



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
DEEMED TO BE
University
(Estd. u/s 3 of UGC Act, 1956)
Avadi, Chennai

ACADEMIC REGULATIONS

for Management Programme

VTR PGM – 2024



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Academic Regulations For M.B.A programme

(Applicable for the Batch Admitted from 2024–2025 onwards)

Aligned with NEP 2020 | Outcome-Based Education

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Vel Tech Regulations for Undergraduate Engineering Programme 2024
VTR PGM 2024
[Choice Based Credit System (CBCS)]

24.1 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 2024-25 and they are called “VTR PGM - 2024” 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.

24.2 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 extracurricular 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, value-based, independent learning, ability enhancement, skill enhancement, extension activity, complementary skill courses), in the preferred semester complying prerequisites and based on their learning aptitudes.

24.3 NOMENCLATURE OF PROGRAMMES

- 24.3.1 The nomenclature and its abbreviation given below shall continue to be used for the degree programmes under the Institution, as required by the Council and the Commission. Master of Business Administration shall be abbreviated as M.B.A. in quotation.

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

- 24.3.2 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.

24.4 DURATION OF THE PROGRAMME

24.4.1 Minimum Duration of the Programme

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

24.4.2 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.*

24.4.3 Minimum Duration of the Semester

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

24.5 ADMISSION CRITERIA

The eligibility criteria for admission into PG programme are as per the norms of Commission, Council and Executive Council (EC) of the Institution (Deemed to be University) framed from time to time.

24.6 CREDIT SYSTEM AND GRADE POINTS

24.6.1 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.

24.6.2 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: Credit-Hour Mapping for different type of Courses

Course Type	Lect. (L)	Tut. (T)	Lab. (P)	Hours / Week	Cr. (C)	Hrs. / Sem	Self Learning Hrs.	Tot. Hrs.
Theory	4	-	-	4	4	60	60	120
Theory +Tutorial	3	1	-	4	4	60	60	120
Theory (D) + Practical	3	-	2	5	4	75	45	120
Theory + Practical (D)	2	-	4	6	4	90	30	120
Theory	3	-	-	3	3	45	45	90
Theory +Tutorial	2	1	-	3	3	45	45	90
Theory +Practical	2	-	2	4	3	60	30	90
Theory +Practical	1	-	4	5	3	75	15	90
Theory	2	-	-	-	2	30	30	60
Practical	-	-	4	4	2	60	-	60
Theory	1	-	-	1	1	15	15	30
Project	-	-	2	2	1	30	-	30

24.6.3 Course Registration

- a) The student shall register before the commencement of the academic semester. The dates for course registration and course withdrawal shall be followed as per the academic calendar. Maximum number of students allowed to register for a course shall be indicated against each course.
- b) 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.

24.6.4 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 24.4.2, to fulfil the minimum credit requirement mentioned in Table 4 by paying the requisite fee.

24.6.5 Grade Points and Letter Grade for a Course

The grade points 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: Grading Policy

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
WH	WH	-
RA: Reappearance Pass: Obtained Passing Minimum (50%) WH: Withheld AB: Absent		

24.6.6 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.

$$SGPA = \frac{\sum_{i=1}^m C_i * G_i}{\sum_{i=1}^m C_i}.$$

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.

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
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24.6.7 Cumulative Grade Point Average (CGPA)

- a) 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.

