

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 – 2024

(Choice Based Credit System)

(For the candidates admitted from 2024-2025)

APPROVED IN THE ELEVENTH ACADEMIC COUNCIL MEETING

04.02.2024

E.G.S. PILLAY ENGINEERING COLLEGE (AUTONOMOUS),
NAGAPATTINAM – 611 002.
MBA PROGRAMME
REGULATIONS 2024
(CHOICE BASED CREDIT SYSTEM)

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**MBA PROGRAMME
REGULATIONS 2024**

(CHOICE BASED CREDIT SYSTEM)

COLLEGE VISION:

Envisioned to transform our institution into a Global Center of Academic Excellence

COLLEGE MISSION:

- 1.To provide world class education to the students and to bring out their inherent talents
- 2.To establish state-of-the-art facilities and resources required to achieve excellence in teaching-learning and supplementary processes
- 3.To recruit competent faculty and staff and to provide opportunity to upgrade their knowledge and skills
- 4.To have regular interaction with the industries in the areas of R&D and offer consultancy training and testing services
- 5.To establish centres of excellence in the emerging areas of research
- 6.To offer continuing education, and non-formal vocational education programmes that are beneficial to the society.

Regulation 2024 of MBA Programme, E.G.S. 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 2024 is applicable to the candidates admitted to the MBA Programme of the Institution in the academic year 2024-2025 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 Post Graduate Degree Programme e.g., M.B.A. Degree Programme.
- **“Specialisation”** means a domain in which a student has specialized based on the choice of elective courses.
- **“Course”** means a theory, practical or theory cum practical course studied in a semester, like Management Concepts and Organizational Behavior, Statistics for Management, Business Research Methods, Strategic Management, 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.
- **“College or Institution”**: E.G.S. PILLAY ENGINEERING COLLEGE
- **“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, online 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. The Govt. of Tamil Nadu releases the updated eligibility criteria for the admission. Admission shall be offered only to candidates who possess the qualification prescribed and the eligibility criteria for the programme.

2. PROGRAMME OFFERED

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

2.1. Mode of Study

Full-Time Mode: Candidates admitted under 'Full-Time' should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them. The Full-Time candidates should not enroll in (or) attend any other Full-Time/Part-time/Distance education programme(s) that may lead to the award of a degree or diploma during the period of the PG programme nor take up any Full-Time / Part-Time job(s) in any Institution or Company during the period of this Full-Time PG programme. Violation of the above rules will result in cancellation of admission to this PG programme.

3. STRUCTURE OF THE PROGRAMME

MBA degree programme shall have a distinct curriculum with syllabi consisting of theory, practical, theory cum practical, employability enhancement courses as prescribed by the respective Board of Studies, broadly categorized under:

3.1 Categorization of Courses

- i) **Professional Core Courses (PCC)** including the core courses of Operations Management, Human Resource Management, Marketing Management etc.,
- ii) **Professional Elective Courses (PEC)** including the elective courses relevant to the chosen specialization /branch.
- iii) **Non Functional Elective Courses (NEC)** including the elective courses outside of the area of specialization.
- iv) **Employability Enhancement Courses (EEC)** including Project Work and/or Internship, Seminar, Industrial /Practical Training, Community Engagement, Professional Development 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 Courses per semester

Each semester curriculum normally has a blend of any category of courses not exceeding 10 (Theory, Practical and Employability Enhancement Courses).

SUMMARY OF CREDIT DISTRIBUTION

S.No.	CATEGORY	CREDITS PER SEMESTER				TOTAL CREDITS	CREDITS in %
		I	II	III	IV		
1.	PCC	29	27	11	-	67	66
2.	PEC	-	-	12	9	21	20
3.	EEC	1	2	5	6	15	14
		30	29	28	15	102	100

Total						
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3.3 Credit Assignment

Credit Assignment

Contact period per week	Credits
1 Lecture Period	1
1 Tutorial Period	1
1 Practical Period (Laboratory / Seminar / Project Work etc.)	0.5

4 weeks of Summer Training or Project will earn 3 credits.

3.4 Every student shall be required to opt for Six Professional elective courses from any two specialization.

3.5 Instead of Non-functional elective, the student may be permitted to choose ONE course from other PG programmes with the approval of the Head of the Department offering such courses.

3.6 Project Work:

A student shall be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The Project report must be submitted in the prescribed format, at the end of the IV Semester for valuation. Prior to the Submission of the Project report, the student has to present a paper in a National/International conference and attach the certificate in the last page of the project report. The duration allotted for project work is 45 days in final semester. A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

3.7 Industrial Training/ Summer Internship

The students need to undergo Internship for a period of continuous 4 weeks in an organization/ Research organization / Educational institution / industry (after due approval from the Head of the Institution) after the completion of the second semester examination. Students shall get approval from the Head of the Institution before go to internship.

