



HINDUSTAN

INSTITUTE OF TECHNOLOGY & SCIENCE
(DEEMED TO BE UNIVERSITY)

Academic Regulations for MBA / MCA Degree Programme

Choice Based Credit System (CBCS)
(Applicable for students admitted from 2018)

“TO MAKE EVERY MAN A SUCCESS AND NO MAN A FAILURE”

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I. PREAMBLE

As per the recommendation of UGC, the Hindustan Institute of Technology and Science (HITS) has introduced Choice Based Credit System (CBCS) from the academic year 2015-16. Choice Based Credit System (CBCS) is a proven, flexible mode of learning in higher education which facilitates a student to have guided freedom in selecting his/her own choices of courses in the curriculum for completing a degree program. CBCS offers a flexible system of learning.

The system permits a student to

- (i) Learn at their own pace through flexible registration process.
- (ii) Choose electives from a wide range of courses offered within and outside their departments.
- (iii) Adopt an interdisciplinary approach in learning.
- (iv) Avail transfer of Credits.
- (v) Gain Non – CGPA credits to enhance skill/employability by taking up project work, entrepreneurship, co-curricular and vocational training.
- (vi) Make the best use of the expertise of available faculty.
- (vii) Learn and earn credits through MOOC and Project Based Learning
- (viii) Enhance their Knowledge, Skill and Attitude through participation in innovative Curriculum Design, Delivery and Assessments.

The Curriculum is designed to take into the factors listed in the Choice Based Credit System (CBCS) with a focus on Project Based Learning and Industrial Training so as to enable the students become eligible and fully equipped for employment industries choose higher studies or entrepreneurship.

II. DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

1. “Programme” means Degree Programme that is MBA / MCA Degree Programme.
2. “Discipline” means specialization of MBA / MCA Degree Programme.
3. “Course” means, a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.
4. “Vice – Chancellor” means the Head of the Institution.
5. Registrar is the Head of all Academic Administration of the Institute.
6. “Dean Academics” means the authority of the University, who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules and Regulations pertaining to the Academic Programmes.
7. “Dean – Student Affairs” is responsible for all student related activities including student discipline, extra and co – curricular activities, attendance and meetings with class representatives, Student Council and parent-teacher meet.
8. “Controller of Examinations” means the authority of the University, who is responsible for all activities of the University Examinations.
9. “TCH” means Total Contact Hours – refers to the teaching – learning periods.
10. “AICTE” means All India Council for Technical Education.
11. “UGC” means University Grants Commission.
12. “MHRD” means, Ministry of Human Resource Development.
13. “HoD” means the Head of the Department concerned.
14. “Institute” means Hindustan Institute of Technology and Science (HITS), Chennai.
15. “DEC” means Department Exam Committee.
16. “BoS” means Board of Studies.
17. “BoM” means Board of Management.
18. “ACM” means, Academic Council, which is the highest authoritative body for approval for all Academic Policies.
19. “Class Teacher” is a faculty of the class, who takes care of the attendance, internal marks and the general conduct of the students of that class.
20. “CIA” is Continuous Internal Assessment which is assessed for every student for every course during the semester.
21. “ESE” is End Semester Examination which is conducted by the Institute at the End of the Semester, for all the courses of that semester.

ACADEMIC REGULATIONS FOR MBA / MCA

Under Choice Based Credit System (CBCS)

(Effective from Academic year 2018 - 19)

1.0 Motto, Vision, Mission and Objectives

The Motto of the Institute is “To make every man a success and no man a failure”.

1.1 The Vision of the Institute is

To be an International Institute of Excellence, providing a conducive environment for education with a strong emphasis on innovation, quality, research and strategic partnership blended with values and commitment to society.

1.2 The Mission of the institute is

- To create an ecosystem that promotes learning and world class research.
- To nurture creativity and innovation.
- To instil highest ethical standards and values.
- To pursue activities for the development of the Society.
- To develop national and international collaborations with institutes and industries of eminence.
- To enable graduates to become future leaders and innovators.

