

# **E.G.S. PILLAY ENGINEERING COLLEGE**

*(Autonomous)*

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai Accredited by NAAC with 'A' Grade |

Accredited by NBA (CIVIL, CSE, ECE, EEE, MECH, IT)

Recognized by UGC with 2(f) & 12(B) Status

**NAGAPATTINAM – 611 002**



M.B.A. Programme

Regulations – 2020

*(Choice Based Credit System)*

*(For the candidates admitted from 2020-2021)*

**APPROVED IN THE FIFTH ACADEMIC COUNCIL MEETING**

**18.07.2020**

**REGULATIONS 2020**  
**(CHOICE BASED CREDIT SYSTEM)**  
(M.B.A. Degree Programme)

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**REGULATIONS 2020**  
**(CHOICE BASED CREDIT SYSTEM)**  
(M.B.A. Degree Programme)

Regulation 2020 of EGS Pillay Engineering College, Nagapattinam has been prepared in accordance with the guidelines given by the University Grants Commission (UGC), All India Council for Technical Education (AICTE) and affiliating University with features of the Choice Based Credit System (CBCS). Also, we are following outcome based education system. The Regulation 2020 is applicable to the candidates admitted to the MBA Programme of the Institution in the academic year 2020-2021 and subsequently.

*The regulations hereunder are subjected to amendments as may be decided by the Academic Council of the Institution from time to time. Any or all such amendments will be effective from such date and to such batches of students (including those already in the middle of the programme) as may be decided by the Academic Council.*

## **PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these regulations, unless the context otherwise requires:

- **“Degree”** means that academic award conferred upon a student on successful completion of a programme designed to achieve the defined attributes. It is referred to as Post-Graduate (PG) Degree, that is MBA Degree.
- **“Programme”** means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree. It also means specialization of MBA Degree programme like Marketing, Finance, Human Resource, etc.
- **“Course”** means a theory, practical or theory cum practical subject studied in a semester, like Management Concepts and Organizational Behavior, Statistics for Management, Strategic Management, Data Analysis and Business Modeling, etc.
- **“Chairman”** means the Head of the Department.
- **“Head of the Institution”** means the Principal of the college.
- **“Head of the Department”** means head of the department concerned.
- **“Controller of Examinations”** means the authority of the College who is responsible for all activities of the Examinations.
- **“University”** means ANNA UNIVERSITY.
- **“Choice Based Credit System”** means providing choice for students to select courses from the prescribed course categories (core, elective, value-added, self study courses, one credit courses), in the preferred semester complying prerequisites and based on their learning aptitudes.
- **“Arrear”** means a subject in which the student has failed (has not fulfilled the examination passing criteria)

### **1. ADMISSION**

Candidate, seeking for admission to the MBA Programme, shall satisfy the conditions of admission prescribed by the Directorate of Technical Education and Anna University, Chennai. Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination or equivalent as specified under qualification for admission as per the Tamil Nadu Common Entrance Test (TANCET) criteria from time to time or on the basis of Common Entrance Test conducted by Consortium of Self Financing Professional, Arts and Science Colleges in Tamilnadu.

### **2. PROGRAMME OFFERED**

A candidate may be offered admission to MBA programme by the Institution as per the eligibility criteria of AICTE for the candidates.

### **3. STRUCTURE OF THE PROGRAMME**

**3.1** MBA degree programme shall have a distinct curriculum with syllabi consisting of theory, practical, personality development courses as prescribed by the respective Boards of Studies, broadly categorized under:

- i) **Professional Core (PC)** courses including the core courses relevant to the chosen specialization/branch.
- ii) **Professional Elective (PE)** courses including the elective courses relevant to the chosen

specialization /branch.

- iii) **Employability Enhancement Courses (EEC)** including Project Work and/or Internship, Seminar, Industrial /Practical Training, Case study, Life skills and Value-Added Courses.

The assortment of different courses shall be designed that the student, at the end of the programme, would be able to be trained not only in his / her relevant professional field but also as a socially mindful human being.

The medium of instruction is English for all the Courses, Examinations, Seminar Presentation, Projects and any other courses that a student registers for.