At the end of Summer Internship, the student shall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally by a Departmental Committee constituted by the Head of the Institution based on the report, presentation and viva-voce Examination. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.

DURATION OF TRAINING/INTERNSHIP	CREDITS
4 Weeks	3

1 Week = 40 Internship Hours

3.8 Online Courses

Students may be permitted to credit a maximum of two online courses (in their chosen area of specialization) subject to a maximum of six credits, with the approval of the Head of the Institution and the Controller of Examinations, in lieu of two professional elective courses. The Head of the Institution shall form a three-member committee with members as HOD and a faculty member from the Department of the student, HOD of any other branch of the Institution to ensure that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective courses. Suitable online courses shall be chosen from the SWAYAM platform.

3.9 A student is permitted to register a maximum of two courses in total from clause 3.5 and 3.8.

Duration of the course and Number of Credits

Sl.No.	No. of weeks	No. of credits
1	4	1
2	8	2

3	12	3
4	16	4

Mapping of Marks scored in NPTEL and Credits earned

Letter Grade	Marks
O	91-100
A+	81-90
A	71-80
B+	61-70
B	51-60
C	40-49

3.10. Non Functional Elective (NEC) course : The student may be permitted to choose one from the list of NEC courses or a similar course from other PG programmes, with not less than 3 credits per course, with the approval of both Heads of the Departments, from the department offering such courses and the department to which the student belongs.

4 .VALUE ADDED COURSES

The Students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. The credits earned through the Value Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. 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.

The details of the syllabus, timetable and faculty may be sent to the Controller of Examinations after approval from the Board of Studies Meeting concerned. Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student and Head of the department offering the course.

4.1 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/ the 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.

4.2 SELF-STUDY ELECTIVES (s):

The Department may offer self study courses. 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 or above till the previous semesters with no history of arrears. Students may be permitted to credit atmost one Self Study course with the approval of the BOS and the Academic Council.

The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the BOS and the Academic Council, preferably before the commencement of the semester. The self study course of 3 credits, with not be less than 40 hours of study and can be considered as an elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course. Credits will be indicated for such courses in the grade sheets but will not be considered for computing the CGPA.

4.3 COMMUNITY ENGAGEMENT

Community Engagement (EEC): Every student enrolls in the community engagement programme (1 credit) during the second semester and participates in the field activity for a period of 30 hours (2 hours per week for 15 weeks). The pattern of evaluation shall be as applicable to EEC.

4.4 INDUSTRIAL VISIT

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

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** The Curriculum and Syllabi of the P.G. Programmes shall be approved by the Academic Council. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the P.G. Programme.
- 5.3** 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. End Semester Examinations conducted by the Office of the COE will be scheduled after the last working day of the semester.

5.4 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 36 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, Laboratory, and EEC (except Project work), 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, the attendance requirement (vide clause 7) is not compulsory for such courses.

6.5.3 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 have 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. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course instructors) of the class. He / She will be appointed by the Head of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee.

The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class
- To collect and maintain various statistical details of students
- To help the chairperson of the class committee in planning and conduct of the class committee meetings
- To monitor the academic performance of the students including attendance and to inform the class committee
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits

8.1 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 shall be constituted to monitor all Academic activities.

9.2 Class Committee Meeting

Class Committee comprises of all teachers handling courses of a particular semester and 10 students (preferably 5 male and 5 female students) from the programme concerned. One of the above teachers, nominated by the Head of the Department shall act as class advisor and the committee shall be constituted by the HoD within 10 days from the commencement of classes. The class advisor will coordinate the activities of this committee. The class advisor, faculty advisor and HOD will attend the meeting and class advisor shall prepare the minutes of the meeting, which will be approved by the HOD. The copy of the minutes shall be displayed in the notice board within one

week from the date of meeting.

The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein.
- Informing the student representatives, the “academic schedule” including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment.
- In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analysing the performance of the students of the class after each test and finding the ways and means of improving the performance of the students.
- Identifying the slow learners, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.
- The first meeting of the Class Committee shall be held within 10 days from the date of formation of the committee where the enrollment of the courses including add and drop of the courses will be finalized. Two or three 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. After the completion of the semester examination and evaluation process the course instructor shall handover the ATTENDANCE AND ASSESSMENT RECORD’ after the computation of the students CO and PO attainments to the HOD for the verification by the HOD and record keeping.

