



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

VTR PGM – 2021

**ACADEMIC
REGULATIONS 2021
FOR
Master in Business
Administration
M.B.A.**

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1. SHORT TITLE AND COMMENCEMENT

- a) The regulations listed under this section is for Post Graduate Level Management Degree programme (M.B.A.) offered by Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology (Deemed to be University u/s 3 of UGC Act, 1956) with effect from the academic year 2021-22 and they are called “VTR PGM - 2021” regulations.
- b) The regulations here under are subject to amendments as may be made by the Academic Council of the Institution (Deemed to be University) from time to time, keeping the recommendations of the Board of Studies (BOS) in view. Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be decided by the Academic Council.

2. DEFINITIONS

- a. “Commission” means University Grants Commission (UGC)
- b. “Council” means All India Council for Technical Education (AICTE)
- c. “Institution” means Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology, Deemed to be University
- d. “Programme” means cohesive arrangement of courses, co-curricular and extra-curricular activities to accomplish predetermined objectives leading to the award of a degree.
- e. “Course” means a unit of teaching, which encompasses various topics, that typically lasts one semester, is led by one or more faculty and has a fixed set of registered students.
- f. “Degree” means an academic degree conferred by the University upon those who complete the Post Graduate programme successfully.
- g. “Regular Students” means students enrolled into the two years programme in the first year.

- h. “Academic Year” means constituting of two consecutive (one summer + one winter) semesters.
- i. “Choice Based Credit System” means providing choice for students to select courses from the prescribed course categories (core, elective, independent learning), in the preferred semester complying prerequisites and based on their learning aptitudes.

3. ACADEMIC PROGRAMMES

3.1 Nomenclature of Programme

3.1.1 The nomenclature and its abbreviation given below shall continue to be used for the degree programme under the University, as required by the Council and the Commission. Master of Business Administration shall be abbreviated as M.B.A. in parenthesis.

“Master of Business Administration (M.B.A.)”

If the Institution on the recommendation of Academic Council offers any other new programme(s)/specialization(s) or modify the existing programme(s)/specialization(s), the same regulations shall be applicable.

4. DURATION OF THE PROGRAMME

4.1 Minimum Duration of the Programme (N)

The minimum duration of the programme for regular students shall be two years consisting of four semesters.

4.2 Maximum Duration of the Programme

The maximum duration which a student can take to complete a programme shall be as follows:

- a) *Maximum duration = N+2 years, where N stands for the minimum duration (in Years) prescribed for completion of the programme.*
- b) *Under any exceptional circumstance, a further extension of one more year may be granted subject to approval of Vice-Chancellor*

for the requisition made by the student.

- c) *During the extended period the student shall be considered as a private candidate and also not eligible for First Class.*

4.3 Minimum Duration of a Semester

Each semester consists of a minimum of 90 instructional days as per the guidelines of Commission and Council.

5. ADMISSION CRITERIA

The eligibility criteria for admission into PG programme are as per the norms of Commission, Council and Board of Management framed from time to time.

6. CREDIT SYSTEM AND GRADE POINTS

6.1 Credit Definition

A credit is the unit by which the course work is measured. It determines the number of contact hours, 50 minutes, of instructions required per week. One credit is equivalent to one contact hour of lecturing/tutorial or two contact hours of practical work/field work per week.

6.2 Credit Structure

A typical credit structure for course work (M.B.A. Programme) based on the above definition is given in Table 1.

