



J.N.N INSTITUTE OF ENGINEERING

AUTONOMOUS

NAAC 'A' Grade | Approved by AICTE | Affiliated to Anna University

**DEPARTMENT OF MANAGEMENT SCIENCES
REGULATIONS 2022 (R22)
CHOICE-BASED CREDIT SYSTEM (CBCS)
MASTER OF BUSINESS ADMINISTRATION
Full-time–4 Semester program
(With Effect from the Academic year 2022–2023)**

1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. “Program” means logical arrangement of courses to fulfill predetermined objectives and outcomes leading to the awarding of a degree.
- ii. “Course” means a theory/practical/theory-cum-practical theory cum project and other courses described in clause 4 studied in a semester.
- iii. “Specialization” means the functional area(s) of concentration achieved through the choice of electives as defined in the curriculum.
- iv. “Credit” means the weightage given to a course in terms of class hours per week and used in the computation of the Grade Point Average and CGPA.
- v. “Head of the Institution” means the Principal of the Institution.
- vi. Department means the team of faculty members who are responsible for a program of study.
- vii. “Head of Department” (HOD) means the person who is heading a particular department.
- viii. “Chairperson, Academic Council” means the authority of the Institution who is responsible for all academic activities of the Institutions/ Departments for implementation of relevant Rules and Regulations.
- ix. “Controller of Examinations” means the authority of the Institution who is responsible for all activities of the Examinations.
- x. “Chairperson, BoS” means Chairperson of Board of Studies of each faculty.
- xi. “University” means affiliating University (Anna University, Chennai).
- xii. “Institution” here denotes J.N.N. Institute of Engineering.

2.0 ELIGIBILITY FOR ADMISSION

- 2.1** Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under -Graduate Degree or equivalent as specified under qualification for admission as per the Tamil Nadu single window counselling process. 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.

- 2.2 However, the Institution may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.
- 2.3 Not with standing the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.
- 2.4 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.
- 2.5 In addition, for admission under the Management Quota, the Institution's admission policy will be applicable. This will be announced in the Institution's website periodically.
- 2.6 A student who joins the full-time MBA program should not be employed during the program (on a part-time or full-time basis) and should not enroll in any other educational program except with the written approval by the HOD.

3.0 STRUCTURE & DURATION OF THE PROGRAM

- 3.1 The normal duration of the MBA program will be of two years consisting of four semesters and the maximum will be eight semesters, including a permitted break of study, if any (vide clause 21.0). All necessary courses must be completed with a pass mark within the maximum duration of the course.
- 3.2 Each semester shall consist of a minimum of 75 working days or 540 periods of 50 min. each including CA test period. The HOD shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus for the course being taught
- 3.3 The program will consist of 91 total credits as outlined in the curriculum.

4.0 CATEGORIZATION OF COURSES

The program will have a curriculum consisting of theory/practical/theory-cum-practical/ theory cum project and other courses with well-defined outcomes. In addition, the curriculum will also include Employment Enhancement Courses (EEC).

The curriculum will specify the class hours (50 minutes) in a semester for each course. The credits will determine the weightage in computing the Grade Point Average and Cumulative Grade Point Average of the student.

Definition of credit:

Contact hours per week	Credits
One lecture hour	1

Two hours of practical / laboratory and Enhancement Courses. Employment	1
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The following types of courses will form apart of the MBA curriculum:

a) Foundation Core (FC)

May include mathematics or other basic courses. These provide the basic knowledge that is necessary to pursue management education.

b) Professional Core (PC)

These provide the student with the basic knowledge about different functional areas of management in an organization. They provide the width of knowledge on which students can build depth in their chosen area(s) of specialization.

c) Professional Electives (PE)

These courses enable the students to get a depth of knowledge in subjects pertaining to their areas of specializations. These will also include cross-functional electives which are outside the areas of core and elective courses in functional specialization.

d) Employment Enhancement Courses (EEC)

These are courses that enhance the employability of students. These will include courses that address specific skills (such as communication and seminars), internships and projects. These courses will have credits assigned to them. For some of these courses, valuation will only be on a continuous basis. A grade will be awarded and included in the computation of CGPA. The framework for such assessments will be informed to students in the beginning of the semester.