Value Statement

Integrity, Innovation, Internationalization

1.3 Further, the Institute always strives

- To train our graduates with the latest and the best in the rapidly changing fields of Architecture, Engineering, Technology, Management studies, Science and Humanities and Liberal Arts.
- To develop graduates with a global outlook, possessing Knowledge, Skills and Attitude capable of taking up challenging responsibilities in the respective fields.
- To mould our graduates as citizens with moral, ethical and social values so as to fulfil their obligations to the nation and the society.
- To promote research in the field of Architecture, Engineering, Technology, Management studies, Science, Humanities, Liberal Arts and Allied disciplines.

1.4 Aims and Objectives of the Institute are focused on

- Providing state of the art education in Engineering, Technology, Applied Sciences and Management studies.
- Keeping pace with the ever-changing technological scenario and help the graduates to gain proper direction to emerge as competent professionals fully aware of their commitment to the society and the nation.
- To inculcate a flair for Research, Development and Entrepreneurship.

2.0 Admission

The admission policy and procedure shall be decided from time to time by the Board of Management (BOM) of the Institute based on the guidelines issued by the UGC/ Ministry of Human Resource Development (MHRD), Government of India. The number of seats in each discipline of the MBA / MCA programme will be decided by the Board of Management of the Institute as per the directives of AICTE/ UGC / MHRD, Government of India, taking into account the market demands. Seats are also made available up to 20% of the sanctioned intake for Non Resident Indians and foreign nationals, who satisfy the admission eligibility norms of the Institute.

2.1 Eligibility for Admission

The candidate should have qualified with Bachelor's Degree of minimum 3 years' duration and should have obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.

2.2 The candidate has to fulfil all the prescribed admission requirements / norms of the Institute / AICTE norms.

2.3 In all matters relating to admission to the MBA / MCA degree, the decision of the Board of Management of the Institute shall be final.

2.4 At any time after admission, if found that a candidate has not fulfilled one or many of the requirements stipulated by the Institute, or submitted forged certificates, the Institute has the right to revoke the admission of the candidate and will forfeit the fee paid and legal action may be taken against the candidate as decided by the Board of Management.

3.0 Student Discipline

Every student is required to observe utmost discipline and decorum both inside and outside the campus and not to indulge in any activity which may affect adversely the prestige/ reputation of the Institute.

3.1 Any act of indiscipline of a student, reported to the Dean (Student affairs) and Head of the Departments will be referred to a Discipline Committee constituted for the purpose. The Committee will enquire into the charges and decide on a suitable punishment if the charges are substantiated. The committee will also authorize the Dean (Student Affairs) to recommend to the Vice-Chancellor the implementation of the decision. The student concerned may appeal to the Vice-Chancellor, whose decision will be final.

3.2 Ragging in any form is a criminal and non-bailable offence in our country. The current State and Central legislations provide stringent punishments including imprisonment. Once the involvement of a student is established in ragging, offending fellow students/staff, harassment of any nature to the fellow students/staff etc. the student(s) will be liable to be dismissed from the Institute, as per the laid down procedures of the UGC / Govt. /Institute. Every senior student of the Institute, along with their parent, shall give an undertaking every year in this regard and the same should be submitted at the time of Registration.

4.0 Structure of the MBA / MCA Degree Programme

Choice Based Credit System (CBCS) is introduced from the Academic year 2018 - 19 in the curriculum, to provide students, a balanced approach to their educational endeavour.

4.1 All **MBA / MCA** Programmes will have the curriculum and syllabi (course contents) as approved by the Board of Studies and Academic Council of the Institute.

4.2 Credits are the weightages are assigned to the courses based on the following general pattern:

One lecture / Tutorial period per week	--- 1 credit
Two periods of Practical/ per week	--- 1 credit

4.3 Under CBCS, the degree programme will consist of the following categories of courses.

i) General Core Foundation (CF) courses which comprise of

Courses on Humanities, Basic Sciences, English, Value Education, Environmental Sciences and Professional Development.

ii) Compulsory Courses (CC) comprise of the following.