Table 1. Typical credit allocation scheme for courses

| Lecture (L) | Tutorial (T) | Practical (P) | Total Contact Hours | Total Credits (C) |
|----------------|-----------------|------------------|------------------------|----------------------|
| 4 | - | - | 4 | 4 |
| 3 | 1 | - | 4 | 4 |
| 3 | - | 2 | 5 | 4 |

| | | | | |
|---|---|---|---|---|
| 2 | - | 4 | 6 | 4 |
| 3 | - | - | 3 | 3 |
| 2 | 1 | - | 3 | 3 |
| 2 | - | 2 | 4 | 3 |
| 1 | - | 4 | 5 | 3 |
| 2 | - | - | - | 2 |
| - | - | 4 | 4 | 2 |
| 1 | - | - | 1 | 1 |
| - | - | 2 | 2 | 1 |
| - | 1 | 4 | 5 | 3 |

6.3 Course Registration

6.3.1 The student shall register and withdraw the elective courses at least five working days before and after the commencement of the academic semester, respectively. The dates for registration and withdrawal shall be mentioned in the academic calendar. Maximum number of students allowed to register for a course shall be indicated against each course.

6.3.2 The student is eligible to register for a course if he/she fulfills the requirement of pre-requisite by acquiring minimum 75% attendance in such course.

6.3.3 The student shall register in a semester minimum of 17 credits and maximum of 32 credits, out of which minimum 14 credits shall be from Section 7.2.1.

6.3.4 The registration of minimum credits prescribed in Section 6.3.2 may be exempted in following cases:

6.3.5 The registration of minimum credits may fall below 17 credits if the student has acquired at least 56 credits subjected to the prior approval of the Dean of the school concerned.

6.3.6 The registration of minimum 14 credits from section 7.2.1 as prescribed in Section 6.3.2 may be exempted, if the student has acquired minimum 29 credits from section 7.2.1.

6.4 Course registration after minimum duration of the programme

The student may register the courses before their maximum duration of the programme as mentioned in Section 4.2, to fulfil the minimum credit requirement mentioned in Table 4 by paying the requisite fee.

6.5 Grade Points and Letter Grade for a Course

The grade point and letter grade shall be awarded to student in each course based on his/her performance as per the grading system shown in Table 2.

Table 2. Grade points and letter grade scheme for a course

| Range of Marks | Letter Grade | Grade Point |
|----------------|--------------|-------------|
| 90-100 | S | 10 |
| 80-89 | A | 9 |
| 70-79 | B | 8 |
| 60-69 | C | 7 |
| 50-59 | D | 6 |
| 00-49 | RA | 0 |
| Absent | AB | 0 |

6.6 Semester Grade Points Average (SGPA)

It is a measure of performance of work done in a semester. It is the ratio of sum of product of credit and grade point earned by a student in various courses in a semester and the sum of the credits earned in that semester. It shall be expressed up to two decimal places and shall be computed using the formula given below.

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where

C_i denotes the credit earned in the i^{th} course,

n is the number of courses through which credits earned by a student in a semester and

G_i is the Grade Points secured by a student in the i^{th} course.

SGPA shall be mentioned in the grade sheet as per the format below.

Table 3. SGPA Calculation

| | | |
|---|---------------------------------------|------|
| Total credits registered in a semester | Total credits earned in a semester | SGPA |
|---|---------------------------------------|------|

6.7 Cumulative Grade Point Average (CGPA)

6.7.1 It is a measure of cumulative performance of a student in a programme. The CGPA is the ratio of sum of product of credit and grade point earned by a student in various courses in all the semesters and total credits earned in all the semesters. It shall be expressed up to two decimal places and shall be computed using the formula given below.

$$CGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

where C_i denotes the credit earned in the i^{th} course,

m is the number of courses through which credits earned by a student in all the semesters and

G_i is the Grade Points secured by a student in the i^{th} course.

6.7.2 The CGPA shall be calculated as per section 6.7.1, considering the courses selected by the students, satisfying the prescribed norms in Section 13.1.

6.8 Course Numbering Scheme

The course number consists of digits/alphabets. A typical course number is illustrated below.



7. CURRICULUM FRAMEWORK

7.1 Preamble

- 7.1.1 Curriculum framework is important in setting the right direction for a Degree programme as it takes into account the type and quantum of knowledge necessary to be acquired by a student to qualify for an award in his/her chosen programme.
- 7.1.2 Besides, this also helps in assigning the credits for each course, sequencing the courses, and finally arriving at the total number of courses to be studied, and the total number of credits to be earned by a student to fulfill the requirements for the award of the degree.
- 7.1.3 Each theory course shall consist of five units.