CGPA TO PERCENTAGE CONVERSION FORMULA

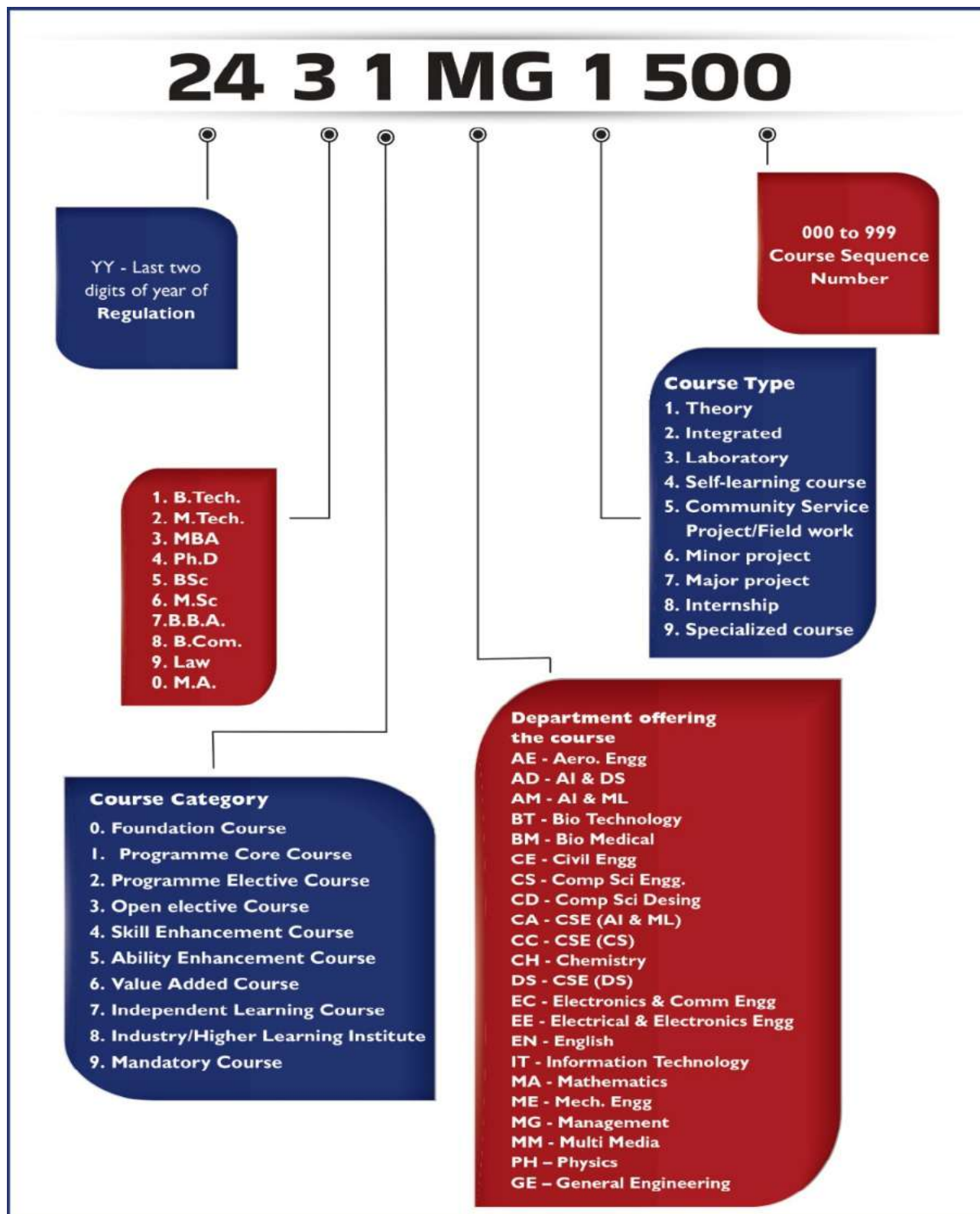
$$\text{PERCENTAGE} = (\text{CGPA} - 0.5) \times 10$$

- b) The CGPA shall be calculated as per section 24.6.7 (a), considering the courses selected by the students, satisfying the prescribed norms in Section 24.13.

24.6.8 Course Numbering Scheme

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

Figure 1: Course Numbering Scheme



24.7 CURRICULUM FRAMEWORK

24.7.1 Preamble

- a) 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.
- b) 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.
- c) Each theory course shall consist of five units.

24.7.2 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 24.7.3 to 24.7.9) to cover the depth and breadth required for the programme and for the attainment of programmes outcomes of the corresponding programme.

24.7.3 Programme Core Courses

Programme core consists of set of courses considered necessary for the students of the specific programme.

24.7.4 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.

- a) Students may fulfill the requirements of this category by opting for either a department-offered course or a course offered through a UGC/AICTE-approved MOOC platform (SWAYAM/NPTEL). Completion of a 12-week MOOC course (mapped to 3 credits) with the required certification shall be considered for credit transfer, subject to the approval of the respective Board of Studies.
- b) Students can register for courses offered by the University Industry Partners or International Institutional Partners under the MoU/MoA arrange-

ments coordinated by the Office of Industry Relations or Office of International Relations. Credits earned through such courses shall be eligible for credit transfer upon successful completion and approval by the respective Board of Studies.