e) Summer Internship (SI)

f) This is to provide a student with a real-life experience of working in an external organization, understanding how it functions and seek to apply the knowledge gained in the program. Students will do this internship after the first year of the program. In the extreme event of a student/s not getting an opportunity in any external organization, an internal project will be offered under the guidance of a faculty member.

f) Final Semester Project (FSP)

This final semester project will have a research orientation and address a problem in the external organization or an internal project identified by a faculty. The students will accordingly carry out this project in an external organization, in the field or within the institution. Each student will be linked to a faculty member who will guide the student throughout the project. When the project is carried out in an external organization, there will be a guide from the organization to ensure that their goals are met.

g) Theory Course

A course that involves learning of concepts and their applications including quantitative problem solving.

h) Laboratory Course

A course that involves learning of software tools and packages that aid in solving problems pertaining to management.

i) Theory-cum-Laboratory Course

A theory course that has practical sessions as a part of the course work to enhance the learning outcomes in the course.

j) Theory-cum- Project Course

A theory course that has Project Sessions as a part of the course work to enhance the learning outcomes in the course

k) Online Courses

From time to time, online courses offered by reputed platforms (NPTEL, Swayam, etc) and institutions may be announced as alternatives to electives in the third semester. The courses will be identified and finalized by a team of faculty members and approved by the Board of Studies before they are offered. One or more online courses may be required to be completed to earn the credits of one elective. A student can choose to complete the online course(s) with prior approval from HOD and earn credits that can be exchanged for electives in the third semester up to six credits. The method of evaluation in these courses will be announced by the HOD at the time of attending the courses. **The charges, if any, for these courses will be borne by the students.**

l) Value Added Courses

From time to time, these will be offered by the Institution to students to enhance their knowledge in their areas of specialization. These courses will be conducted by experts in the industry and academia. Theory courses of 14 hours duration, with a qualifying assessment, will be treated as equivalent to one credit. These courses will be conducted outside the regular class hours. The credits earned through Value Added Courses will be over and above the prescribed credits in the curriculum and the grades will not be used for computing the CGPA. However the grades will be mentioned in the grade sheet.

m) Rural Community Engagement

This is an optional activity that can be carried out by students. This is a group activity that can be done throughout the second semester for a duration of 42 hours. The objective of this exercise is to enable students get an experience of rural life and explore areas where they can contribute to the welfare of the rural society. A faculty guide will be assigned to facilitate this activity. There will be an evaluation of this activity in the end of the semester based on a report.

This activity will be assigned two credits and will be over and above the prescribed credits in the curriculum. The grades will not be used for computing the CGPA but will be mentioned in the grade sheet.

5.0 MEDIUM OF INSTRUCTION

The medium of instruction will be English only. It is desirable that the medium of communication among students and between students and faculty members is also English.

6.0 CURRICULUM

The curriculum and syllabi for the two-year MBA program shall be proposed by the Board of Studies and approved by the Academic Council of the Institution. The curriculum is included as Annexure A to this document. The approved syllabi for all courses will be available to students joining the program.

7.0 REGISTRATION FOR COURSES

All students will have to compulsorily register for all courses in the first, second, third and fourth semesters. For the third and fourth semesters, the registration will be done within five days from the start of the semester. This will include registration for:

- Core courses ,if any, for the semester
- Electives for the semester (as outlined in clause 30)
- Employment Enhancement Courses
- Courses dropped earlier
- Courses being repeated for want of attendance earlier
- Courses in which student has with drawn earlier
- Summer internship and final semester project

After registering for a course, the students are expected to attend classes, satisfy attendance requirements as mentioned under eligibility to write end-semester examinations, earn continuous assessment marks and appear for the end-semester examination.

Registration for courses being repeated for want of attendance earlier will have to be done only in the semester in which the courses are offered again. In case the same course is not offered, an equivalent will be offered to the student.

Some Value Added Courses, which are not apart of the curriculum, will be optional for students. Students will register separately for such courses as and when they are announced. **A nominal fee payment might be involved for such courses.**

8.0 REGISTRATION FOR FINAL SEMESTER PROJECT

An internal project or a project in a company can be done in the subsequent semester. However, they can continue to do the project course work, if any, in the fourth semester.

9.0 DROPPING OF A COURSE

Student has the option to drop one course in the third semester after having registered for the same. This will have to be done within 7 days of the start of the respective semester. The approval of the HOD will be required for dropping a course.