7.2 Programme Structure

The programme structure is designed in such a way that it facilitates the courses required to attain the expected knowledge, skills and attitude by the time of their graduation as per the needs of the stakeholders. The programme structure consists of various course categories (as described in Sections 7.2.1 to 7.2.3) to cover the depth and breadth required for the programme and for the attainment of programmes outcomes of the corresponding programme. The curriculum shall satisfy the programme specific criteria recommended by professional bodies of the respective programme. Courses shall be offered under various categories as explained below, among which only programme core and programme elective courses shall have flexible credits while other courses shall have same fixed credits.

7.2.1 Programme Core Courses

Programme core consists of set of courses considered necessary for the students of the specific programme. The courses and their contents under this category should satisfy the programme specific criteria prescribed by the appropriate professional societies.

7.2.2 Programme Electives Courses

Programme electives are the courses offered in the programme which covers depth and breadth to further strengthen the programme specific knowledge. The students may register for appropriate electives offered in the programme based on their area of interest.

7.2.3 Independent Learning

The students are expected to learn the courses offered under this category on their own.

The courses offered under this category include:

7.2.3.1 Rural Development

The group of students (Maximum of three in a group) shall undergo field study in the rural areas approved by the department. During their first semester student spends 30 hours in focusing and studying a rural area of their choice. The students interact with the rural people and come up with the problems they generally face/observe in the particular locality. The student then, will use their expertise to solve few problems by providing some suitable solutions. This rural development programme carries two (2) credits and the students submit the report before the last instructional day of the semester.

7.2.3.2 Massive Open Online Course

The Massive Open Online Course (MOOC) offered by the online platform like Swayam, NPTEL can be taken by the students those

are approved and listed by respective Board of Studies. Students shall earn a minimum of two (2) credits from these courses and he/she need to submit the course certificate along the scorecard in the department to transfer the credit within 30 days of completing the online course. The students shall undergo the MOOCs course during anytime after the first semester.

7.2.3.3 Seminar I – Industry Analysis

Students may identify any two industries, in which one may be a top performing company in the identified industries and another one showing average performance. Students are expected to identify the major product or product line and do comparative analysis based on porters five force model or alike. Students should submit the final report consists of findings and atleast 10 feasible suggestions to earn two (2) credits from this course.

7.2.3.4 Seminar II – Market Survey

Students may undergo a market survey with at least 50 respondents and follow the guidelines of research chapters mentioned in the curriculum and submit the report to earn two (2) credits from this course.

7.2.3.5 Seminar III – Model Research Paper Writing

The students shall be awarded two (2) credits if they write and present a research paper approved by the Dean of the respective school. The research paper shall be related to his/her specialization and the contemporary area of management.

7.2.3.6 Seminar IV – Publication of research paper in a Conference/ Seminar/Journal.

The students shall be awarded two (2) credits if they publish a paper in any conference/seminar/ journal approved by the Dean of the respective school.

All the Seminar courses (I to IV), which carry two credits, shall be delivered by individual student in each semester. The seminar topics/titles shall be pertaining to the programme and approved by the Seminar Review Committee (SRC). The Head of the department shall constitute the Seminar Review Committee (SRC) for each seminar course consisting of two faculty members with diversified specializations and the SRC Coordinator.

7.2.3.7 Internship

The students may undergo Internship approved by Industry-Institute Interaction Cell (IIIC) for a period as specified in the curriculum after the second semester completion during summer vacation. The student has to undergo the internship for the 6 weeks and shall earn four (4) credits.

7.2.3.8 Project Work

Project Work which carries six (6) credits, shall be carried out by the student for a minimum period of 12 weeks during the final semester which has to be approved by Industry-Institute Interaction Cell (IIIC). The project work shall be carried out in the major areas pertaining to the specialization opted by the students, which has to be evaluated by the Project Review Committee (PRC) and may address industrial/societal problems/issues.