24.7.5 Open Electives Courses

Open electives are the courses offered between the schools or by Industry partners or by Institutional partners to enhance the knowledge breadth and professional competency of the students. The students shall register for appropriate open electives, offered by other schools/Industry Partner/Institutional Partners (Under MoU/MoA Collaborative arrangements) based on the area of interest. The courses offered under this category cover the Interdisciplinary / Transdisciplinary / Multidisciplinary knowledge.

- a) Students may undertake one course (Minimum 3 credits but not more than 6 Credits totally during the programme of study) under this category through an UGC/AICTE approved MOOC Platform - SWAYAM/ NPTEL for the duration of 12 weeks (Mapped with 3 Credits) and produce NPTEL Certificates for credit transfer, as approved by the respective Board of Studies.
- b) Out of the above 6 credits, a minimum 3 credits may be offered by our Industry Partners/International Institutional partners (Under MoU/MoA arrangement entered by the office the University of Industry Relations / Inter-national Relations) and students shall be allowed to earn these credits under the collaborative arrangements.

24.7.6 Independent Learning

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

a) Summer Internship

The students may undergo Internship approved by office of Industry Relations 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 4 weeks and shall earn three (3) credits.

b) Project Work/On the Job Training (OJT)

Project Work which carries six (6) credits, shall be carried out by the student for a minimum period of 8 weeks which has to be approved by office of Industry Relations. 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.

c) Publication of Research Paper

The students shall be awarded one (1) credit if they publish a paper in any conference/seminar/journal approved by the Dean of the respective school. This course carry one credit, shall be delivered by individual student. The Head of the department shall constitute the Research Review Committee (RRC) for this course consisting of two faculty members with diversified specializations and the RRC Coordinator.

24.7.7 Ability Enhancement Courses

The AEC courses are the courses based upon the content that leads to Knowledge enhancement. These courses are a set of value based courses that aim to bring constructive behavioral changes to students.

Students will be given the choice to choose one (1) course in 1st, 2nd & 3rd semester from various options and each carry one (1) credit. This course shall also be taken from UGC/AICTE approved MOOC platform SWAYAM/NPTEL for the duration of minimum 4 weeks (mapped with 1 credit) and produce Certificates for credit transfer, as approved by the respective Board of Studies.

24.7.8 Skill Enhancement Courses

Skill Enhancement Courses (SEC) are intended to equip the students with discipline specific practical skills that complement their core area of study. These courses focus on enhancing applied knowledge and professional competencies to improve employability and readiness for real-world challenges.

Students will be given choices to choose one (1) course in 1st, 2nd & 3rd semesters from various options and each carry one (1) credit. This course shall also be taken from UGC/AICTE approved MOOC platform SWAYAM/NPTEL for the duration of minimum 4 weeks (mapped with 1 credit) and produce Certificates for credit transfer, as approved by the respective Board of Studies.

24.7.9 Extension Activity

The group of students shall undergo field study in the rural areas approved by the department. During their first semester student spends in focusing and studying a rural area of their choice. The students' study with the rural people livelihood, 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 one (1) credit and the students submit the report before the last instructional day of the semester.

24.7.10 Minimum Credits Required in Various Course Categories

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

Minimum credits required to award M.B.A. Degree: 96 credits

Table 4: Programme structure and Minimum credits required in course categories

Section Number	Course Category	Minimum Credits Required
24.7.3	Programme Core	49
24.7.4	Programme Elective	24
24.7.5	Open Elective	06
24.7.6	Independent Learning	10
24.7.7	Ability Enhancement	03
24.7.8	Skill Enhancement	03
24.7.9	Extension Activity	01
Total		96

24.7.11 Medium of Instruction and Examination

The medium of instruction and examination is **English**.

24.8 EXAMINATIONS AND SCHEME OF EVALUATION

24.8.1 Description

a) Continuous Internal Assessment (CIA) shall be conducted by the course handling faculty/module coordinator all through the semester; it includes two tests, assignments and other means covering the entire syllabus/all the course outcomes.

b) Semester End Examination (SEE) 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.