10. SYSTEM OF EXAMINATIONS

10.1 Performance in each course of study shall be evaluated based on (i) Continuous Internal 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 / 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 5.3. Supplementary Examinations normally will not be conducted for the Post Graduation Courses. But if the Result Passing Board permits, it will 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

A candidate who secures not less than 50% of total marks prescribed for the courses (Internal Assessment + End semester examination) with a minimum of 45% of the marks prescribed for the end-semester Examination in theory, theory with practical components and practical courses (including Project work), shall be declared to have passed in the Examination.

If a student fails to secure a pass in a theory course / laboratory courses, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks

(IA + End Semester Examination) as per clause 16, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the End Semester Examinations alone.

If a student fails in the ESE examinations in the Final Project work the student shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of the project report and the subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case the student does not resubmit the project report within the 30-day period, or again fails in the subsequent viva-voce examination after resubmission of the report, the student shall re-register for the project work in the subsequent semester and redo the project.

The passing requirement for all courses which are assessed only through continuous assessment is 50%.

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

Programme	Prescribed Credits
MBA	102

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 completed 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

The award of letter grades will be decided using relative grading principle except Laboratory Courses and Project Work. The performance of a student will be reported using letter grades, each carrying certain points as shown in Table:

Table: Award of Letter Grades

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

‘U’ denotes Reappearance registration is required for that particular course.

‘SA’ denotes shortage of attendance and hence prevented from writing end semester examination.

‘WD’ indicates withdrawal from the course.

Relative Grading

For those students who have passed the courses (all theory and EEC courses except laboratory courses / Community Engagement / Summer Internship / Project Work), the relative grading shall be adopted, subject to the strength of students who have met the passing requirements is greater than 30.

The marks of only those students who have the minimum required marks (as per Clause 11) from both continuous assessment and ESE, shall be the inputs in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student.

Absolute Grading

In all the courses, for those students who have the minimum required marks (as per Clause 11) from both continuous assessment and ESE, if their strength is less than or equal to 30 then the absolute grading shall be followed with the grade range as specified in the Table.

For the Laboratory courses, Community Engagement, Summer Internship and Project Work, the absolute grading procedure shall be followed as given in the Table irrespective of the class strength.

Grade range for absolute grading

O	A+	A	B+	B	C	U
91 - 100	81 - 90	71 - 80	61 - 70	56 - 60	50 - 55	< 50

The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title ‘Value Added Courses’. The other grades U, SA **will not figure in the mark sheet.**

GPA AND CGPA CALCULATION

The Course Instructor shall handover the foil sheet, assessment sheet and attendance sheet to the HOD concerned for onward transmission to the ACOE, UD for processing of results. After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- the list of courses registered during the semester and the grades scored.
- the Grade Point Average (GPA) for the semester and
- the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester

n

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

Where C_i - is the Credits assigned to the course

GP_i - is the grade point corresponding to the letter grade obtained for each course

n - is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. “U” and “SA” grades will be excluded for calculating GPA and CGPA.

Credits earned through one / two credit value added courses shall not be considered for calculating the GPA or CGPA.

If a student chooses to study more than the required number of electives as per the student’s programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

In the consolidated grade sheet the CGPA earned shall be converted into percentage of marks as follows:

$$\text{Percentage of Marks} = \text{CGPA} \times 10.$$

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).

Revaluation: 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.

ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the MBA Degree provided the student has

- i. Successfully earned the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.

MBA (Full Time): Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.

- ii. Successfully passed any additional courses prescribed by the Director, Academic Courses.
- iii. No disciplinary action pending against the student.

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) 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

6.50 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 or prevention from writing the End Semester Examination due to lack of attendance (if applicable).

13.3 **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 permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.

The student applies for break of study, the student shall apply to the Director, Academic Courses in advance, in any case, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department.

Notwithstanding the requirement of mandatory first assessment period, applications for break of study for special cases under extraordinary conditions will be considered on the

merit of the case. The student shall apply to the Director, Academic Courses through the Head of the Department.

The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.

The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 14).

In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Director, Academic Courses through the concerned Head of the Department before the end of the semester in which the student has taken break of study.

If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The candidate shall join the job only after getting approval of the same by The Director, Centre for Academic Courses

16. SCHEME OF ASSESSMENT

For Theory Courses out of 100 marks, the maximum marks for continuous assessment is fixed as 40 and the end semester examination carries 60 marks.