7.3 Minimum Credits Required in Various Course Categories

7.3.1 Regular Students

The students shall earn credits in various course categories as indicated in Table 4.

**Table 4. Programme structure and
Minimum credits required in course categories**

| Section Number | Course Category | Minimum Credits Required |
|----------------|----------------------|--------------------------|
| 7.2.1 | Programme Core | 56 |
| 7.2.2 | Programme Elective | 24 |
| 7.2.3 | Independent Learning | 22 |
| Total | | 102 |

7.4 Medium of Instruction and Examination

The medium of instruction and examination is English.

8 EXAMINATIONS AND SCHEME OF EVALUATION

8.1 Description

8.1.1 Continuous Evaluation (CE) shall be conducted by the course handling faculty/course coordinator all through the semester; it includes midterm tests, assignments, student's classroom participation, Attendance and other means covering the entire syllabus/all the course outcomes.

8.1.2 Semester End Examination (SE) shall be conducted by the Controller of Examinations at the end of a semester as per the academic calendar and it includes a written examination for theory courses, and practical examination with viva voce for laboratory courses/Summer Internship/project work.

8.2 Scheme of Continuous Evaluation

8.2.1 For all the theory courses, the continuous evaluation shall be for a

maximum of 40 marks consisting of three tests and assignments/Students Classroom Participation/ attendance as given in the Table 5. The tests shall be conducted on the dates mentioned in the academic calendar and assignments/projects/seminars submission dates shall be given by the course faculty.

Table 5. Rubrics for Continuous Evaluation of a Course

| | | | |
|--------------|-------------------------------------|--------------------|---------------|
| Test (30) | Assignment & Presentation (5) | Attendance (5) | Total (40) |
|--------------|-------------------------------------|--------------------|---------------|

8.2.2 There shall be three tests each carrying 30 marks. Average of all three tests marks shall be considered for continuous evaluation. It shall measure the knowledge of the students in understand and above levels as mentioned against the respective course outcomes, in cognitive learning domain, as per the revised Bloom’s taxonomy. The test shall consist of two parts – Part A and Part B. Part A shall cover remember and understand level questions and shall consist of five questions each carrying two marks. Part B shall cover understand and above levels questions as mentioned against the respective course outcomes and it shall consist of five questions each carrying five marks, out of which students shall answer any four questions.

8.2.3 There shall be one assignment cum presentation which carries five marks. The assignment shall measure the knowledge of the students in apply and above levels, in cognitive learning domain, as per the revised Bloom’s taxonomy carries five marks. Students need to present the assignment as short oral presentation in the class which carries five marks. The rubrics for the presentation shall be prepared and informed to the students in advance. The

average marks secured in assignment and presentation shall be considered for continuous evaluation.

- 8.2.4 Attendance marks for each theory courses shall be awarded as given in the Table 6.

Table 6. Rubrics for Attendance Marks

| Attendance | Marks |
|----------------|-------|
| 90 % and above | 5 |
| 80 to 89 % | 4 |
| 75 to 79% | 3 |

- 8.2.5 For all the laboratory courses, the continuous evaluation shall be for a maximum of 40 marks consisting of student's performance in each laboratory session and model test.
- 8.2.6 For each experiment in a laboratory course, maximum of 15 marks shall be awarded as per the rubrics shown in Table 7. The average of all the experiment marks shall be considered for continuous assessment. The rubric shall be informed to the students well in advance before the evaluation.

Table 7. Rubrics for evaluation of laboratory experiment

| Performance in conducting experiment (5) | Result and analysis (3) | Viva Voce (3) | Record (4) | Total (15 marks) |
|--|-------------------------|---------------|------------|------------------|
|--|-------------------------|---------------|------------|------------------|

- 8.2.7 In each laboratory course, model laboratory test shall be conducted as mentioned in the academic calendar for maximum of 25 marks. A rubric, prepared considering the performance indicators given in Table 8, shall be informed to the students well in advance before the evaluation.