Professional Core (PC) courses: These courses expose the students to the foundation of topics related to the chosen programme of study comprising of theory and Practical/ field work/ Case Studies / Design project/ Project etc.

iii) Departmental Elective (DE) courses: These courses enable the students to take up a group of courses of their interest in the area of specialization offered by the parent Department / School.

iv) Non –Departmental Electives (NE): These courses are offered (across disciplines) by departments other than the parent Department. Two groups of Electives are available under NE namely, Electives offered by Core Departments and Open Electives offered by Non – Core departments.

v) Indexed Journal / Conference Publications: If a student publishes a research paper as main author, in indexed Journal / Conference, the same can be considered as equivalent to one two credit course under NE.

vi) Non-CGPA courses offered in certain semesters are compulsory, but are not used for calculation of GPA and CGPA. However, the credits will be mentioned in the grade sheet.

4.4 Non-CGPA courses

The student shall select any two courses /activity from the following **Table 1**, during the entire period of study. The student has to make his / her own efforts for earning the credits. The grades given will be Pass/ Fail (P/F). The respective class teachers have to encourage, monitor and record relevant activities of the students, based on the rules issued from time to time by the Institute and submit the End semester report to the Head of the Department.

Table 1. Non-CGPA Courses

No.	Course / Activity	Credits
1.	Start ups	2
2.	Industrial Training	2
3.	Technical conference, seminar, competitions, Professional Societies	2
4.	Management courses	2
5.	Technical Certification Course	2
6.	Sports	2
7.	NCC	2
8.	NSS	2
9.	YRC	2
10.	Art and Cultural activities	2
11.	English Proficiency Certification	2
12.	Aptitude Proficiency Certification	2
13.	Foreign Languages Level II and above	2
14.	Publication in Conferences / Seminar	2
15.	Indexed Journal Publication	2

- 4.5** The curriculum for **MBA / MCA** programmes is designed to have a minimum of **80 credits**, distributed across four semesters of study for the award of degree
- 4.6** A student must earn compulsorily the credits mentioned under each category in **Table 2** and also a minimum total of **80 credits** for the award of MBA / MCA degree.

Table 2. Distribution of Credits for MBA / MCA

No.	Category	Credits	Percentage
1	Professional Allied	2	2.5
2	Professional Core	44	55
3	Department Elective	20	25
4	Non-Department Elective	4	5
5	Internship / Project	10	12.5
	Total Credits	80	100

- 4.7** The medium of instruction is English for all courses, examinations, seminar presentations and project reports.

5.0 Faculty Advisor

To help the students in planning their selection of courses and programme of study and for getting general advice on the academic programme, the concerned department will assign a certain number of students to a faculty member who will be called their Faculty Advisor. Such Faculty Advisor will continue to mentor the students assigned to him for the entire duration of the programme.

5.1 Class Committee

Every section / batch of the MBA / MCA Degree programme will have a Class Committee consisting of Faculty and students.

The constitution of the Class Committee will be as follows:

- a. One Professor not associated with teaching the particular class shall be nominated by the Head of the Department to act as the Chairman of the Class Committee as approved by the Dean of the respective school.
- b. Course coordinator of each of the lecture-based courses (for common courses).
- c. Workshop Superintendent (for first two semesters).
- d. Four students from the respective class nominated by Head of the Department.
- e. Faculty Advisors of the respective class.

5.2 Course committee

Course committee shall be constituted by the HoD for all the common courses, with the faculty who are teaching the courses and with a Professor of the core department as the Chairman. The Course committee shall meet periodically to ensure the quality of progression of the course in the semester.

5.3 The basic responsibilities of the Class Committee and Course committee are:

- a. To review periodically the progress of the classes.
- b. To discuss issues concerning curriculum and syllabi and the conduct of the classes.
- c. To inform the students about the method of assessment as recommended by the Department Exam Committee (“DEC”) at the beginning of the semester. Each class committee / course committee will communicate its recommendations and

the minutes of the meetings to the Head of the Department, Dean (Academics) and the Dean (Student Affairs).

- d. To conduct meetings at least thrice in a semester as per the Academic Plan issued by the Dean – Academics.
- e. To review the academic performance of the students including attendance, internal assessment and other issues like discipline, maintenance etc.

