit the makeup Semester-End Examination. and 'I' grade will then be converted to an appropriate letter grade, as per Clause No. 7.3.

MBA 6.0 WITHDRAWAL FROM THE PROGRAMME:

MBA 6.1 Temporary withdrawal:

- (a) A student who has been admitted to a Post Graduate degree program of JKSHIM may be permitted to withdraw temporarily, for a period of one Semester or more on the grounds of prolonged illness or any other contingencies provided:
- i) He/she applies to the Institute stating fully the reasons for withdrawal together with supporting documents and endorsement from his parent / guardian,
 - ii) The DPGC is satisfied that, without counting the period of withdrawal, the student is likely to complete his requirements of the degree within the time specified (refer: MBA 5.0 "Degree requirements")
 - iii) There are no outstanding dues or demands to the Institute/Hostels etc.
 - v) The tuition fees for all the subsequent Semesters may be collected in advance based upon the severity of the case before giving approval for such temporary withdrawal.
 - v) Scholarship holders are bound by the appropriate rules applicable to them.
 - vi) The decision of the DPGC regarding withdrawal of a student is final and binding.
- Normally, a student will be permitted only one such temporary withdrawal during his tenure as a student and this withdrawal will not be counted for computing the duration of study.

MBA 6.2 Permanent Withdrawal:

Any student who withdraws admission before the closing date of admission for the Academic Session is eligible for the refund of the deposits only. Fees once paid will not be refunded on any count. Once the admission for the year is closed, the following conditions govern withdrawal of admissions:

- (a) A student who wants to leave the Institute for good will be permitted to do so (and take Transfer Certificate from the Institute, if needed) only after remitting the tuition fee as applicable for all the remaining Semesters and clearing all other dues, if any.
- (b) Those students who have received any scholarship, stipend or other forms of assistance from the Institute shall repay all such amounts in addition to those mentioned in Clause No: MBA 6.2 (a) above.
- (c) The decision of the DPGC regarding withdrawal of a student is final and binding.

MBA 7.0 EVALUATION SYSTEM:

MBA 7.1

Each candidate shall obtain not less than 40% of the maximum marks prescribed for the Continuous Internal Evaluation (CIE) in each Course including MIA and Project Report.

CIE Marks for all the courses shall be based on two internal assessment tests and course specific activities such as seminars, quizzes, assignments, mini projects, class participation, oral examination etc.

The candidates obtaining less than 40% in CIE in any subject shall not be eligible to appear for the examination in that subject(s). In such cases, the Director may arrange for re-registration of the course during Supplementary Semester.

The candidates shall write the Internal Assessment Test in the books /sheets provided by the Institute and this shall be maintained by the Course Instructor for one month from the date of announcement of result and may be made available for verification as per the directions of the C.o.E within that stipulated period.

The CIE Marks sheet (Grade Sheet) shall bear the signature of the concerned Teacher and the Director. The CIE Marks shall be displayed on the notice board and corrections, if any, shall be incorporated before sending to C.o.E.

The CIE marks shall be sent to C.O.E well in advance before the commencement of theory examinations by the Director of the Institute / Head of the Department. No corrections of the CIE Marks shall be entertained after the submission of Grade sheet containing CIE marks to the C.o.E.

MBA 7.2 Course Credit Assignment:

Every Course comprises of specific Lecture Schedule. The course Credits are fixed based on the norm of one lecture contact hour per week being one credit.

MBA 7.3

The Academic Performance Evaluation of a student shall be according to a Letter Grading System, preferably based on the class performance distribution, and not based upon any fixed prior mappings or any absolute scale conversions from the Raw-Scores Scale to the Grade Points Scale. However, in the initial stages the following table should be followed. The letter grades (S, A, B, C, D, E and F) indicate the level of academic achievement assessed on a decimal (0-10) scale.

The suggested passing standards are to have CIE \geq 40%, SEE \geq 40% and CIE +SEE to have a grade letter or at least E. Students obtaining 'F' Grade should re- Register for the course when offered next.