A course dropped by a student may be done in the corresponding semester in the next academic year when the course is offered again. In case the same course is not offered, an equivalent course will be informed to the student.

Dropping of courses is not permitted in the first and second semesters.

10.0 ASSESSMENT PROCEDURE (CIA & ESE)

Theory and Practical courses for which there is an internal mark of 40 for theory and 60 marks for practical that includes 5 marks for attendance as shown below:

Assessment	Theory	Theory cum project	Practical	Duration	Syllabus to be covered
IAT 1 (Internal Assessment Test)	06	07	-	1:30 Mins	1-2 Units
Lab Test -1	-	-	20	2 Hrs	50%
IAT 2 (Internal Assessment Test)	06	07	-	1:30 Mins	3-4 Units
(Lab Test-2)	-	-	20	2 Hrs	50%
Model Examination	12	11	-	3hrs	1-5 Units
Mini-project	-	10	-	1 Hr	-
Model lab	-	-	-	2 Hrs	100%
Assignments / Seminar	11	-	-	2 Numbers	-
Viva	-	-	10	10 Mins	-
Attendance	5	5	10	-	-
CIA (Continuous Internal Assessment)	40	40	60	-	-
ESE (End Semester Examination)	60	60	40	3 Hrs (Theory)/ 2 Hrs (Practical)	-
Total Marks	100	100	100	-	-

10.1 Distribution of Marks for Attendance

The distribution of 5 marks for Theory Courses and 10 marks for Laboratory Courses attendance is as follows:

Attendance % in each course	Theory Courses	Laboratory Courses
>95%	5 Marks	10 Marks
90-94%	4 Marks	8 Marks

85-89%	3 Marks	6 Marks
80-84%	2 Marks	4 Marks
75-79%	1 Mark	2 Marks

Theory Course

Two tests will be conducted as per schedule given in the academic calendar. Each test carries a maximum of 50 Marks.

The components for continuous assessment and respective marks for each will be announced to the students at the beginning of the semester.

The Controller of Examinations will conduct the end-semester examinations. The end-semester exam will be for a duration of 3 hours for 100 marks. The marks obtained will be reduced to 60 marks for computing the total marks obtained in the course. Continuous assessments will be conducted by the department.

11.0 EVALUATION OF STUDENTS FOR A LABORATORY COURSE

The maximum marks for Internal 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 are to be maintained. There shall be at least two test.

Internal assessment will be done as specified by the faculty conducting the course at the commencement of the course. The maintenance of a record of exercises done is mandatory for all evaluations. The viva-voce will be conducted along with the end-semester exam. The Controller of Examinations will conduct the end-semester examinations and viva-voce.

12.0 EVALUATION OF SUMMER INTERNSHIP (SI)

The normal duration of Summer Internship will be four weeks, for which two credits will be assigned. For many students, this will be the first exposure to an external organization and to identify real life issues, analyze, and suggest ways to resolve them. Some of the internships might involve fieldwork and primary data collection. The student will be assigned a guide in the organization and also be linked to a faculty guide internally.

In the extreme event of a student not being able to get an opportunity in an external organization, an internal project will be assigned under the guidance of a faculty member.

The evaluation will be done for 100 on the following basis:

Parameter	Marks	Evaluated by
Regularity of reporting to guide	30	Guide
Time utilization	10	Guide

Internship report	30	Guide
Viva-voce (learnings, concept connect)	30	Panel
Total	100	

The panels will be constituted by the HOD and will consist of faculty members.

The summer internship is a fulltime activity and the student is expected to be engaged in the activity throughout the internship.

A commitment letter from an external organization at the start of the internship and a certificate of completion are mandatory requirements. The responsibility of identifying external opportunities and finalizing the same will be largely that of the student.

In case of irregularity in the progress of the internship or inability to do the internship, the student will do a special project in the third semester under the guidance of a faculty member. The decision on irregularity or inability will be made by a committee of faculty members formed for this purpose by the HOD.

The evaluation pattern for the special project will be conveyed to the students at the start of the internship. The grade sheet will indicate that the student has failed in the summer internship and the grade for the special project will be indicated separately.