- 3.2** Each course is normally assigned a certain number of credits, with 1 credit per lecture period per week, 1 credit for 2 periods of tutorial per week, 1 credit for 2 periods of practical per week, and 1 credit for 2 periods of seminar/project work per week.
- 3.3.** Every student shall be required to opt for **Six** electives from the list of electives.
- 3.4 One-credit courses:** Students can also opt for one-credit courses of 15 to 20 hours duration, which will be offered at our institution from industry/ other institution/ our institution on specialized topics. Students can opt for such one-credit courses during the semesters II to IV as and when these courses are offered. Under no circumstance, same one credit course shall be repeated in subsequent semester and maximum batch size for a particular course shall not exceed 40. In the case of discipline with multiple divisions (intake more than 60) different course(s) shall be offered to other batch (es) of students. One credit course syllabus need to be framed in such a way that it enhances employability.

On successful completion of one credit courses, Credits will be indicated in the Grade Sheet, but will not be considered for computing the Cumulative Grade Point Average (CGPA). The student shall choose maximum of two courses per semester. Details of the one credit courses offered and their syllabus shall be finalized by the Board of Studies and shall be forwarded to the office of COE.

- 3.5 Project Work:** Every student shall be required to carry out a Project Work in Department / Industry after the End Semester examinations of the III Semester (30% of the project work should be completed during winter vacation) in consultation with the Supervisor and submit the project report, in the prescribed format, at the end of the IV Semester for the valuation. Prior to the Submission of the Project report, the student has to present a paper in a National/International conference. The duration allotted for project work is 45 days in final semester.
- 3.6 Self-Study Elective(s):** A student can register for Self-Study Elective(s) over and above the electives from MBA at the rate of one per semester starting from II semester onwards provided he/she maintains a Cumulative Grade Point Average (CGPA) of 7.0 or above till the previous semesters with no history of arrears. Credits will be indicated for such courses in the grade sheets but will not be considered for computing the CGPA.

#### **4. VALUE ADDED COURSES**

A Student can opt for the Value-Added Courses offered by the Department in Semester II or III. Head of the Department shall submit the list of such courses, duly approved / ratified by the Academic Council,

to the Controller of Examinations to administer the examination process. Minimum duration for a value-added course is 30 hours. A separate Certificate will be issued on successful completion of the course by the Office of the Controller of Examinations.

## **5. DURATION OF THE PROGRAMME**

- 5.1** A regular student (admitted after UG) or equivalent is normally expected to satisfactorily fulfill the requirements for award of the degree MBA within two academic years (4 semesters) from the date of admission but in any case, not more than 4 years (8 Semesters) leading to the award of Degree of MBA of Anna University, Chennai.
- 5.2** Each semester shall consist of minimum 75 days or 540 periods of 50 minutes each or equivalent. The Head of the Department shall ensure that every faculty member teaches the subject / course as prescribed in the approved curriculum and syllabi. Special Theory / Practical Sessions may be conducted for students who require additional inputs over and above the number of periods normally specified (Remedial Classes), as decided by the Head of the Department, within the specified duration of the Semester / Programme. Business communication course is an individual activity. More importance can be given to the method of presentation instead of giving importance to PPT to enhance the students to express their communication skills without any aids. The details of the course are clearly stated in the curriculum. Further a team of minimum 2 faculty members need to be involved in evaluating seminar.
- 5.3** The total period for completion of the programme from the commencement of the semester, to which the student was admitted, shall not exceed the maximum period (Clause 5.1), regardless to the break- of-study (vide Clause 15) or period of prevention in order.

## **6. COURSE ENROLLMENT AND REGISTRATION**

- 6.1** Each student, on admission shall be assigned to a Counselor (vide clause 8) who shall advise / counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 6.2** Every student shall enroll for the courses of the succeeding semester, in the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the semester concerned.
- 6.3** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
- 6.3.1 Each student on admission to the programme shall register for all the courses prescribed in the curriculum in the first Semester of study.
- 6.3.2 The enrollment for the courses of the Semesters II to IV will commence 10 working days prior to the last working day of the preceding semester. The student shall enroll for the courses with the guidance of the student's Counselor. In the case, if a student fails in a course, he/ she may be permitted to register the course in the subsequent semester or when it is offered.
- 6.3.3 If a student wishes, the student may drop or add courses (vide clause 6.4) within **five** working days after the commencement of the semester concerned and complete the registration process duly authorized by the Counselor.