The distribution of weight age among CIE and SEE are as follows:

CIE- 50 Marks and SEE – 50 Marks.

Variation in the above is subject to the approval of DPGC and academic council.

i) **Letter Grades and Grade Points:**

a) Depending on the **Letter Grades** assigned, a student earns certain **Grade Points**. As the Grading system can have different scales for Grade points (like 5, 8, 10.) with more number of points in the scale being desirable for providing higher resolution in the assessment. Hence the Department of Business Administration shall follow 10-Point Grading system for both relative grading system and the absolute grading system.

Table No.01: Grading Points Scales for both Relative and Absolute Grading

Level	Out-standing	Excellent	Very Good	Good	Above Average	Poor	Fail
Grade	S	A	B	C	D	E	F
Grade Points	10	09	08	07	06	04	00
Scores (Marks Range %)	≥ 90	< 90 - ≥ 80	< 80 - ≥ 70	< 70 - ≥ 60	< 60 - ≥ 50	< 50 - ≥ 40	< 40

b) The **Grade Points** system given in Table No. 01 will help in the evaluation of **Credit Points** earned by a student in a course as the **Credit Points** are equal to the number of Credits assigned to the course multiplied by the **Grade Points** awarded to the student in the course. This shall be used in arriving at the **Credit Index** of the student for that Semester, as it is the sum total of all the **Credit Points** earned by the student for all the courses registered in that Semester.

MBA 7.4 **The Course Instructor shall announce in the class and/or lesson plan the details of the Evaluation Scheme**, including the distribution of the weightage for each of the components and the method of conversion from the raw scores to the letter grades within the first week of the Semester in which the course is offered, so that there are no ambiguities in communicating the same to all students concerned.

MBA 7.5 a) The Transitional Grades 'I', 'W' and 'X' would be awarded in the following cases. These would be converted into one or the other of the letter grades (S- F) after the student completes the course requirements:

Grade 'I': To a student having satisfactory attendance at classes and meeting the passing standard at CIE, but remained absent from SEE for valid & convincing reasons acceptable to the Institute, like:

- (i) Illness or accident, which disabled him/her from attending SEE;
- (ii) A calamity in the family at the time of SEE, which required the student to be away from the Institute;

Grade 'W': To a student having satisfactory attendance at classes, but withdrawing from that course before the prescribed date in a semester under Faculty Advice;

Grade 'X': To a student having high CIE rating ($\geq 60\%$) in a course, but SEE performance observed to be poor, which could result in an overall F Grade.

- b) The *Make Up Examination* facility would be available to students who may have missed to attend the SEE of one or more courses in a Semester for valid reasons and given the 'I' grade; Also, students having the 'X' grade shall also be eligible to take advantage of this facility. The makeup examination would be held as per dates notified in the Academic Calendar. However, it would be possible to hold a make up examination at any other time in the semester with the permission of the Academic Council of the College. In all these cases, the standard of SEE would be the same as the normal SEE.
- c) All the 'I' and 'X' grades awarded to the students would be converted to appropriate letter grades and communicated to the College authorities within seven days of the respective make-up SEEs.
- d) Any outstanding 'I' and 'X' grades two days after the last scheduled make-up SEEs may be automatically converted to 'F' grade.
- e) All the 'W' grades awarded to the students would be eligible for conversion to the appropriate letter grades only after the concerned students re-register to these courses in a Main/ Supplementary Semester and fulfill the passing standards for their CIE and (CIE+SEE).

MBA 7.6 Earned Credits:

This refers to the credits assigned to the course in which a student has obtained any one of the letter grades other than F which have grade points.

MBA 7.7 Evaluation of Performance:

The overall performance of a student will be indicated by two indices:

SGPA; which is the Semester Grade Point Average, and CGPA which is the Cumulative Grade Point Average.