13.0 EVALUATION OF FINAL SEMESTER PROJECT (FSP)

The duration of the project will be twelve weeks and will be research oriented. The final semester project can be done in an external organization or as an internal project assigned by a faculty member. A student doing a project outside will be assigned to a faculty guide. If the project is in an external organization, a commitment letter at the start of the project and a certificate of completion are mandatory requirements.

There will be continuous assessment and a final assessment. The continuous assessment will be based on three reviews by a faculty panel.

A schedule of dates will be announced for the reviews.

The final semester project is a full-time activity. If carried out in an external organization, the student is expected to be engaged full-time with them throughout the duration of the project. If the project is carried out in the Institution, the student is expected to be present in the campus throughout except for the purpose of data-collection.

The evaluation and distribution of marks for the final semester project will be done on the following basis:

Continuous Assessment (60)			Final Assessment (100)			
Review 1	Review 2	Review 3	Project Report		Viva-voce (25)	
15	20	20	Guide/Supervisor	External Examiner	Guide/Supervisor	External Examiner

			10	10	10	15
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Reviews 1, 2 and 3 will be done by panels of faculty members formed by the HOD. The final project report evaluation and viva-voce will also be done by an external/ Internal examiner. If during the 2nd or 3rd review, it is observed that the student is facing genuine challenges in the project, the project can be extended for a period of 30 days and the final assessment done separately at a later date. The decision to extend time will be taken jointly by the faculty panel and the HOD.

In the case of failure to obtain a pass-mark in the final semester project, the student will do a new project again in the subsequent semester. The project can also be an internal project in the nature of a dissertation. The project must include primary data collection wherever possible. A faculty member will be assigned as a guide. The student needs to register afresh for this project and pay the course fee as stipulated by the Institution.

A copy of the approved project report after completion of the viva-voce will be available in the library of the Institution.

14.0 COURSES WITH ONLY CONTINUOUS EVALUATION

A few courses, as specified in the curriculum, will have only continuous evaluation. There will be no end-semester examination conducted for these courses. The basis for continuous evaluation will be informed at the start of the semester. The final marks out of 100 will be determined on the basis of continuous evaluation and the grade will be determined. Any student who does not have the minimum attendance requirement as mentioned in clause 19 will be deemed to have failed in the course.

A student who fails in such course will need to repeat the course in the next academic year.

15.0 EVALUATION OF ONLINE COURSES

The Board of Studies will provide methodology for the evaluation of the online courses. The BOS can decide whether to evaluate the online courses through CA and ESE or through ESE only. In case of credits earned through online mode from NPTEL/ SWAYAM/Other Agencies approved by Chairman, Academic Council, the credits may be transferred and grades shall be assigned accordingly. Students may be permitted to credit online course subject to a maximum of Six credits.

8 weeks course-1 credit

12 weeks course-1.5 credits

Students may be permitted to credit two online courses (which are provided with certificate), subject to a maximum of six credits. The online course of 3 credits can be considered instead of one elective course. These online courses shall be chosen from the SWAYAM platform,

provided the offering organisation conducts regular examination and provides marks. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organisation. The details regarding online courses taken up by the student and marks/credits earned and the approval for the course from Director/Dean shall be sent to the Controller of Examinations, the subsequent semester(s) along with the details of the elective(s) to be dropped.

15.1 ASSESSMENT FOR VALUE ADDED COURSE

The one credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the assessments shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Head of the Institution shall do 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 Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

16.0 EVALUATION OF RURAL COMMUNITY ENGAGEMENT ACTIVITY

An evaluation framework will be worked out and informed to students who take up this activity. The evaluation will be based on a report at the end of the semester. Grades will be assigned for the work done. The grade of the student will be mentioned in the grade sheet but will not be considered for computing the CGPA.

NOTE: A reassessment test or tutorial covering the respective test or tutorial portions may be conducted for those candidates who were absent with valid reasons (sports or any other reason approved by the Head of the Institution).

17.0 ATTENDANCE

ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

17.1 A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to attend at least 75% of the classes. Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance.

However, a student who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports events may be permitted to appear for the current semester examinations, subject to the condition that the student shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

A candidate can avail this provision only twice during the entire duration of the degree programme.