24.8.2 Scheme of Continuous Evaluation

a) For all the theory courses, the continuous evaluation shall be for a maximum of 40 marks consisting of two tests and assignments 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 (10)	Total (40)
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b) There shall be two tests each carrying 30 marks. The test marks are converted into 15 marks each. 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.

c) Faculty can give assignments of their choice. The assignment shall measure the knowledge of the students at understand and above levels, in cognitive learning domain, as per the revised Bloom's taxonomy. The maximum score for the assignments is 10 marks.

d) Scheme of Evaluation for Ability Enhancement Course (24.7.7)

For Ability Enhancement Course, Continuous evaluation for 40 marks shall be awarded as given in Table 6.

Table 6: Continuous assessment scheme for Ability Enhancement Course

Content Knowledge (10)	Communication skills (10)	Application of Theory to Practice (10)	Critical thinking and Problem solving (10)	Total 40 marks
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e) Scheme of Evaluation for Skill Enhancement Course (24.7.8)

i) The continuous evaluation shall be for a maximum of 40 marks consisting of student's performance in each laboratory session and model test.

ii) For each experiment, 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 Experiment

Performance in conducting experiment (5)	Result and analysis (3)	Viva Voce (3)	Record (4)	Total (15 marks)
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iii) In model laboratory tests shall be conducted as mentioned in the academic calendar for a 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 exam

Performance in conducting experiment (15)	Result and analysis (5)	Viva Voce (5)	Total (25 marks)
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iv) For Skill Enhancement theory course, Continuous evaluation for 40 marks shall be awarded as per the choice of the course handling faculty members, it can conducted as tests/assignments/case studies/ any activity of their choice and allot the internal marks of 40.

f) Scheme of Evaluation for Independent Learning

a) 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)
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b) 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.

c) 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)
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d) 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.

24.8.3 Scheme of Semester End Examination

a) For all the theory, practical, and project, the semester end examination shall be for a maximum of 60 marks. For Summer Internship/Project/Extension activity the semester end examination shall be for a maximum of 100 marks.

b) 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 - 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 - (i.) 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.

(ii.) The questions in Part A and Part B shall evenly address all the course outcomes.

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

c) 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)
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d) Scheme for Open Elective Courses

The semester end examination for the Open Elective shall be evaluated for 60 marks by the faculty experts who offered the course or by the faculty nominated by the Head of the department.

e) Scheme for Ability/Skill Enhancement Courses

The semester end examination for courses under Ability/Skill Enhancement courses category shall be evaluated for 100 marks by the industrial/faculty experts who offered the course or by the faculty nominated by the Head of the department in consultation with the course handling faculty. The question paper pattern shall be decided by the course handling faculty at the beginning of the course and the same shall be approved by the Head of the department.

f) Scheme for Independent Learning Courses

i) 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 12.

Table 12: Rubrics for evaluation of Summer Internship

Internship Preparation (20)	Presentation (20)	Question and Answers (20)	Total (60 marks)
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ii) For semester end evaluation of project work, Project Evaluation Committee (PEC) shall be constituted with three examiners; one member from PRC 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 13.

Table 13: Rubrics for evaluation of Project work

Project Report Preparation (20)	Presentation (20)	Question and Answer (20)	Total (60 marks)
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iii) For evaluation of Publication of Research Paper, Research Review Committee (RRC) 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 14. Students shall present their project work at a National [OR] International Conference [OR] publish a paper in a Scopus-indexed journal as mandatory requirements for the submission of the Project Thesis. (*Amended as per 43rd Academic Council meeting held on 23rd Sep 2023*).

Table 14: Rubrics for evaluation of Publication of Research Paper

Quality of Content (40)	Presentation (20)	Question and Answer (40)	Total (100 marks)
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g) Extension Activity

For evaluation of Extension activity, student shall submit the comprehensive report to the department within a week time after the completion of the field study. One (1) credit shall be awarded to the student who underwent a field study for the period of five days duration with at least 6 hours per day. Based on

the Rubrics prepared (Table 15) for the purpose, the report shall be evaluated for 100 marks by a three-member review committee constituted by the Dean/HOD.