**Table 8 Rubrics for evaluation of model
laboratory test experiment**

| | | | |
|--|----------------------------|------------------|---------------------|
| Performance in conducting experiment (15) | Result and analysis (5) | Viva Voce (5) | Total (25 marks) |
|--|----------------------------|------------------|---------------------|

8.2.8 For Summer Internship, Continuous evaluation for 40 marks shall be awarded as given in Table 9.

Table 9 Continuous assessment scheme for Internship

| | | | |
|------------------|-------------------|--|---------------------|
| Review I (10) | Review II (15) | Assessment by Internship Guide (15) | Total (40 marks) |
|------------------|-------------------|--|---------------------|

Rubrics shall be prepared by Summer Internship Coordinator using appropriate performance indicators for Review I and II separately and informed to the students well in advance.

8.2.9 For project work, Dean/Head of the department shall constitute the Project Review Committee (PRC) consisting of two faculty members with diversified specializations and the project guide. Continuous evaluation for 40 marks shall be done as given in Table 10.

Table 10 Continuous assessment scheme for Project Work

| | | | |
|------------------|----------------|----------------------------------|---------------------|
| Review I (10) | Review II (15) | Assessment by Project Guide (15) | Total (40 marks) |
|------------------|----------------|----------------------------------|---------------------|

Rubrics shall be prepared by Project Review Committee using appropriate performance indicators for Review I and II separately and informed to the students well in advance. Average marks of Project Review Committee members shall be scaled to 10 marks for Review I and 15 marks for Review II. Separate Rubrics shall also be prepared by the individual project guide with appropriate

performance indicators based on the nature of the project work and shall be approved by the PRC. Project guide shall evaluate for maximum of 15 marks during the entire project period.

8.3 Scheme of Semester End Examination

8.3.1 For all the theory, practical, and project, the semester end examination shall be for a maximum of 60 marks. For Seminar/Internship/Rural Development the semester end examination shall be for a maximum of 100 marks.

8.3.2 The semester end examination for theory courses shall be conducted as mentioned in the academic calendar for maximum of 60 marks. It shall measure the knowledge and skills of the students in all levels as mentioned against the respective course outcomes, in cognitive learning domain, as per the revised Bloom's taxonomy. The examination shall consist of two parts – Part A and B.

- Part A is for 20 marks, which shall cover the aspect of remember and understand level questions that consist of 10 questions, each carry two marks.
- Part B shall cover understand and above level questions and consist of 4 questions carrying 32 marks (each 8 marks) with either or types and the 5th question is based on the case analysis which is compulsory and carry 8 marks.
- The questions in Part A and Part B shall evenly address all the course outcomes.

However, a different pattern of question paper can be recommended by the BOS to meet the course specific requirement to the Vice-Chancellor

8.3.3 The semester end examination for Laboratory / practical courses shall be conducted for maximum of 60 marks as mentioned in the

academic calendar and shall be evaluated as per the rubrics given in Table 11

Table 11 Rubrics for evaluation of semester end laboratory examination

| | | | |
|--|-----------------------------|-------------------|---------------------|
| Performance in conducting experiment (30) | Result and analysis (20) | Viva Voce (10) | Total (60 marks) |
|--|-----------------------------|-------------------|---------------------|

8.3.4 For evaluation of Rural Development Programme Course, student shall submit the comprehensive report to the department within a week time after the completion of the field study. Two credits shall be awarded to the student who underwent a field study for the period of ten days duration with at least 8 hrs per day. Based on the Rubrics prepared (Table 12) for the purpose, the report shall be evaluated for 100 marks by a three-member review committee constituted by the Dean/ HOD.