- 17.2** Students who secure less than 65% overall attendance shall not be permitted to write an examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed. The attendance percentage can be calculated

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$$= \frac{(\text{Total no. of periods attended in all the courses per semester}) \times 100}{(\text{No. of periods week as prescribed in the curriculum}) \times \text{No. of Weeks taken together for all courses of the semester}}$$

18.0 ELIGIBILITY TO WRITE END SEMESTER EXAM

- A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester and permitted to appear for the examinations of that semester.
- Ideally, every candidate is expected to attend all classes and secure 100 % attendance. However, a candidate shall secure not less than 75 % (after rounding off to the nearest integer) of the overall attendance taking into account the total number of working days in a semester.
- A candidate who could not satisfy the attendance requirements due to medical reasons (hospitalization / accident / specific illness) but has secured between 65%- 74% in the current semester may be permitted to appear for the current semester examinations with the approval of the Principal on payment of a condonation fee as may be fixed by the authorities from time to time. The medical certificate needs to be submitted along with the leave application.

A candidate can avail this provision only twice during the entire duration of the degree programme.

19.0 REGISTRATION FOR END-SEMESTER EXAMINATIONS

Students will need to register for end-semester exams for all registered courses as mentioned in clause 7 as well as for past courses failed. Exceptions are those for which approval has been obtained for withdrawal as mentioned in clause 20. The necessary registration fees as decided by the Institution will be payable. The last date for registration will be announced during the semester.

Students also need to register for the final viva-voce and pay applicable fees for:

- Summer Internship

- Final Semester Project

However, a student who has registered for an exam but does not have the required attendance as on the last day of the semester will be debarred from writing the end-semester examinations. The student has to repeat the course as mentioned in clause 19.

20.0 WITHDRAWAL FROM END-SEMESTER EXAMINATION(S)

A student may be permitted to withdraw from appearing for the end semester examination in any course or courses for valid reasons (medical reasons / unexpected family situations). This facility can be availed only once during the entire program. Valid documents, for medical reasons and unexpected family situations, shall be submitted by the student at least seven days before the commencement of the first examination. This request will need the recommendation of the Head of Department and an approval by the Head of the Institution with intimation to Controller of Examinations.

Notwithstanding the requirement of mandatory seven days' notice, applications for withdrawal at a shorter notice for special cases under extraordinary conditions will be considered on the merits of the case.

If the withdrawal is approved, the student will need to re-register and write the end-semester exam when conducted next.

Such withdrawal, once approved will not be treated as a failure when determining the award of the degree. However, the student is not eligible for the award of ranking.

Withdrawal from any end-semester exam will not be permitted:

- If a student does not meet the mandatory attendance required to write the end-semester exam.
- For an arrear exam.

The final approval for withdrawal will depend on the merits of the case and will be decided by the Head of the Institution.

However, all examinations will need to be completed and passed within the maximum duration of the program.

21.0 AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

21.1 A student is permitted to avail authorised break of study for a maximum period of one year in a single spell.

21.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director/Dean, Student Affairs in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

- 21.3** 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 register for additional courses, if any, as notified by the Director/Dean under change of regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.
- 21.4** The authorized break of study of maximum of one year is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 42).
- 21.5** 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 3.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 21.6** If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 21.1).
- 21.7** 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 student shall undertake the job / start-up / entrepreneurship only after getting approval of the same by The Director/Dean with due proof to that effect.
- 21.8** No fee is applicable to students during the Break of Study period.

22.0 REVALUATION OF ANSWER SCRIPTS

A candidate shall apply for a photocopy of his / her semester examination answer script within a reasonable time from the declaration of results, on payment of a prescribed fee by submitting the proper application to the COE. The answer script shall be pursued and justified jointly by a faculty member who has handled the course and the course coordinator and recommended for revaluation. Based on the recommendation, the candidate can register for revaluation through proper application to the COE. The COE will arrange for revaluation and the results will be intimated to the candidate concerned. Revaluation is permitted only for Theory courses, Theory cum practical courses and Theory cum project where ESE is involved.

23.0 PROVISION OF A SCRIBE

The Institution will provide for a scribe to students who are in genuine need as per the guidelines issued by the Government of Tamil Nadu.