6.0 Registration for courses in a Semester

6.1 A student will be eligible for registration of courses in any semester only if the student satisfies regulation 10.0 (progression) 11.0 (maximum duration of the programme) and only if he/she has cleared all dues to the Institute, Hostel and Library up to the end of the previous semester provided that student is not debarred from enrolment on disciplinary grounds.

6.2 **The institute follows a Flexible Choice Based Credit System and Slot based table. Accordingly, the students shall be given the option for selecting their courses, credits, teachers, slots and create their time table. The student is given the option of selecting the number of credits to undergo in a semester, subject to the curriculum requirements of minimum and maximum.**

Except for the first year courses, registration for a semester will be done during a specified week before the start of the semester as per the Academic Schedule.

Late registration /enrolment will be permitted by the Dean – Academics for genuine cases, on recommendation by the Head of the respective department, with a late fee as decided from time to time.

6.3 The student shall make the choice of course in consultation with the Faculty Advisor and as stipulated from time to time.

6.4 Students shall have to pay additional fee as prescribed, for registering in certain elective courses under Non - Departmental Electives courses offered by certain specific Departments and for higher level Foreign Languages, as decided from time to time.

7.0 Attendance

The faculty handling a course must finalise the attendance, 3 calendar days before the last instructional day of the course and submit to the HoD through the class teacher.

- a. A student with an attendance of less than 75% (Total Contact Hours - "TCH") in any course, irrespective of the reason for the shortfall of the attendance, will **not** be permitted to appear for the end-semester examination in that particular course. The student is however permitted to avail **Academic Leave** up to 10% for attending academic related activities like, Industrial Visits, Seminars, Conferences, Competitions etc., with the prior approval of the HoD. After the event the student should submit the proof of evidence to the HoD for approval of the Academic Leave.
- b. The remaining 25% allowance in attendance is given to account for activities under NCC / NSS / Cultural / Sports/ Minor Medical conditions etc.
- c. A student who earns an attendance ("TCH" – Total Contact Hours) between 40% and 75% in any course will be "RC" category which means Repeat the Course during the Summer / Winter break. Students under "RC" category will **not** be permitted to attend the Regular End Semester Examinations for that course. During the Summer / Winter break, the regular courses of the respective semester will be offered as Summer/Winter Courses, to enable the students to get required attendance and internal assessment marks to appear in the repeat exam.
- d. Students under "RC" category in any course shall attend the immediately following Summer / Winter course as detailed in clause 9.1. The detailed schedule of the Summer / Winter courses offered in every semester will be announced during the end of that semester. The student who fall under "RC" category has to select their appropriate slots and courses, optimally to attend the courses
- e. The student, whose attendance falls below 40% for a course in any semester, will be categorized as "RA", meaning detained in the particular course for want of attendance and they will not be permitted to write the End semester exam for that course. The procedure for repeating the course categorized as "RA" is mentioned in Clause 11.2.

7.1 Additional condonation may be considered in rare and genuine cases which includes, approved leave for attending select NCC / Sports Camps, cases requiring prolonged medical treatment and critical illness involving hospitalization.

For such select NCC / Sports Camps prior permission for leave shall be obtained by the respective faculty coordinator / Director of sports from the designated authority, before deputing the students

7.2 For medical cases, submission of complete medical history and records with prior information from the parent / guardian to Dean (Student Affairs) is mandatory. The assessment of such cases will be done by the attendance sub – committee on the merit of the case and put up recommendations to the Vice – Chancellor. Such condonation is permitted **only twice** for a student in the entire duration of the programme.

The Vice-Chancellor, based on the recommendation of the attendance sub - committee may then give condonation of attendance, only if the Vice Chancellor deems it fit and deserving, but in any case, the condonation cannot exceed 10%.

8.0 Assessment Procedure

Every course shall have two components of assessment namely,

- a. Continuous Internal Assessment “CIA” This assessment will be carried out throughout the semester as per the Academic Schedule
- b. End Semester Examination “ESE”. This assessment will be carried out at the end of the Semester as per the Academic Schedule

The weightages for the various categories of the courses for CIA and ESE is given in Table 4.