SGPA for a Semester is computed as follows:

$$\text{SGPA} = \frac{\sum [(Course\ credit) \times (Grade\ point)] \text{ for all courses with Letter grades, including F (in that semester)}}{\sum [(Course\ credits)] \text{ for all courses with Letter grades, including F (in that semester)}}$$

CGPA is computed as follows:

$$\text{CGPA} = \frac{\sum [(Course\ credit) \times (Grade\ point)] \text{ for all courses with Letter grades except F}}{\sum [(Course\ credit)] \text{ for all courses with Letter grades except F.}}$$

MBA 7.8 Communication of Grades:

- a) The SGPA and CGPA respectively, facilitate the declaration of academic performance of a student at the end of a semester and at the end of successive semesters. Both of them would be normally calculated to the second decimal position, so that the CGPA, in particular, can be made use of in rank ordering the students' performance at the Institute.
- b) If two students get the same CGPA, the tie could be resolved by considering the number of times a student has obtained higher SGPA. If it is still not resolved, the number of times a student has obtained higher grades like S,A,B etc. could be taken into account.
- c) It would also be necessary to lay down uniform minimum standards for SGPA and CGPA together with the minimum number of credits to be earned in a Semester for the vertical progression of students. This would also be helpful in facilitating the mobility of students from one college to another and also in avoiding any confusion among the students. Suggested standards for vertical mobility, are as follows:
 - Credits to be earned in a Semester: > 20 and <30;
 - Minimum standard for CGPA ≥ 5.00 at the end of the each year

- d) Some times, it would be necessary to provide equivalence of these averages, viz., SGPA and CGPA with the percentages and/or Class awarded as in the conventional system of declaring the results of University Examinations. Certain specific thresholds in these averages are specified for Distinction and First Class. This can be seen from Table which reproduces the approach of the AICTE for this purpose:

Percentage Equivalence of Grade Points

(For a 10-Point Scale)

Grade Point	Percentage of Marks
5.75	50 (second class)
6.25	55
6.75	60(First class)
7.25	65
7.75	70(Distinction)
8.25	75

- e) The course instructors shall submit the CIE marks of each of the students in his course to the COE by the stipulated date.
- f) The final Grades are announced by Controller of Exams after completing the valuation and tabulation work within the stipulated date.
- g) The student Marks Card shall contain the Letter Grade along with the SGPA, and the CGPA.

MBA 7.9 Appeal for Review of Grades:

- a) The entire process of evaluation shall be made transparent. A mechanism for review of grade is incorporated in the evaluation system. A student who is not satisfied with the evaluation of the answer papers of SEE may appeal before the date specified in Academic Calendar, by paying the prescribed fees.
- b) The fee for such an appeal will be decided by the Academic Council from time to time.

MBA 8.00 Management in Action (MIA)

- a) MIA will be like mini consulting group project to be undertaken by all the students as per the groups formed for the purpose under the supervision of a faculty guide. Each group is attached to an organization. MIA would spread during the Second and Third Semester MBA. The purpose of the project is to make students see the worth of

management theory through its working in simple situations and help them relate these to practical situations.

- b) A candidate shall submit 2 copies of MIA report to the Institute or to the Chairman, DPGC on or before the specified date. The report shall be in the format prescribed by the Institute/DPGC. The candidate shall submit a report duly approved by the guide. The MIA Report shall be countersigned by the guide and the Director.
- c) The MIA Report shall be submitted atleast two weeks before the closure of the Third Semester. The date of submission of the MIA Report may be extended up to a maximum of four academic years, from the date of commencement of the first semester in which the candidate has taken admission to the course. Extension of time, usually not exceeding 3 months at a stretch, from the announced last date for submission of the MIA Report may be granted by the C.O.E on recommendation from the DPGC or Director.
- d) MIA shall carry 50 Marks as internal assessment to be awarded by the faculty guide. The Report evaluation and Viva-Voce Examination shall carry 50 marks to be awarded by the faculty guide/Panel. The total Marks scored by the students out of 100 shall be included in the Marks card of the Third Semester MBA. A candidate shall secure a minimum of 40% of marks in aggregate, in the internal assessment, evaluation of project reports and Viva-Voce examination. In the event of his failing to secure the 40% marks he shall have to re-do the MIA.
- e) If the Examiner/s conducting the Viva Voce examination, finds it necessary, the MIA Report with necessary modifications shall be resubmitted to the Director with due approval of the concerned guide.