Table 12 Rubrics for evaluation of Rural Development Programme

| Evaluation Items | Marks |
|------------------------------------|-------|
| Rural Diary | 10 |
| Qualitative Feedback (Finding Gap) | 20 |
| Presentation | 20 |
| Rural report | 30 |
| Periodic Interaction with Guide | 20 |
| Total marks | 100 |

8.3.5 For evaluation of seminar (Seminar I to IV), Seminar Review Committee (SRC) shall evaluate the individual student for 100 marks based on the rubrics prepared for the purpose on date(s) as mentioned in the academic calendar. Rubrics for evaluating seminar are given in the Table 13.

Table 13 Rubrics for evaluation of seminar

| | | | |
|----------------------------|----------------------|--------------------------------|----------------------|
| Quality of Content (40) | Presentation (20) | Question and Answer (40) | Total (100 marks) |
|----------------------------|----------------------|--------------------------------|----------------------|

8.3.6 For semester end evaluation of Summer Internship, Internship Evaluation Committee (IEC) shall be constituted with two examiners. One member (external examiner) nominated by Vice Chancellor and one member must be Internship coordinator. For each student, the semester end evaluation for 60 marks shall be conducted as mentioned in the academic calendar and shall be evaluated as per the rubrics for evaluating Summer Internship are given in the Table 14.

Table 14 Rubrics for evaluation of Summer Internship

| | | | |
|-----------------------------------|----------------------|---------------------------------|------------------------|
| Internship Preparation (20) | Presentation (20) | Question and Answers (20) | Total (60 marks) |
|-----------------------------------|----------------------|---------------------------------|------------------------|

8.3.7 For semester end evaluation of project work, Project Evaluation Committee (PEC) shall be constituted with three examiners; one member from PRC (Section 8.2.9) nominated by Dean/HoD, one member (external examiner) nominated by Vice-Chancellor and project coordinator. For each student, the semester end evaluation for 60 marks shall be conducted as mentioned in the academic calendar and shall be evaluated as per the rubrics given in Table 15.

Table 15 Rubrics for evaluation of Project work

| | | | |
|---------------------------------------|----------------------|--------------------------------|---------------------|
| Project Report Preparation (20) | Presentation (20) | Question and Answer (20) | Total (60 marks) |
|---------------------------------------|----------------------|--------------------------------|---------------------|

8.4 Conditions for Pass

- 8.4.1 A candidate shall be declared “Pass” in individual theory course if he/she secures a minimum of 50% aggregate marks (continuous evaluation and semester end examination marks put together) subject to a minimum of 50% marks in the semester end examination.
- 8.4.2 A candidate shall be declared to have passed in individual lab/project work, if he/she secures a minimum of 50% aggregate marks (continuous evaluation and semester end examination marks put together), subject to a minimum of 50% marks in the semester end examination.
- 8.4.3 For the courses listed under Section 7.2.3, a student shall be declared to have passed if he/she secures a minimum of 50% marks in the semester end examination.
- 8.4.4 On passing a course of a program, the student shall earn assigned credits for that course.
- 8.4.5 A candidate shall apply for revaluation of his/her semester end examination answer paper in a theory course, within the stipulated time from the declaration of results, on payment of prescribed fee along with prescribed application to the COE.
- 8.4.6 If a candidate fails to secure a pass in Programme Core (Section 7.2.1) and/or Programme Elective courses (Section 7.2.2), it is mandatory that he/she shall reappear for the examination in those courses during subsequent examinations conducted at the end of subsequent semesters.
- 8.4.7 If a candidate fails to secure a pass in independent learning/project work courses (Section 7.2.3), it is mandatory that he/she shall register again and reappear for the examination in those courses during examinations conducted at the end of subsequent semesters.

8.5 Reregistration

- 8.5.1 If a candidate fails to secure eligibility for semester end examinations (Ref. 9.1) in Program Core (section 7.2.1), Programme Elective (Section 7.2.2), Independent Learning (Section 7.2.3), it is mandatory that he/she shall reregister for the course(s) and examination in those course(s) during subsequent semesters on payment of the requisition fee.