Table 4 Weightage of the CIA and ESE for various categories of the courses

No.	Category of Courses	CIA weightage	CIA Minimum	ESE	ESE Minimum	Passing minimum (CIA + ESE)
1	Theory Course	50%	50%	50%	50%	50%
2	Practical	80%	50%	20%	50%	50%

3	Theory Course with Practical Components	60%	50%	40%	50%	50%
4	Department Elective (DE) / Non – Department Elective (NE)	50%	50%	50%	50%	50%
5	Design Project / Case Studies	100%	50%	---	---	50%
6	Internship / Personality Development	100%	50%	---	---	50%
7	Project and Viva Voce	50%	50%	50%	50%	50%

8.1 Theory Course / DE / NE Assessment weightages:

The general guidelines for the assessment of Theory Courses, Department Electives and Non – Department Electives shall be done on a continuous basis is given in Table 5.

Table 5a: Weightage for Assessment

No.	Assessment	Weightage	Duration
1.	First Periodical Assessment	10%	1 period
2.	Second Periodical Assessment	10%	1 Period
3.	Third Periodical Assessment	10%	1Period
4.	Seminar/Assignments/Project/ Lab	10%	--
5.	Surprise Test / Quiz / Lab	10%	--
6.	End Semester Exam	50%	2 to 3 hours

8.2 Practical: For practical courses, the assessment will be done by the course teachers as below:

Weekly assignment/Observation / lab records and viva as approved by the Department Exam Committee (“DEC”).

- a. Continuous Internal Assessment -- 80%

- b. End Semester Examination -- 20%

8.3 Theory courses with practical Component: For theory courses with practical Component the assessment will be calculated as follows as approved by the “DEC”.

- a. Continuous Internal Assessment -- 60%
 b. End Semester Exam -- 40%

Table 5b: Weightage for Assessment

No.		Assessment Theory, DE, NE courses	Weightage Theory, DE, NE courses	Duration
1.	CIA	First Periodical Assessment	10%	1 period
2.		Second Periodical Assessment	10%	1 Period
3.		Third Periodical Assessment	10%	1Period
4.		Practical Assessment	30%	----
5.	ESE	End Semester Exam	40%	2 to 3 hours

8.4 Design Project / Case Studies – Assessment

The general guidelines for assessment of Design Project is given in Table 6

Table 6: Assessment pattern for Design Project / Case Studies

No.	Review / Examination scheme	Broad Guidelines	Weightage
1.	First Review	Concept	20%
2.	Second Review	Design	30%
3.	Third Review	Experiment/Analysis	20%
4.	Project report and Viva – Voce	Results and Conclusion	30%

8.5 Internship

A student has to compulsorily attend summer internship during 2nd year (MBA) and 3rd year (MCA) for a minimum period of one month.

In lieu of summer internship, the student is permitted to register for undertaking case study / project work under a faculty of the Institute and carry out the project for minimum period of one month.

In both the cases, the internship report in the prescribed format duly certified by the faculty in-charge shall be submitted to the HoD. The evaluation will be done through presentation and viva. The course will have a weightage of 1/2 credits as defined in the respective curriculum.

- 8.6** For End of Programme Project / Dissertation / Internship / Thesis, the assessment will be done on a continuous as given in Table7

Table 7: Assessment of Project work

No.	Review / Examination scheme	Weightage
1.	First Review	10%
2.	Second Review	20%
3.	Third Review	20%
4.	Project report and Viva – Voce	50%

For the end of programme project and Viva – Voce semester examination, the student shall submit a Project Report in the prescribed format issued by the Institute. The first three reviews will be conducted by a Committee constituted by the Head of the Department. The end – semester assessment will be based on the project report and a viva on the project conducted by a Committee, constituted by the Registrar / Controller of examination. This may include an external expert.

- 8.7** For Non – CGPA courses the assessment will be graded “Satisfactory/Not Satisfactory” and grades of Pass/Fail will be awarded.

8.8 Flexibility in Assessment:

The respective Departments under the approval of the Department Exam Committee (DEC) may decide the mode of assessment, based on the course requirements.

8.9 A student with internal assessment marks of **less than 50%** in any course will **not be permitted** to appear for the end-semester examination in that particular course and will be categorized in “RC” grade for that course. This grade shall appear in the grade sheet till the course is successfully completed in the subsequent semester(s).