#### **6.4 Flexibility to Add or Drop courses**

- 6.4.1 A student has to earn the total number of credits specified in the Curriculum of the respective Programme of study in order to be eligible to obtain the degree. However, if a student wishes, then the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme by opting for one- credit courses and self study electives or additional courses.
- 6.4.2 From the II to IV semesters, the student has the option of registering for additional courses or dropping existing courses. Total number of credits of such courses cannot exceed 6. However, the maximum number of credits the student can register in a particular semester shall not exceed 32 credits. In such cases, the attendance requirement as stated Clause 7 is mandatory.
- 6.4.3 The student shall register for the project work in the IV semester only.

#### **6.5 Reappearance Registration**

- 6.5.1 If a student fails in a theory course, the student shall do reappearance registration for that course in the subsequent semester (if applicable) or when it is offered next.
- 6.5.2 On registration, a student may attend the classes for the reappearance registration courses, if the student wishes. However, the attendance requirement (vide clause 7) is not compulsory for such courses.
- 6.5.3 If the theory course, in which the student has failed, is a professional elective, the student may register for the same or any other professional elective course(s), respectively in the subsequent semesters provided he/she has to satisfy the minimum attendance required and earn Continuous Assessment Marks for appearing the examination for the concerned course.
- 6.5.4 The student who fails in any Laboratory Course/ Project work / Seminar and any other EEC course shall register for the same in the subsequent semester (if applicable) or when offered next, and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 7), earn Continuous Assessment marks and appear for the End Semester Examinations. The facility of Reappearance Registration is not available for such courses.
- 6.5.5 If a student is prevented from writing end semester examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 7. If the course, in which the student has 'lack of attendance', is a Professional Elective, the student may register for the same or any other Professional Elective course(s) respectively in the subsequent semesters and appear in the examination as per Clause 7.

### **7 REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION**

A student who has fulfilled the following conditions (vide clause 7.1 and 7.2) shall be deemed to

has satisfied the attendance requirements for appearing for end semester examination of a particular course:

- 7.1** Ideally every student is expected to attend all the periods and earn 100% attendance. However, a student shall secure not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.
- 7.2** If a student secures attendance between 65% and below 75% in any course in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) or participation in Institution/ University/ State/ National/ International level extra and co-curricular activities, with prior permission from the Head of the Department, shall be permitted to appear for the current semester examinations subject to the condition that the student shall submit the medical certificate / participation certificate attested by the Head of the Department. Such certificates shall be forwarded to the Controller of Examinations for verification and for the permission to attend the examinations. Further maximum two medical certificates will be accepted throughout the programme duration. Medical certificates should be produced within 2 working days after the leave period.
- 7.3** A student shall normally be permitted to appear for End semester examination of a course if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2) and has registered for examination in those courses of that semester by paying the prescribed fee. Students who do not satisfy clause 7.1 and 7.2 and who secure less than 65% attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course in the subsequent semester or when it is offered next (vide clause 6.5.5).
- 7.4** In the case of reappearance registration for a course (vide Clause 6.5), the student has to register for examination in that course by paying the prescribed fee.
- 7.5** A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of Grades/marks.

## **8 COUNSELOR**

The Head of the Department will attach a certain number of students (maximum of 20) to a faculty member of the department who shall function as Counselor for those students to help in planning their courses of study and for general advice on the academic programme. The counsellors should conduct meeting with the students once in a week (especially in counselling hour allotted in the timetable) to give advice and guidance in registering of courses, reappearance of courses, monitor their attendance and progress and counsel them regularly. The counsellors should maintain a counselling record to update the progress and other relevant academic and non-academic details of the students. The counselling record should be submitted to the Head of the Department once in a month or whenever it is required. If necessary, the counselor may also inform the parents about the progress / performance of the students concerned.