9 CRITERIA TO ATTEND SEMESTER END EXAMINATION AND PROMOTION TO HIGHER SEMESTER

9.1 Eligibility for Semester End Examinations

- 9.1.1 A student shall secure a minimum of 75% attendance in a course in order to attend semester end examination of that particular course. Condonation of shortage in attendance may be recommended by the respective course handling faculty through proper channel on genuine medical grounds/participation in sports/co-curricular activities provided the student puts in at least 65% attendance and provided, the Vice Chancellor is satisfied with the genuineness of the reasons and the conduct of the student. Students shall have to pay requisite fee towards condonation.
- 9.1.2 If the attendance is below 65% in any course(s), the student will not be permitted to take the semester end examination of the particular course(s).

10 BREAK IN STUDY

- 10.1 A candidate is not normally permitted to temporarily break the study. However, if a candidate intends to temporarily break the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to the Vice-Chancellor through the Dean of the

concerned school/Head of the Department stating the reasons therefore in any case, not later than ten instruction days after starting of the academic session.

10.2 The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.

10.3 The duration specified for passing all the courses for the purpose of classification as mentioned in Section 13 shall not be altered by the period of such break of study permitted.

10.4 The total period for completion of the programme reckoned from the commencement of the first year to which the candidate was admitted shall not exceed the maximum period specified in Section 4 irrespective of the break of study in order that he/she may be eligible for the award of the degree (as mentioned in Section 13).

11 TRANSITORY REGULATIONS

For transitional students, a Transitional Committee shall be formed consisting of Registrar, Dean of the School and HOD of the department concerned. The committee shall refer to the guidelines of BOS and advise transitional students with regard to their curricula, courses and other requirements for the completion of degree. The decision of the committee shall be placed for ratification before BOS, Academic Council and BOM. Every such application shall be disposed-off by the Dean concerned in 15 days from receipt of application. While rejoining for the degree programme, a transitory student shall follow the same Regulations as those followed by regular students.

12 MIGRATION

The University academic programme offers Choice Based Credit System and transfer of credits. Transfer of credits enables a student to transfer the credit earned by him/her from one institution to another. This enables a student to migrate mid-stream from other institutions to this University. Thus, students from other Universities within and outside India can also join programmes of their choice mid-stream subject to eligibility but with facility to transfer the credits earned by such student in the university from which he/she is migrating.

12.1 Migration from any other university in India to Veltech with or without change in programme

In case of an application by a student of any other Indian university for migration into Veltech without change in programme of study, a Migration Committee consisting of the Registrar, Dean of the School and the HOD of the transferee Department shall refer to the guidelines of BOS and decide the courses the student would have to complete to qualify to receive a degree from the department to which migration is sought subject to the condition that the student fulfills the required number of credits. The decision of the Migration Committee shall be placed for ratification before the BOS, Academic Council and BOM. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice-Chancellor and communicated to the student, Dean, HOD of the transferee department, COE and Finance Departments. Every such application shall be disposed off by the Dean concerned in 15 days from receipt of application with processing fee.

12.2 Migration from any foreign university to Veltech with or without change in programme

In case of an application by a student of any foreign university for migration into Veltech without change in programme of study, a

Migration Committee consisting of the Vice Chancellor, Registrar, Dean of the School and HOD of the transferee Department shall refer to the guidelines of BOS and decide the eligibility of the candidate for migration, recognition status of the foreign university with AIU/Washington Accord membership/UGC, Programme/course equivalence, courses the student would have to complete to qualify to receive a degree from the department to which migration is sought for subject to the condition that the student fulfills the required number of credits for new programme including those which can be transferred. The decision of the Foreign University Migration Committee shall be placed for ratification before BOS, Academic Council and BOM. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice-Chancellor and communicated to the student, Dean of school, HOD of the transferee department, COE and Finance Departments. Every such application shall be disposed-off by the Dean concerned in 15 days from receipt of application with processing fee.