9.0 Procedures for Course Repetition / Repeat Examinations

9.1 Summer / Winter Course: - for “RC” Category

a. Students under RC category i.e.

i. Attendance between 40% and 75% in any course(s) OR

ii. CIA marks less than the prescribed minimum as specified in clause 8.0 Table 4 in any course(s) OR

iii. Falls under both 1 and 2 above

are eligible for registering for the **Summer / Winter Course** which will be conducted during the Summer / Winter break, to improve their Attendance and/or CIA marks in the courses, by paying the **prescribed registration fee fixed from time to time..**

b. The Odd semester regular courses will be offered only in the Winter and the even semester regular courses will be offered only in the Summer.

c. **RC** students shall register by payment of prescribed fee and attend the classes during the summer / winter break and take assessments to earn minimum internal marks (clause 10.0, Table 3) and/or required attendance, to become eligible for writing the Repeat Examinations (Clause 11.3).

d. The revised CIA marks shall not exceed 60% of the total internal weightage for any repeat course.

e. **Re- Registration for ‘RC’ category**

The students under “RC” category who **fail to improve** their attendance and/or CIA marks and **not** become eligible to write the Repeat Examination through the immediate summer/winter course are permitted to **re – register** for the Summer / Winter course again under “RC” category whenever it is offered in

the subsequent semester(s) during their period of study by **paying 50% of the prescribed registration fee** as mentioned in Clause 11.1 (a). It is the responsibility of the student to fix the appropriate slots in the Summer / Winter course time table. The student will not be able to register if he/she is unable to fix the slots in the time table. The course will remain in the “RC” category until he / she successfully completes that course.

9.2 Course – Repetition - “RA” Category

- a. Students who secure attendance less than **40%** in any course(s) in a semester will be categorized under “RA” - meaning **Repeat the course(s)** for want of minimum attendance. The CIA marks obtained by the students placed under RA category will become null and void.
- b. “RA” category students shall re-register for the same course once again whenever it is offered in the subsequent regular semesters and has to secure required minimum attendance and minimum internal assessment marks to become eligible to appear in the end semester examination for that course, by paying the requisite fee.
- c. It is the responsibility of the student to schedule their time table to include the “RA” courses without affecting the attendance of the regular courses of the current semester.
- d. Normally, a student will be permitted to register for not more than 3 “RA” courses in a semester. However, the students who wish to register for more than 3 “RA” courses are permitted to register only if the student finds suitable slots for doing the course within the framework of the time table for the regular semester. Request for registrations of additional RA courses over and above 3 in a semester shall be got approved by the respective HoDs.
- e. The student has the option to drop their regular courses proportionally in their regular semester during the course registration process without affecting the minimum credit requirement specified. Such dropped courses will be categorized as “RA”. However, the student has to complete the dropped courses in the subsequent semesters.

- f. It is the responsibility of the student to fix the slots for “RA” courses within the framework of the time table and slot availability without affecting his/her regular courses.

g. Detention

A student who secure RC or RA or both In all the registered theory courses prescribed in a semester shall repeat the semester by registering for the semester in the next academic year. However he/she is permitted to appear for arrear examination as per eligibility.

9.3 Repeat Examinations

- a. Normally, the results of the End Semester Examinations for Regular Theory courses are announced within a period of 10 days after the last regular examination.
- b. During the even semester, the Repeat Examinations will be conducted for even semester courses and during the Odd semester the Repeat Examinations will be conducted for Odd semester courses.
- c. The schedule for the Repeat Examinations will be notified through the Academic Calendar which will be published at the beginning of every academic year.
- d. The students under “RC” category, who have secured the requisite attendance and internal assessment marks as applicable, by successfully completing the Summer / Winter course, are eligible to register for the Repeat Examinations.
- e. The students who fail to secure a pass or being absent for genuine reasons in their End Semester Examination for the regular courses are permitted to appear for the Repeat Exams by paying the prescribed fee.
- f. For the **Supplementary examinations (refer: Clause 15.2)**, the students with “U” grade in any course (refer clause 8.0 Table 4 and Clause 16.1) shall register by paying requisite fee and appear in the Repeat Examinations.
- g. The students who wish to apply for the revaluation of their answer scripts (Regular/ Supplementary / Repeat Examinations) should apply immediately after the announcement of results.