## **9 ACADEMIC COMMITTEES**

### **9.1 Common Course Committee**



9.1.1 A theory course handled by more than one faculty or the discipline with multiple divisions (greater than or equal to 2) shall have a “Common Course Committee” comprising of all members of faculty teaching that course with one of the members as the Course Coordinator, nominated by the Head of the Institution (by Head of the Department in the case of multiple divisions) and student representatives (one per specialization or two per division) registered for that course in the current semester. First meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester.

Two subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

9.1.2 In addition, Common Course Committee (without the student representatives) shall meet to ensure uniform evaluation through the common question papers during Tests and End-semester Examinations.

9.1.3 An Academic Audit committee can be constituted to monitor all Academic activities.

## **9.2 Class Committee Meeting**

For all the courses taught prescribed in the curriculum, Class Committee meeting shall be convened thrice in a semester (first meeting within 2 weeks from the commencement of the semester and other two meetings at equal interval after the first meeting) comprising members of the faculty handling all the courses and six to nine student representatives from the class.

One of the members of the faculty (not handling any courses to that class), nominated by the Head of the Department, shall coordinate the activities of this committee. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

## **10 SYSTEM OF EXAMINATIONS**

**10.1** Performance in each course of study shall be evaluated based on (i) Continuous Assessment throughout the semester and (ii) End Semester examination at the end of the semester for the regular courses or as decided by the CoE in consultation with the Head of the Institution. However, the final examination in the case of one credit courses / certificate / value added courses may be conducted, as and when the course is completed, through the office of the Controller of Examinations.

**10.2** Each course, both theory and practical including project work, shall be evaluated as per the Scheme of Assessment given in Clause 16.

**10.3** The End Semester Examinations shall normally be conducted after satisfying the Clause 5.2. Supplementary Examinations may also be conducted, at such times, for the benefit of the students as decided by the Institution. The criteria for conducting supplementary exams may be decided by result passing board. Further, for students having completed the duration of the programme and

with maximum 2 arrears, supplementary exams may be conducted.

For the End Semester examinations, both theory and practical courses including project work, the internal and external examiners from Academia or Industry shall be appointed by the Controller of Examinations as per the guidelines given by the Examination and the Evaluation Board.

## **11 PASSING REQUIREMENTS AND PROVISIONS**

**11.1** A student who secures not less than 50% of total marks prescribed for a course, vide Clause 16, comprising a minimum of 50% of the marks prescribed for the End Semester Examination, shall be declared to have passed the course successfully and earned the prescribed credits for that course, applicable for all registered courses.

11.1.1 If a student fails to secure a pass in a particular course, i.e., failing to obtain minimum marks, as stated above it is mandatory that he/she shall register and reappear for the examination in that course in the subsequent semester whenever the examinations are conducted in that course, till he / she secures a 'Pass'.

11.1.2 Continuous Assessment (CA) marks obtained by the student in the first appearance shall be retained and considered valid for two subsequent attempts, except Clause 6.5.4. However, from the third attempt onwards, the student shall be declared to have passed the course if he/she secures a minimum of 6 Grade Points in the course prescribed during the End Semester Examinations.

**11.2** The minimum number of total credits to be earned by a student to qualify for the award of Degree in the various branches of study as prescribed by the respective Boards of Studies is given below:

| <b>Programme</b> | <b>Prescribed Credit</b> |
|------------------|--------------------------|
| MBA              | 88                       |

11.2.1 Student Migration and Credit Transfer: If a student migrates from other institutions to E.G.S. Pillay Engineering College, normalization of the Credits will be carried out in consultation with the BoS of the programme concerned and approved by the Head of Institution.

**11.3** A student shall be declared to have qualified for award of MBA degree if he/she successfully completes the course requirements (vide Clause 7, 10 and 11) and passed all the prescribed courses of study of the respective programme specified in Clause 2, within the duration specified in Clause 5.1.

## **12 ASSESSMENT AND AWARD OF LETTER GRADES**

**12.1** The assessment will be based on the performance in the End Semester Examinations and / or Continuous Assessment, carrying marks as specified in Clause 16. Letter Grades (based on Credit Point and Grade Point) are awarded to the students based on the performance in the evaluation process.