The End Semester Exams for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. End semester Examination is a mandatory requirement for passing the course and every student should appear for the examination for theory, laboratory, laboratory integrated theory courses and project work. The marks will be awarded and entered in COE portal for individual components of continuous assessments and end semester examination(s) (theory and lab separately in the case of theory courses with lab courses, wherever applicable)

There will be two Assessments for the continuous assessment, each carrying 100 marks shall be conducted during the semester by the Department/college concerned. The total percentage of marks obtained in all assessments put together is 100 and shall be proportionately reduced for 40% of marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

Table : Weightage of Marks for Continuous Assessment

Assessment 1 (100 marks)		Assessment 2 (100 marks)		Total*
Assignment/ Concept viva/ Mini-project/Open Book Test/ Term paper/ Case Study/ Seminar	Written Test	Assignment/ Concept viva/ Mini-project/Open Book Test/ Term paper/ Case Study/ Seminar	Written Test	Total Internal Assessment
40	60	40	60	200*

*The weighted average shall be converted into 40 marks for Continuous Assessment.

One assessment test would be conducted in a day, in the case of tests, and they would be of one and a half hours durations each. Students will have regular classes on the assessment days of these tests. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from

the Chairman, Sports Board, only one Reassessment (optional test) per course may be permitted at the end of the semester with the approval Head of the Department based on the recommendation of the concerned course instructor.

ASSESSMENT FOR LABORATORY COURSES

The maximum marks for Continuous Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Continuous Assessment marks of 60 is as follows: For successful completion of all the prescribed experiments done in the Laboratory 75 marks shall be awarded and 25 marks shall be awarded for the test. The total marks earned by the student in continuous assessments shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Weightage of Marks for Continuous Assessment

Continuous Assessment (100 %)* for 60 marks	
Evaluation of Laboratory Observation, Record	Test
75	25

* Total percentage of Continuous assessment marks shall be converted into 60 marks.

THEORY COURSE WITH LABORATORY COMPONENT / LABORATORY COURSES WITH THEORY COMPONENT

Weightage of internal assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the internal assessments and end semester examination for different types of courses are provided in the table.

L	T	P	C	Internal Assessment 1	Internal Assessment 2	End Semester Examinations
1	0	4	3	Lab (25%)	Theory (25%)	Lab only (50%)
1	0	2	2	Lab (25%)	Theory (25%)	Lab only (50%)
2	0	2	3	Theory (25%)	Lab (25%)	Theory (25%) Lab (25%)
3	0	2	4	Theory (25%)	Lab (25%)	Theory (35%) Lab (15%)
2	0	4	4	Theory (25%)	Lab (25%)	Theory (15%) Lab (35%)

The procedure for the conduct of internal assessments for theory and laboratory components shall be as per the clause 16.

Continuous Assessment	Marks Split up	Marks
Theory (25 marks) = Marks Secured (40) x 25/40	25	

Practical (25 marks) =Marks Secured (60) x 25/60	25	50
End Semester Examination		
Theory (35 marks)= Written Exams for 100 marks converted to 60. Then 60 x35/60	35	50
Practical (15 marks)= Practical Exams for 100 marks converted to 40. Then 40 x15/40	15	
Total Marks	100	100

*The weighted average shall be converted into 50 marks for internal assessment.

ASSESSMENT FOR PROJECT WORK

The evaluation of Project Work for MBA programmes shall be done in the respective semesters and marks shall be allotted as per the weightages given.

The Project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through continuous internal assessment done through three reviews and an End Semester Viva Voce examination.

There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor, expert member from the department and a project co-ordinator from another department. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer. The students are permitted to do interdisciplinary project work with supervisor/co-supervisor from other department relevant to the field of project work. The breakup of marks for each of the reviews are shown in Table. The Project Work End Semester Examination (ESE) Viva Voce will be evaluated by TWO Examiners (i.e. one Internal and the other External) and the Supervisor for a Maximum of 40 Marks.

Continuous Assessment and End-Semester Examinations Marks for Project Work

Project work	Internal (60 Marks)			External (40 Marks)	
	Review I	Review II	Review III	Project Evaluation (20 Marks)	Viva – Voce (20 Marks)

				Supervisor	External	External	Internal
Project work	10	20	30	10	10	10	10

Continuous Assessment	Marks
Review I Problem Identification, Review of Literature, Objectives, Scope of the Study	10
Review II Research Methodology, Company Profile, Questionnaire/ Financial Data, Data Collection	20
Review III Data Analysis, Interpretations, Findings, Suggestions & Conclusion	30
External Examinations Project Evaluation: Supervisor (10) External Examiner (10) Viva Voce: External (10) Internal (10)	40

The Project Report should be prepared according to the guidelines from the Director, Academic Courses. This project report duly signed by the Supervisor(s) and the Head of the Department and shall be submitted to the Head of the Department within the specified date.