10.0 Progression to higher semester

10.1 MBA / MCA – Regular: Student has to satisfy the following conditions laid down in Table 8 for progression from one academic year to next.

Table 8. Minimum Eligibility for progression MBA / MCA - Regular

To enroll for semester	Minimum no. of credits to be earned
3	15 Credits in 1 st and 2 nd Semester
5	30 credits in 1 st to 3 rd Semester put together (MCA)

If a student fails to satisfy the above criterion in an academic year, the student has to take a short break the programme until they become eligible for progression.

10.2 A student under **RA** category (due to lack of minimum attendance as specified in clause 8.1e) *or* **RC** category (due to lack of minimum internal marks as specified in clause 8.1c) **in all registered theory courses prescribed in a semester**, is detained and will not be allowed to proceed to the next semester. He/she has to re-register for the courses in the following academic year only.

11.0 Maximum Duration of the Programme

A student may complete the programme at a slower pace than the regular pace, but in any case in **not more than 3 years (6 semesters) for MBA and 4 years (8 semesters) for MCA**, excluding the semesters withdrawn as per clause 12.0.

A student completing the **MBA / MCA** programmes during the extended period will not be eligible for Institute ranking.

12.0 Temporary Withdrawal from the Programme

- a. A student is permitted to take a break, up to a maximum of 2 semesters, during the entire programme to clear the backlog of arrears.
- b. A student may be permitted by the Vice- Chancellor to withdraw from the entire programme for a maximum of two semesters for reasons of ill health, Start – up venture or other valid reasons as recommended by a

committee consisting of Head of Department, Dean of School, Dean (Academic) and Dean (Student Affairs).

13.0 Declaration of results

- 13.1** A student shall secure the minimum marks as prescribed in Clause 8.0 (Table 4) in all categories of courses in all the semesters to secure a pass in that course.
- 13.2 Supplementary Examinations:** If a candidate fails to secure a pass in any course due to not satisfying the minimum passing requirements and obtain a “U” grade – as per clause 15.1 he/she shall register, pay the requisite fee and re-appear for the End Semester Examination during the following semesters. Such examinations are called Supplementary Examinations. During the even semester, the supplementary exams will be conducted for even semester courses and during the odd semester the supplementary exams will be conducted for odd semester courses. He/she need not attend the contact course. However, the Internal Assessment marks secured by the candidate will be retained for all such attempts.
- 13.3** A candidate can apply for the revaluation of his/her end semester examination answer paper in a theory course after the declaration of the results, on payment of a prescribed fee
- 13.4** After 4 years (MCA) / after 3 years (MBA) the internal assessment marks obtained by the candidate will not be considered in calculating the passing requirement. A candidate who secures 50% in the end semester examination will be declared to have passed the course and earned the specified credits for the course irrespective of the score in internal assessment marks for the course.
- 13.5** Revaluation is **not** permitted for Design Project / Thesis. However, only for genuine grievances as decided by the Exam Grievance Committee a student may be permitted to apply for revaluation.
- 13.6** Candidate who earns required credits for award of degree after 3 years for MBA / MCA (lateral Entry) and 4 years for regular MCA for (on expiry of extended period of 2 semesters over and above normal duration of course) he/she will be awarded only *second class* irrespective of his/her CGPA. However, the period approved under

temporary withdrawal, if any, from the programme (13.0) will be excluded from the maximum duration as mentioned above.

13.7 Semester Abroad Programme: Students who are allowed to undergo internship or Training in Industries abroad during their course work or attend any International Institute under semester abroad programme (SAP) up to a maximum of 1 semester will be granted credit equivalence for the Course Work/project work done by them in the Industry /Foreign Institute as per the recommendations of the credit transfer committee.