MBA 8.1 Project Work

- a) All the candidates shall undertake a project work of **Eight weeks** duration at the end of the Fourth Semester and after the Fourth Semester SEE (Semester End Examination). Each student shall work on a project identified by him in consultation with guide or the organization chosen for the project work. The project work can be independent study or attached to an organization. The project report shall be submitted by the students as per the guidelines prescribed by the Institute from time to time.
- b) The Project Report shall carry 50 Marks as Internal assessment to be awarded by the internal guide. The Report will be evaluated and Viva-Voce examinations conducted by a panel of two examiners (one external examiner from industry or academia) for 50

Marks. The total marks secured by the students out of 100 marks shall be included in the Marks Card of the Fourth Semester Examinations.

- c) A candidate shall secure a minimum of 40% of marks in aggregate, in the internal assessment, evaluation of project reports and Viva-Voce examination. In the event of his failing to secure the 40% marks he shall have to re-do the project work.
- d) A candidate shall submit 2 copies of Project Work to the Institute on or before the specified date. The report shall be in the format prescribed by the DPGC. The candidate shall submit a report duly approved by the guide. The Project Report shall be countersigned by the guide and the Director.
- e) The Project Report shall be submitted before the date specified by the Institute. The date of submission of the Report may be extended up to a maximum of four academic years, from the date of commencement of the first semester in which the candidate has taken admission to the course. Extension of time, usually not exceeding 3 months at a stretch, from the announced last date for submission of the Project Report may be granted by the C.o.E on recommendation from the DPGC or Director.
- f) In case the panel of Examiners conducting the Viva Voce examination, finds it necessary, the Project Report with necessary modifications shall be resubmitted to the Director with due approval of the concerned guide.

MBA 8.2 Professional Growth and Individual Development

In order to ensure the professional growth and individual development, a student will be encouraged to participate in various programs and activities at the institute. Therefore, in each semester a student will have to enroll himself/herself in any one of the following associations at the institute.

1. Maestro - Marketing Association
2. Bancore - Banking Association
3. Finsight - Finance Association
4. Converge - HR Association
5. Techbugs - IT Association
6. Samvedana
7. Alumni Association
8. Industry - Placement
9. Industry - Lecture series
10. Event Management
11. Literary/ Writing The Wall
12. Samvahana - Speakers' Club
13. Participation in fests
14. Cultural - Srajana
15. MaeGround - Sports Association
16. Infrastructure
17. Student Affairs

- 18. Bloomberg Lab
- 19. Promotion

Evaluation: The students will be evaluated on a four point criteria on their participation and contribution for 100 Marks by the individual faculty who will be in charge of the activity

Criteria:

1. Enthusiasm, Engagement and sustained Interest.
2. Team work and Interpersonal Skills
3. Leadership and Initiative
4. Idea Generation, Creativity and Innovation

Equal weightage will be given to all the four criteria above and each student will be evaluated on a total score of 100 Marks which will be converted into letter grades as per VTU Norms. Each student will be evaluated for 1 credit per semester.

MBA 9.0 Paper setting and evaluation of theory answer papers

Evaluation: Chairman of BoE of the Institute should submit the list of Faculty handling classes, list of paper setters within the Department (at least two weeks after the commencement of classes. The papers would be reviewed and approved by the Board of Examiners (BoE). **The Theory answer papers shall be valued by Internal valuers only and there will not be any External valuers involved in the paper evaluation.**

MBA 9.1 Evaluation of Communication Seminar - I and II (18MBA17 and 18MBA28): Seminar shall be evaluated for 100 Marks on the basis of course specific activities including seminar paper and its presentation. There will not be SEE for this course.

MBA 9.2 Evaluation of Analytical thinking (18MBA27): These courses shall be evaluated on the basis of Continuous Internal assessment tests and course specific activities. There will not be SEE for this course.