**12.2** Credit Point is the product of Grade Point and number credits for a course and Grade Point is a numerical weight allotted to each letter grade on a 10-point scale, while the Letter Grade is an index of the performance of a student in a said course.

**12.3** The performance of a student will be reported using Letter Grades, each carrying certain points as detailed below:

| Range of Percentage of Total Marks | Grade Points | Letter Grade                   |
|------------------------------------|--------------|--------------------------------|
| 91 to 100                          | 10           | O (Outstanding)                |
| 81 to 90                           | 9            | A + (Excellent)                |
| 71 to 80                           | 8            | A (Very Good)                  |
| 61 to 70                           | 7            | B + (Good)                     |
| 50 to 60                           | 6            | B (Above average)              |
| 0 to 49                            | 0            | RA (Reappearance/Registration) |
| Incomplete                         | 0            | I                              |
| Withdrawal                         | 0            | W                              |
| Absent                             | 0            | AB                             |

‘RA’ – Reappearance registration is required for that particular course ‘I’ - Continuous evaluation is required for that particular course in the subsequent semesters.

**12.4** After completion of the evaluation process, Grade Point Average (GPA), and the Cumulative

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

Grade Point Average (CGPA) is calculated using the formula:

Where  $C_i$  : Credit allotted to the course.

$g_i$  : Grade Point secured corresponding to the course. n : number of courses successfully cleared during the Particular semester in the case of GPA and during all the semesters, under consideration, in the case CGPA.

**12.5** A student who is absent from appearing for an End Semester examination in a course, after registering for the same, shall be deemed to have appeared for that examination for the purpose of classification (Subject to Clause 14 and 15).

**12.6 Photocopy / Revaluation:** A student, who seeks the re-valuation of the answer script is directed to apply for the photocopy of his/her semester examination answer paper(s) in the theory course(s), within 2 working days from the declaration of results in the prescribed format to the Controller of Examinations through the Head of the Department. On receiving the photocopy, the student can consult with a competent member of faculty and seek the opinion for revaluation. Based on the recommendations, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations shall arrange for the revaluation and declare the results. Revaluation is not permitted to the courses other than theory courses. In the case of theory courses with laboratory component, a student can seek revaluation for the theory component only, following the procedure stated above.

### 13 CLASSIFICATION OF THE DEGREE AWARDED

**13.1 First Class with Distinction:** A student who qualifies for the award of the Degree having passed

all the courses of study of all the Four Semesters at the first opportunity, within Four consecutive semesters after the commencement of his / her study and securing a CGPA not less than 8.50 (vide clause 12.3) shall be declared to have passed with **First Class with Distinction**.

**13.2 First Class:** A student who qualifies for the award of the Degree having passed all the courses of study of all the four semesters within a maximum period of six consecutive semesters after the commencement of his / her study and securing a CGPA not less than 7.0 shall be declared to have passed with **First Class**.

**13.3** For the above purposes (Clause 13.1 – 13.2), One year authorized break of study (if availed) is permitted in addition to Four Semesters for the award of the Degree.

**13.4 Second Class:** All other students who qualify for the award of the Degree shall be declared to have passed in **Second Class**.

#### **14 WITHDRAWAL FROM THE EXAMINATION**

**14.1** A student may, for valid reasons, be granted permission by the Head of the Department to withdraw from appearing in the examination in any course(s) of only once during the entire duration of the degree programme.

**14.2** Withdrawal application shall be valid only, if the student is eligible to write the examination as per Clause 7 and, if such request for withdrawal is made prior to the submission of marks of the Continuous Assessment of the course(s) with the recommendations from the Head of the Department.

**14.3** Withdrawal shall not be construed as an opportunity for appearance in the examination for the eligibility of a student for First Class with Distinction or First Class.