14.0 Grading

14.1 A grading system as shown in Table 9 will be followed.

Table 9 Grading system

Range of Marks	Letter Grade	Grade Points	Remarks
90 – 100	S	10	Outstanding
80-89	A	09	Excellent
70-79	B	08	Very Good
60-69	C	07	Good
56 -59	D	06	Average
51 – 55	E	05	Pass
<50	U	00	To Reappear for end-semester examination
--	RC	00	Repeat Course (Summer / Winter) due to Attendance deficiency (40% and 75%) and/or Lack of minimum CIA marks as specified in clause 8.0 Table 4
--	RA	00	Repeat the course due to (i) Lack of minimum attendance (below 40%) in regular course /
--	--	00	DETAINED “RC” or “RA” or both in all registered theory courses of a semester. The student is detained and has to repeat the entire semester. Clause 10.2

14.2 GPA and CGPA

GPA is the ratio of the sum of the product of the number of credits C_i of course “i” and the grade points P_i earned for that course taken over all courses “i” registered by the student to the sum of C_i for all “i”. That is,

$$GPA = \frac{\sum_i C_i P_i}{\sum_i C_i}$$

CGPA will be calculated in a similar manner, in any semester, considering all the courses enrolled from the first semester onwards.

14.3 The Grade card will not include the computation of GPA and CGPA for courses with letter grade **RC, RA and U** until those grades are converted to the regular grades.

14.4 A course successfully completed cannot be repeated.

15.0 Grade Sheet

15.1 Letter grade

Based on the performance, each student is awarded a final letter grade at the end of the semester in each course. The letter grades and corresponding grade points are given in Table 10.

15.2 A student is considered to have completed a course successfully and earned credits if he/she secures a letter grade other than **U, RC, and RA** in that course.

15.3 After results are declared, grade sheet will be issued to each student which will contain the following details:

- a. Program and discipline for which the student has enrolled.
- b. Semester of registration.
- c. The course code, name of the course, category of course and the credits for each course registered in that semester.
- d. The letter grade obtained in each course.
- e. Semester Grade Point Average (GPA).

- f. The total number of credits earned by the student up to the end of that semester in each of the course categories.
- g. The Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester.
- h. Credits earned under Non CGPA courses.

16.0 Class/Division

16.1 Classification is based on CGPA and is as follows:

CGPA \geq 8.0: **First Class with distinction**

6.5 \leq CGPA <8.0: **First Class**

5.0 \leq CGPA <6.5: **Second Class.**

16.2 i) Further, the award of '**First class with distinction**' is subject to the candidate becoming eligible for the award of the degree having passed the examination in all the courses in his/her first appearance with effect from II semester, within the minimum duration of the programme.

ii) The award of '**First Class**' is further subject to the candidate becoming eligible for the award of the degree having passed the examination in all the courses **within 2 years For MBA and 3 years for regular MCA Program.**

iii) The period of authorized discontinuation of the programme (vide clause 12.0) will not be counted for the purpose of the above classification.

17.0 Transfer of credits

17.1. Within the broad framework of these regulations, the Academic Council, based on the recommendation of the Credit Transfer Committee so constituted may permit students to earn part of the credit requirement in other approved Universities of repute & status in the India or abroad.

17.2 The Academic Council may also approve admission of students who have completed a portion of course work in another approved Institute of repute under lateral entry based on the recommendation of the credit transfer committee on a case to case basis.

17.3 Admission norms for working Professional:

Separate admission guidelines are available for working / experienced professionals for candidates with the industrial / research experience who desire to upgrade their qualification as per recommendation of Credit Transfer Committee.

18.0 Change of Discipline

18.1 If the number of students in any discipline of MBA / MCA class as on the last instructional day of the First Semester is less than the sanctioned strength, then the vacancies in the said disciplines can be filled by transferring students from other disciplines subject to eligibility. All such transfers will be allowed on the basis of merit of the students. The decision of the Vice-Chancellor shall be final while considering such requests.

18.2 All students who have successfully completed the first semester of the course will be eligible for consideration for change of discipline subject to the availability of vacancies and as per norms.

19.0 Power to modify

Notwithstanding all that has been stated above, the Academic Council is vested with powers to modify any or all of the above regulations from time to time, if required, subject to the approval by the Board of Management.