MBA 10.0 Specialization Streams

Under the new track system the students has the options of either specializing on one area or dual specializations. In semester III under Track 1 five areas are offered (viz., Consumer Marketing, Corporate Finance, HR, Banking and IT) under Track 2 three areas are offered (viz., Business Marketing, Investment Finance and HR). The students can choose one of the areas under Track 1 and one area under Track 2. For example a student can choose Consumer Marketing under Track 1 and Business Marketing under Track 2 if he/she wishes to specialize in marketing or the student can choose Consumer

Marketing under Track 1 and HR under Track 2 if he/she wishes to opt for dual specialization.

In Semester IV the student has to follow the same order opted by him/her in III semester. If the student has chosen marketing under Track 1 in III semester he or she has to choose marketing under Track 1 in IV semester. Similarly if the student has chosen HR under Track 2 in semester III he or she must choose HR under track 2 in IV semester. The student has no choice of choosing one of the papers under any track. When track is chosen both papers are included by default.

MBA 11.0 Eligibility for Pass

There shall be examination at the end of each Semester. The candidate shall obtain a minimum of 40% of marks in SEE and a minimum of 40% of marks in aggregate including the CIE Marks for pass in each of the subjects.

There shall be no restriction for promotion from first semester to second semester and third semester to fourth semester provided he/she has fulfilled the attendance requirement as per MBA 5.2. For promotion from Second Semester to Third Semester, the candidate shall have **CGPA \geq 5.00**. at the end of second semester and **should not have failed in more than four** courses from passing from the first and second semesters put together.

MBA 12.0 RE-ADMISSION TO THE PROGRAMME

A student shall be required to re-admit himself to the same semester, under the following circumstances.

- a) If a student fails to earn the minimum credit.
- b) If a student is absent for more than six weeks in a semester without sanctioned leave.
- c) Based on disciplinary action suggested by the Academic Senate, on the recommendation of the appropriate committee.

Note: Under any circumstances of termination, the conditions specified in Permanent Withdrawal (refer: Clause No: MBA 6.2) shall also apply.

MBA 13.0 Revoking Admission

If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, in any form whatsoever, including possible misinformation etc. the Director shall report the matter to The Principal, NMAMIT recommending revoking the admission of the candidate.

MBA 14.0 Award of Class and Rank

The candidates, who have passed in all the subjects of first to fourth semesters and CEL and Project Report, shall be declared to have passed the course.

The class shall be awarded at each semester on the first attempt aggregate marks of the semester.

A candidate who secured $CGPA \geq 7.75$ and above marks in aggregate in first attempt shall be declared to have passed in first class with distinction.

A candidate who secured $CGPA \geq 6.75$ or more marks but less than 7.75 in aggregate in first attempt shall be declared to have passed in first class.

A candidate who secures $CGPA \geq 5.75$ or more marks but less than 6.75 in aggregate in first attempt shall be declared to have passed in second class.

The class shall be awarded at the Post Graduate Degree level based on aggregate of all four semesters taken together.

The number of ranks declared at Post Graduate degree level shall be 10 or 1% of students appeared for examination (rounded off) whichever is less. The ranks shall be declared on the basis of the aggregate marks of all the four semesters taken together, provided the candidate has passed in all these four semesters with no re-registration or break in studies.

MBA 15.0 Graduation Requirements and Convocation**MBA 15.1 Eligibility for Degree**

A student shall be declared to be eligible for the degree if he has:

- (a) Fulfilled Post Graduate Degree Requirements
- (b) No dues to the University, Department, Hostel, Library and any other centers.
- (c) No disciplinary action pending against him.

MBA 15.2 Convocation

Degree will be awarded in person for the students who have graduated during the preceding academic year. Degree will be awarded in absentia to such students who are unable to attend the Convocation. Students are required to apply for Convocation along with prescribed fee. After having satisfactorily completed all the degree requirements **(refer “MBA 5.0: Degree Requirements”)** within the specified date in order to arrange for the award of the degree during convocation.