12.3 Course work for migration students

Once the respective migration committee has finalized the course work required to be done by the migrant student for a particular programme and he/she has been admitted to, the student shall be permitted to do the courses in his/her pace spread over the balance period of his/her studies in which such courses are offered. While doing so, he/she may have the option to attend such course(s) by mutual arrangements with the faculty concerned. For Continuous Internal Assessment (CIA) purposes, his attendance in the regular course shall be counted and he shall submit the assignments, write tests, appear for all practical and other examinations as the regular students of such course(s) do. Marks secured by this process shall be counted for the CIA.

13 ELIGIBILITY FOR AWARD OF M.B.A. DEGREE

The M.B.A degree shall be conferred on a candidate who has satisfied the following requirements.

13.1 Regular Students

a) A regular student shall register for a minimum 102 and fulfill the minimum credit requirement in each category as mentioned in Table 4.

AND

b) A regular student shall secure a minimum CGPA of 6 in 10 point scale.

AND

c) A regular student shall fulfill the duration of the programme requirements as given in the Section 4.

13.2 Award of Division

13.2.1 The criteria for award of division after the completion of programme as per Section 13.1 is as shown in Table 16.

Table 16 Criteria for award of division

| CGPA nominations | Division |
|---------------------|--------------|
| $CGPA \geq 8$ | Distinction* |
| $6.5 \leq CGPA < 8$ | First Class |
| $6 \leq CGPA < 6.5$ | Second Class |

*All the courses contributing to CGPA shall be cleared in the first appearance.

13.2.2 For the purpose of awarding First Class with Distinction, the Award of Degree shall be fulfilled within the minimum duration of the programme.

13.2.3 Break in Study candidate shall be awarded First Class with Distinction, if he/she satisfy the conditions in 13.1, if he/she secures the CGPA greater than or equal to 8, and has taken prior approval of Vice Chancellor as mentioned in Section 10.

13.2.4 For the purpose of awarding First/Second class, CGPA obtained in the examinations appeared within the maximum period allowed for the completion of course shall be considered.

13.3 Consolidated Grade Card

A consolidated grade card containing credits and grades obtained by the candidates shall be issued after successful completion of the M.B.A. Programme.

14 DISCIPLINE

14.1 Every student is required to observe disciplined and decorous behavior both inside and outside the University and strictly adhere to the conduct rules in force from time to time and not to indulge in any activity which will tend to bring down the prestige of the University. The Board of Management shall constitute a disciplinary committee consisting of Dean and two Heads of department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.

14.2 If a student indulges in malpractice in any of the Class tests/cycle tests/mid-term tests/end semester university examinations whether conducted by internal or external examiners including mock tests by trainers etc., such student shall be liable for punitive action as prescribed by the university from time to time under the General Code of Conduct.

14.3 Smoking, carrying/holding/drinking alcohol, ragging/eve-teasing

inside and outside the university campus are viewed as serious misconduct. Such students will be met with severe punishments and may lead to dismissal from hostels / and university.

15 MALPRACTICES

15.1 The Dean of the school shall refer the cases of malpractices in Continuous Evaluation and Chief Superintendent of Semester End Examinations to a Malpractice Enquiry Committee constituted for the purpose. Such committee shall follow the approved scales of punishment. The Dean of the school shall take necessary action, against the erring students based on the recommendations of the committee.

15.2 Any action on the part of student at an examination trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained here under. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for the award of appropriate punishment after thorough enquiry.

16 OTHER MATTERS

16.1 The physically challenged candidates who have availed additional examination time and a scribe during their higher secondary (+2) & UG Degree Programme / qualifying entrance examinations shall be

given similar concessions on production of relevant proof / documents.

16.2 Students who are suffering from contagious diseases shall not be allowed to appear either continuous or semester end examinations.

16.3 The Vice-Chancellor shall deal with any academic problems/issues, which are not covered under these rules and regulations, in consultation with the Deans and Heads of the departments in an appropriate manner, and subsequently such actions shall be placed before the Academic Council for ratification.

17 AMENDMENTS TO REGULATIONS

The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and/or syllabi