Table 15: Rubrics for evaluation of Extension Activity

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

24.8.4 Conditions for Pass

- a)** 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.
- b)** 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.
- c)** For the courses listed under Section 24.7.3 to 24.7.9, a student shall be declared to have passed if he/she secures a minimum of 50% marks in the semester end examination.
- d)** On passing a course of a programme, the student shall earn assigned credits for that course.
- e)** 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.
- f)** If a candidate fails to secure a pass in Programme Core (Section 24.7.3), it is mandatory that he/she shall reappear for the examination in those courses during subsequent examinations conducted at the end of subsequent semesters.

g) If a candidate fails to secure a pass in independent learning/project work courses (Section 24.7.6), 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.

24.8.5 Reregistration

If a candidate fails to secure eligibility for semester end examinations (Section 24.8.3) in Programme Core (section 24.7.3), Programme Elective (Section 24.7.4), Independent Learning (Section 24.7.6), 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.

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

24.9.1 Eligibility for Semester End Examinations

a) 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.

b) 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).

24.10 BREAK IN STUDY

a) 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.

b) 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.

c) The duration specified for passing all the courses for the purpose of classification as mentioned in Section 24.4 shall not be altered by the period of such break of study permitted.

d) 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 24.4.2 irrespective of the break of study in order that he/she may be eligible for the award of the degree (as mentioned in Section 24.13).

24.11 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 Executive Council. 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.

24.12 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.

24.12.1 Migration from any other university in India to Vel Tech with or without change in Department

In case of an application by a student of any other Indian university for migration into Vel Tech with or without change in Department of study, a Migration Committee 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 for the new branch including those which can be transferred. The decision of the Migration Committee shall be placed for ratification before the BoS, Academic Council and the Executive council. 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.

24.12.2 Migration from any foreign university to Vel Tech with or without change in Department

In case of an application by a student of any foreign university for migration into Vel Tech with or without change in Department of study, a Migration Committee shall refer to the guidelines of BoS and decide the eligibility of the candidate for migration, recognition status of the foreign university with 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 fulfils the required number of credits for new branch including those which can be transferred. The decision of the Foreign University Migration Committee shall be placed for ratification before BoS, Academic Council and the Executive council. 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.

24.12.3 Migration Committee

A Migration Committee will be constituted with the following:

- Dean Academics – Chair
- Controller of Examinations
- School Dean
- Head of Department
- Senior Professor(s) - two members

24.12.4 Course work for migration students

Once the respective migration committee has finalized the coursework required to be done by the migrant student for a particular programme and he/she has been admitted and 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 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.

a) The important process involving institutional transfer is “Academic Credit Transfer” - Transferring earned credits from one institution/programme to another to continue studies without repeating coursework. For this, Credit earned by students shall also be taken from “ABC Portal”.

b) Transfer of students will be considered after the First Year before entering into Final Year of Study, based on the successful completion of specified courses and earned credits of the programme curriculum of the source institution.

c) Transfer can be considered only during the second and third year, well before the commencement of the academic session.

d) In all the above types of transfers, the recommendation of the “Department Advisory Committee (DAC)” is essential and the recommendation shall be placed before the BoS and Academic Council for approval/ratification.

24.13 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.

24.13.1 Regular Students

a) A regular student shall register for a minimum 96 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 24.4.

24.13.2 Award of Division

a) The criteria for award of division after the completion of programme as per Section 24.13.2 is as shown in Table 16.

Table 16: Criteria for award of division

CGPA nominations	Division
CGPA (Greater than) 8	Distinction*
6.5 <CGPA <8	First Class
6 <CGPA <6.5	Second Class

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

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

c) Break in Study candidate shall be awarded First Class with Distinction, if he/she satisfy the conditions in 24.13.1, if he/she secures the CGPA greater than or equal to 8, and has taken prior approval of Vice Chancellor as mentioned in Section 24.10.

d) 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.

24.13.3 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.

24.14 DISCIPLINE

a) 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 Executive Council 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.

b) 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.

24.15 MALPRACTICES

a) The Dean of the school shall refer the cases of malpractices in Continuous Internal Assessments (CIA) and Chief Superintendent of Semester End Examinations (SEE) 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.

b) If a student indulges in malpractice in any of the Continuous Internal Assessment 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.

c) 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.

24.16 OTHER MATTERS

a) 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.

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

c) 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.

24.17 AMENDMENTS TO REGULATIONS

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