#### **15 AUTHORIZED BREAK OF STUDY FROM THE PROGRAMME**

**15.1** A student is normally not permitted to break the period of study temporarily. However, if a student happens to discontinue the programme temporarily during the middle of programme of study, for reasons such as personal accident or hospitalization due to ill health or in need of health care, he/she shall apply to the Head of the Institution in advance, in any case, not later than the last date for registering for the semester, through the Head of the Department stating the reasons for the break-of-study. However, a student detained for want of minimum attendance requirement as per Clause 7 shall not be considered as permitted 'Break of Study' and Clause 15.3 is not applicable for such case.

**15.2** The student is permitted to rejoin the programme after the break shall be governed by Curriculum and Regulations in force at the time of rejoining.

**15.3** Authorized break of study will be counted towards the duration specified for passing all the courses (vide Clause 5.4) and for the purpose of classification of Degree (vide Clause 13).

**15.4** The total period for completion of the programme reckoned from the commencement of the first semester to which the student is 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 (vide clause 13).

**15.5** In case of any valid reasons for the extension of break-of-study, such extended break-of-study may be granted by the Head of the Institution for a period not more than one year in addition to the earlier authorized break of study. Such extended break-of-study shall be counted for the purpose of classification of degree (vide clause 13).

**15.6** If a student does not report back to the college, even after the extended Break of Study, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

## 16 SCHEME OF ASSESSMENT

Courses offered under MBA programme is assessed as given below:

| <b>THEORY COURSE</b>  |                       |              |
|---|-----------------------|--------------|
| <b>Continuous Assessment</b>  | <b>Marks Split up</b> | <b>Marks</b> |
| Test I  | 15                    | 40           |
| Test II   | 15                    |              |
| Surprise test/ Term paper/ Quiz/ Seminars / Assignments/<br>Attendance/ Corporate synthesis/ concept viva/ /mini-<br>project/OpenBook Test (Any Two)  | 10                    |              |
| <b>End Semester Examinations</b>  | 60                    | 60           |
| <b>Total Marks</b>  | <b>100</b>            | <b>100</b>   |
| Continuous assessment test will be conducted for maximum duration of 90 mins<br>Two continuous Assessment tests and one Optional Test will be conducted for Theory course<br>Maximum marks for each continuous assessment exam is 50 marks<br>Exam pattern for CAT shall be decided by the course coordinator |                       |              |
| <b>LABORATORY COURSE</b>  |                       |              |
| <b>Continuous Assessment</b>  | <b>Marks Split up</b> | <b>Marks</b> |
| Preparation   | 5                     | 50           |
| Experiment and Results  | 10                    |              |
| Observation   | 5                     |              |
| Record/Observation  | 5                     |              |
| Test I  | 15                    |              |
| Test II   | 15                    |              |
| <b>End Semester Examination</b>   |                       |              |
| Experiments & Results   | 40                    | 50           |
| Quiz comprising all experiments   | 10                    |              |
| <b>Total Marks</b>  | <b>100</b>            | <b>100</b>   |
| <b>PROJECT WORK</b>   |                       |              |
| <b>Continuous Assessment</b>  | <b>Marks Split up</b> | <b>Marks</b> |
| <b>Review I</b>   |                       |              |
| Title & Introduction (5)  | 20                    | 100          |