24.0 PASSING REQUIREMENTS

- 24.1** A candidate who secures not less than 50% of total marks (CA and ESE put together) prescribed for the course with a minimum of 45 % of the marks prescribed for the ESE in all category of courses vide clause 8.0 except for the courses which are evaluated based on CA only shall be declared to have successfully passed the course in the examination.
- 24.2** A candidate who secures not less than 50% in CA marks prescribed for the courses which are evaluated based on CA only shall be declared to have successfully passed the course. If a candidate secures less than 50% in the CA marks, he / she shall have to re-enroll for the same in the subsequent semester and satisfy the attendance requirements.
- 24.3** The CA marks obtained by the candidate in the current semester (n) shall be retained and carried forward up to the next three consecutive ESEs (n+3) till the candidate secures a pass. However from the (n+4)th ESE onwards, the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the ESE alone. Conducting CA and other assessments for improving the CA marks shall not be permitted from (n+1)th semester onwards.

25.0 SUPPLEMENTARY EXAMINATION

If a student fails to secure a pass in courses in any semester, he/she is allowed to write arrear examinations in the supplementary / Arrear Examination conducted within a period of one month after the publication of results, when the examination is conducted in that course; he/she should continue to register and reappear for the examinations in the failed subjects till he/she secures a pass, but total number of reappearance for a course shall not exceeds the total number of appearances available for the course at which the candidate failed when it is conducted as ESE as per the clause 3.

The absentees in any current semester examinations may be permitted to write the supplementary examination conducted within a period of one month after the publication of results is subject to, the valid reason provided by the student and the recommendation by the HoD with approval of the Academic Council.

26.0 AWARD OF LETTER GRADES

The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Marks / Examination Status	Letter Grade	Grade Point
Based on the relative grading	O (Outstanding)	10
	A+ (Excellent)	9
	A (Very Good)	8
	B+ (Good)	7
	B (Average)	6

	C (Satisfactory)	5
Successfully completed	SC	-
Reappearance (Less than 50 marks)	RA	0
Shortage of Attendance	SA	0
Withdrawal	W	0
Absent		0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C".

"SA" denotes shortage of attendance (less than 65 over all attendance) and hence prevention from writing the end semester examinations. "SA" will appear only in the result sheet. "RA" denotes that the student has failed to pass in that course. "W" denotes withdrawal from the examination of the particular course. "AB" denotes that the student is absent for the examination. The grades RA and W will figure both in Grade Sheet as well as in Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

If the grade RA is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 17) but has to appear for the end semester examination and fulfil the (vide clause 24) passing requirements to earn a pass in the respective courses. If the grade RA is given to Project work, the course has to be registered again and attendance requirement (vide clause 17) should be satisfied.

If the grade RA is given to EEC course (except project work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester fulfill the norms as specified in the clause 24 to earn pass in the course. However, attendance requirement need not be satisfied.

The grades O, A+, A, B+, B, C obtained for the one/two credit courses (not part of curriculum) under the title '**Value Added Courses**' and '**internship/industrial training (if not part of curriculum)**' shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA & SC then it shall **not figure in the Grade Sheet**.

27.0 GRADE SHEET

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

The college in which the candidate has studied.

The list of courses enrolled 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 enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

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

Where, **C_i** is the number of credits assigned to the course

GP_i is the Grade point corresponding to the 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.

28.0 ELIGIBILITY FOR THE AWARD OF THE DEGREE

A student shall be declared to be eligible for the award of the M.B.A. provided the student has

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

29.0 REAPPEARANCE IN FAILED COURSES

If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall reappear for the examination in that course during the subsequent semester when examination is conducted in that course. Further, the candidate should continue to register and reappear for the examination till a pass is secured in such arrear course.

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 secure a pass. However, in the 3rd attempt if a candidate fails to obtain pass marks (Continuous Assessment Marks Test + End Semester Examination) then the student shall be declared to have passed the examination if he /she secures a minimum of 50% marks prescribed for the end semester examinations alone.

However, the maximum duration specified for the course as mentioned in clause 3 should not be exceeded because of repeated failures.

30.0 SPECIALIZATIONS AND ELECTIVES

Students can take three electives in the third semester from each of the two functional specializations. (OR) Students can take six elective subjects in the third semester from any one sectoral specialization.

The Institution will provide for dual specialization, that is, specialization in two functional areas. Students will need to do equal number of electives in both the specialization areas. The specializations will be offered as combinations of two functional areas.