The evaluation of the Project work will be based on the project report submitted and a Viva- Voce Examination by a panel consisting of the Supervisor, Internal and External Examiners. The Project Co-ordinator shall act as Internal Examiner. The internal and external examiner shall be appointed by the Chairman of the respective Faculty from the panel of examiners submitted by the Head of the department.

If the student fails to obtain 50% of the internal assessment marks or falls short of the attendance requirement, in the Final Project work of the MBA programme, the student will not be permitted to submit the project report in that semester and has to re-enroll for the same in the subsequent semester.

The deadline for submission of final Project Report is 30 days from the last working day of the semester in which project work is done.

If a student fails in the Viva-Voce examinations of Project Work, the student can resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva- voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same panel consisting of the Supervisor, Internal and External examiners shall evaluate the resubmitted report and reconduct the Viva-Voce examination. In case one of the examiners or both examiners are unable to reconduct the Viva-Voce examination, the Head of the Department may constitute a new panel for the conduct of the Viva-Voce examination with alternate examiners subject to the approval of the Chairperson.

If a student has submitted the project report but does not appear for the viva- voce examination, the student can reappear for the Viva Voce Examination. The student shall be permitted to resubmit the report within 30 days from the declaration of results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee.

If a student fails to submit the project report on or before the specified deadline, the student is deemed to have failed to complete his Project Work within the specified period. The student shall be permitted to submit the report within 30 days from the declaration of results. The resubmission of a project report and subsequent viva-voce examination will be considered asreappearance with payment of exam fee.

A copy of the approved project report after the successful completion of viva-voice examinations shall be kept in the library of the college / institution.

ASSESSMENT OF SUMMER INTERNSHIP

Summer internship shall be for a period of 4 weeks as specified in the curriculum.

The Summer Internship shall carry 100 marks and shall be evaluated as per the Table given below. At the end of internship, the student shall submit a brief report on the training undergone and a certificate of successful completion of the project work or internship from the organization concerned is to be submitted along with the report duly signed by the student, internship supervisor and the Head of Department. The evaluation will be made basedon this report and a Viva-Voce Examination, conducted internally by a two- member Departmental Evaluation Committee constituted by the Head ofthe Department.

Assessment of Summer Internship

SUMMER INTERNSHIP		
EVALUATION MARKS (100)		
REPORT	PRESENTATION	VIVA VOCE
40	30	30

ASSESSMENT FOR VALUE ADDED COURSES

The one / two credit Course, (Vide clause 4.6) shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted as per the clause 16 during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the students for the value added course will be recorded in the grade sheet, however the same shall not be considered for the computation of GPA/CGPA.

ASSESSMENT FOR SELF STUDY COURSE

The Faculty member approved by the Head of the Department shall be responsible for periodic monitoring and evaluation of the course. The course shall be evaluated through Continuous Assessment and End Semester Examination. The evaluation methodology shall be the same as that of a theory course.

OTHER EMPLOYABILITY ENHANCEMENT COURSES

- a) The seminar/ Case study/ Mini project is to be considered as purely internal (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by the Head of the institutions, consisting of the course coordinator and two experts from the department, will evaluate the seminar and at the end of the semester, the marks shall be based on the term paper (40%), presentation (40%) and response to the questions asked during presentation (20%).
- b) The industrial/practical training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of

Industrial/Practical Training / Internship/ Summer Project, the students shall submit an attendance certificate from the organization where he/ she has undergone training and a brief report. The evaluation will be made based on this report and a viva-voce Examination, conducted internally by a three member Departmental Committee constituted by Head the of the Institution consisting of the course coordinator and two experts from the department. The Certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.

- c) For all the courses under Employability Enhancement Courses category, except the project work, the evaluation shall be done with 100% internal marks and as per the procedure.

Optional Test: *A student becomes eligible to appear for the one optional test conducted after the CAT II, only under the following circumstances: (i) absent for CAT I or CAT 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 CAT I or CAT 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.*

17. 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.

18. 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.

19. QUESTION PAPER PATTERN FOR END SEMESTER EXAMINATIONS

Regular Question Paper Pattern (Theory Examination) for PG course (Except few theory courses discussed in BOS Meeting) is given below:

TYPE	QUESTIONS	MARKS
Part A	Short Questions (10x2)	20
Part B	Long Questions (5x12) (either or type)	60
Part C	Case study or Applications (either or type) (1x20)	20
	Total	100

New ESE Question Paper pattern for few theory courses* discussed in BOS Meeting is given below:

TYPE	QUESTIONS	MARKS
Part A	Long Questions (5x15) (either or type)	75
Part B	Case study or Applications (either or type) (1x25)	25
	Total	100

*List of courses enclosed in the Minutes of BOS meeting.