|   |                       |              |
|---|-----------------------|--------------|
| Objectives (10)<br>Scope of the Study (5)   |                       |              |
| <b>Review II</b><br>Methodology (10)<br>Company Profile (10)<br>Review of Literature (10)<br>Data Collection (10)         | 40                    |              |
| <b>Review III</b><br>Data Analysis (10)<br>Interpretations (10)<br>Findings (10)<br>Suggestions & Conclusion (10)         | 40                    |              |
| <b>End Semester Examination</b><br><b>Internal Examiner (30%) External Examiner (70%)</b><br>Report (40) & Viva voce (60) | <b>100</b>            | <b>100</b>   |
| <b>Total Marks</b>  | <b>200</b>            | <b>200</b>   |
| <b>SUMMER TRAINING</b>  |                       |              |
| <b>Continuous Assessment</b>  | <b>Marks Split up</b> | <b>Marks</b> |
| Review I  | 25                    | 50           |
| Review II   | 25                    |              |
| <b>Project Evaluation</b><br>Report (25)<br>Internal Viva voce (25)   | 50                    | 50           |
| <b>Total Marks</b>  | <b>100</b>            | <b>100</b>   |
| <b>ONE CREDIT COURSE</b>  |                       |              |
| <b>Continuous Assessment</b>  | <b>Marks Split up</b> | <b>Marks</b> |
| Test  | 15                    | 50           |
| Quiz  | 10                    |              |
| Final Examination   | 25                    |              |
| <b>Total Marks</b>  | <b>50</b>             | <b>50</b>    |
| <b>VALUE ADDED COURSE</b>   |                       |              |
| <b>Continuous Assessment</b>  | <b>Marks Split up</b> | <b>Marks</b> |
| Test I & II (25+25)   | 50                    | 100          |
| Final Evaluation Test   | 50                    |              |
| <b>Total Marks</b>  | <b>100</b>            | <b>100</b>   |
| Grades (Excellent/ Good/ Satisfactory/ Not Satisfactory)  |                       |              |
| <b>LIFE SKILLS</b>  |                       |              |
| <b>Continuous Assessment</b>  | <b>Marks Split up</b> | <b>Marks</b> |
| Test I & II (25+25)   | 50                    | 100          |
| Final Evaluation Test   | 50                    |              |
| <b>Total Marks</b>  | <b>100</b>            | <b>100</b>   |
| <b>INDIAN ETHOS AND BUSINESS ETHICS AND BUSINESS COMMUNICATION</b>  |                       |              |
| <b>Continuous Assessment</b>  | <b>Marks Split up</b> | <b>Marks</b> |
| Presentation I (30)<br>Report (20)  | 50                    | 50           |

|                                     |            |            |
|-------------------------------------|------------|------------|
| Presentation II (30)<br>Report (20) | 50         | 50         |
| <b>Total Marks</b>                  | <b>100</b> | <b>100</b> |

**Report/Record note/Lab Manual to be maintained for 1 year for Academic Audit.**

**Optional Test:** A student becomes eligible to appear for the one optional test conducted after the Periodical Test II, only under the following circumstances: (i) absent for Test I or Test II or both on account of medical reasons (hospitalization / accident / specific illness), or (ii) participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Institution (iii) fail in Test I or Test II or both and (iv) on satisfying the conditions (i) or (ii), the student should have registered for the Optional Test, through the concerned member of faculty who handles the course or through the respective Head of the Department, submitted to the Controller of Examinations. Such Optional Tests are not conducted for the courses under the categories III, IV, V, VI, VII and VIII listed above.

#### **17 FIELD / INDUSTRIAL VISIT / INTERNSHIP**

Heads of Departments, in order to provide experiential learning to the students, shall take efforts to arrange at least two industrial visits / field visits in a programme. The students may also undergo in-plant training / internship during summer / winter vacation between II and IV semesters.

#### **18 DISCIPLINE**

A student is expected to follow the rules and regulations laid down by the Institute and the affiliating University, as published from time to time. Any violations, if any, shall be treated as per the procedures stated thereof. If a student indulges in malpractice in any of the End Semester / Continuous Assessments, he / she shall be liable for punitive action as prescribed by the Institution / University from time to time.

#### **19 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The Institution reserves the right to revise/amend/change the Regulations, Curriculum, Syllabi, Scheme of Examinations; date of implementation and to introduce Additional Electives, Open Electives, One Credit Courses and Value-Added Courses through the BoS and Academic Council meetings. A standing committee (Principal as chairman and all HoDs as members) can be constituted and it can resolve all issues related to implementation of regulation, curriculum and syllabus. The resolutions shall be ratified in subsequent BoS and Academic Council meetings.

#### **20 QUESTION PAPER PATTERN FOR END SEMESTER EXAMINATIONS**

The Question Paper Pattern (Theory Examination) for PG course is given below:

| Type         | Questions  | Marks      |
|--------------|--|------------|
| Part A       | Short Questions (10x2)                             | 20         |
| Part B       | Long Questions (5x12)                              | 60         |
| Part C       | Case study or Applications (either or type) (1x20) | 20         |
| <b>Total</b> |  | <b>100</b> |