The Institution will offer specializations and electives in tune with market requirements and availability of teaching resources.

The Institution reserves the right to specify a minimum number (20) of enrolments for any specialization and elective. A specialization or elective might be withdrawn if the enrolment is below the minimum number (20). The students who have opted for the withdrawn specialization/elective will need to enroll for other options.

There will also be a maximum enrolment for any specialization and elective. In case the number exceeds the maximum, academic performance will be the basis for selection of students for a specialization. Other students will have to choose from other options.

The list of specializations and electives that will be offered for each batch of students will be announced in the second & third semester respectively. The students would need to indicate their choice before a stipulated date. The final list will be drawn up before the end of the semester.

Once the enrolment for specializations and electives are finalized and announced, changes will not be permitted under any circumstances. The students will register for the electives chosen/allotted and core subjects, if any, in the next semester as outlined in clause 7.

A student can claim to have specialized in any functional area if at least 50% of the electives are from that area. This will determine eligibility for applying to opportunities during placement.

The specializations and electives on offer might vary from year to year.

The classes for electives might be staggered over the entire day or held on Sundays /holidays depending on the availability of faculty resources. It is mandatory that students attend these classes.

31.0 CLASSROOM SESSIONS

Each class will be of 50 minutes duration. The number of sessions for each course is as mentioned in the curriculum.

Theory classes can consist of lectures, presentations, discussions, video sessions or any other activity designed by the faculty member. The hours specified will include the time spent on continuous assessments.

If necessary, a faculty member will organize tutorial sessions and identify students who need this extra attention. These will be normally conducted outside regular class hours. Attendance in tutorial sessions is mandatory for such students. These sessions will not be considered as a part of the class hours specified in the curriculum.

32.0 CONDUCT OF COURSES

During the first session of the course, the concerned faculty member will provide the following information to the students:

- An outline of the course and the expected course outcomes
- Detailed syllabus
- Reading references from textbook, reference books and other sources
- Reading material other than text book
- Session-wise course plan
- Continuous assessment components and weightages

33.0 EXPECTATIONS FROM STUDENTS

The MBA is a terminal program for most students. External stakeholders have high expectations from MBA graduates. They are expected to be a master of everything. Success in the program will depend on a number of factors including the efforts by the student.

34.0 CLASS ADVISOR

A faculty member will be nominated as a Class Advisor for each class. The advisor will act as a channel of communication between the HOD and the students and maintain various statistical details. The Class Advisor will also monitor the performance of the students and attendance.

35.0 MENTORING

Each student will be linked to a faculty member for guidance in matters pertaining to academics, careers and any other general issues. Students are expected to interact

periodically with their faculty mentors and update their progress in the program. The faculty members will maintain a record of these interactions without necessarily incorporating the content of the discussions.

36.0 PERFORMANCE ASSESSMENT COMMITTEE

A performance assessment committee will be constituted by the Head of the Institution for every academic year. The committee shall meet to assess the attainment of Course Outcomes and Program Outcomes, progress and status of the students of the semester concerned at the beginning and end of the semesters. The committee can invite Class Advisors and students, if necessary.

37.0 MULTIPLE COURSES COMMITTEE

This will comprise of faculty members handling various courses for a class in a semester and a representation of students from the class. One of the faculty, nominated by the HOD shall coordinate the activities of this committee. The committee will have its first meeting within a week of the start of the semester and the faculty will share the plans for each course along with the components of continuous assessment & their weightages. The committee will meet again twice during the semester and review the progress of continuous assessments. Feedback given by the students will be taken into consideration during these meetings. The students will convey the proceedings of these meetings to other students.

The coordinator for this committee will maintain a record of the discussions during the meeting and make a copy available to the HOD.

38.0 COMMON COURSES COMMITTEE

Any theory course that is handled by more than one faculty member shall have a "Common Course Committee" comprising of all faculty members teaching that course. One of them will be nominated as Course Coordinator by the Head of the Department concerned. The committee will ensure uniform progress of the course, uniformity in continuous assessment, parity in evaluation and a common question paper for the end semester exam. The first meeting of the committee will be held prior to the start of the semester to finalize the session plan and continuous assessment plan. There will be two further meetings during the semester. The coordinating faculty will maintain a record of the meetings held and make a copy available to the HOD.

39.0 ACADEMIC INTEGRITY AND HONESTY

It is expected that students will be honest and conduct themselves with integrity. Malpractice of any sort in classes and in exams and falsification of records will be dealt with severely. Plagiarism and copying in assignments will attract a penalty of zero marks. Repeat / serious offenders will be removed from the rolls of the Institution. Detailed guidelines on this will be available in the office of the Controller of Examinations for perusal by the students

40.0 CLASSIFICATION OF THE DEGREE AWARDED

A student shall be declared to be eligible for the award of the degree if the student has satisfied the following:

- Has completed the prescribed courses of study and evaluation successfully
- Earned the number of credits prescribed as specified in the curriculum.
- Has completed the program within the maximum stipulated time.
- No disciplinary action is pending against the student.

A student who qualifies for the award of degree as above, having passed the examination in all required courses in the first appearance within two years from the date of joining the program (or within three years including an authorized break of study of one year) and securing a CGPA of not less than 8.50 shall be declared to have passed in **First**

41.0 CLASS WITH DISTINCTION.

41.1 FIRST CLASS WITH DISTINCTION:

A Student who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction**:

- i. Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 20) will not be considered as an appearance.
- ii. Should have secured a CGPA of not less than **8.50**.
- iii. Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

41.2 First Class:

A student who satisfies the following conditions shall be declared to have passed the examination in **First class**:

- i. Should have passed the examination in all the courses of all four semesters **within three years**, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- ii. Should have secured a CGPA of not less than 6.50.

41.3 SECOND CLASS:

All other students (not covered in clauses 41.1 and 41.2) who qualify for the award of the degree (vide Clause 28) shall be declared to have passed the examination in **Second Class**. A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 20) for the purpose of classification.

42.0 PLACEMENTS & INTERNSHIPS

Placement is one of the most important outcomes of the program both for students and the Institution. The Institution attaches a very high priority to this and actively interfaces with companies to create enough opportunities that provide a good starting point for careers in management. It is natural that the Institution stipulates high standards for students to be eligible for placement. Such eligibility criteria for participating in the placement activities along with guidelines will be shared with the students at the appropriate time.

The onus of getting opportunities for Summer Internships and Final Semester Projects lies with the students.

43.0 EXTRA / CO-CURRICULAR ACTIVITIES

It is desirable that students participate in as many activities as possible within and outside the Institution, which contribute to honing of their skills and competencies for a successful career in management. Competitiveness, multi-tasking, time management, teamwork, presentation skills, networking skills, social awareness are some of the traits that are highly valued by recruiters. Students can judiciously identify such activities for participation.

It is compulsory that permission be obtained for internal and external participation within the framework of class attendance requirements. Students are accountable both to themselves and to the Institution for their time during the program.

44.0 ATTENDANCE RECORD

Every teacher is required to maintain an 'Attendance and Assessment Record', which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the HOD periodically (at least Three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The HOD will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years).

45.0 CONDUCT OF ACADEMIC AUDIT

Every educational institution shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 21. In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 21, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record.

The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a Technical institution of repute near the institute.

46.0 DISCIPLINE

Every student is required to observe a disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the institution.

In the event of an act of indiscipline being reported, the Head of Institution shall constitute a disciplinary committee to enquire into act of indiscipline.

Ragging is strictly prohibited. Punitive actions will be taken against the students those who indulge in ragging as per the government norms.

47.0 MALPRACTICES IN TESTS AND EXAMINATIONS

If a candidate indulges in malpractice in any of the tests or end semester examinations, he/she shall be liable for punitive action as per the examination rules prescribed by the college from time to time.

48.0 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

Not with standing anything contained in this manual, the J.N.N Institute of Engineering through the Academic council of the College, reserves the right to modify/amend without notice, the Regulations, Curricula, Syllabi, Scheme of Examinations, procedures, requirements, and rules pertaining to its MBA programme.

49.0 EXCEPTIONS AND SPECIAL CASES

In the event of any clarification in the interpretation of these regulations, they shall be referred to a Standing Committee. The Standing Committee will offer suitable interpretations/ clarification/ amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final. The Head of the Institution is authorized to make exceptions in the above regulations on the merit of the case. All such exceptions will have to be ratified at the next meeting of the Academic Council.

