



PROPOSED REGULATIONS: R-2023
CHOICE BASED CREDIT SYSTEM (CBCS)
M.B.A PROGRAMME
[4 Semesters Full-Time Programme]

INDEX

Sl. No.	Contents	Page No.
1.	Preliminary Definitions and Nomenclature	2
2.	Programme Offered, Modes of Study And Admission Requirements	3
3.	Structure of the Programme	3
4.	Duration of the Programme	5
5.	Course Registration	6
6.	Requirements For Appearing The End Semester Examination	7
7.	Class Advisor /Mentor	8
8.	Class Committee	9
9.	Course Committee for Common Courses	10
10.	System of Examination	10
11.	Procedure For Awarding Marks For Internal Assessment	11
12.	Passing Requirements	16
13.	Award of Letter Grades	18
14.	Eligibility for the Award of the Degree	20
15.	Provision for Withdrawal from the End Semester Examinations	21
16.	Provision for Authorized Break of Study	21
17.	Discipline	22
18.	Revision of Regulations, Curriculum and Syllabi	22

PROPOSED REGULATIONS: R-2023

CHOICE BASED CREDIT SYSTEM (CBCS)

M.B.A PROGRAMME [4 Semesters Full-Time Programme]

Regulations 2023 has been prepared in accordance with the guidelines given by the University Grants Commission (UGC), All India Council for Technical Education (AICTE) and affiliating University which includes the features of the Choice Based Credit System (CBCS). This Regulation is applicable to the students admitted to the Master of Business Administration (MBA) Programme from the Academic year 2023-2024 onwards in NPR College of Engineering & Technology, NPR Nagar, Natham, Dindigul – 624 401.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- i) **“Programme”** means the cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree.
- ii) **“Degree”** means that academic award conferred upon a student on successful completion of a programme. It is referred to as Post Graduate (PG) Degree that is M.B.A. Degree.
- iii) **“Specialisation”** means a domain in which a student has specialized based on the choice of elective courses.
- iv) **“Course”** means a Theory / Laboratory / Project course that is normally studied in a semester like Business Research Methods, Marketing Management etc.
- v) **“Head of the Institution”** means the Principal of the Institution.
- vi) **“Controller of Examinations (COE)”** means the authority of the Institution who is responsible for all activities related to the End Semester Examinations.
- vii) **“Head of the Department (HoD)”** means the Head of the concerned Department.
- viii) **“University”** means Anna University, Chennai.

2. PROGRAMME OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. Programme Offered:

1. M.B.A (Full time)

2.2 Mode Of Study

Students admitted under 'Full-Time' should be available in the Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time students should not attend / enrol in any other Full-Time/Part time programme that leads to receiving of degree/diploma or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full-Time programme. Violation of the above rules will result in cancellation of admission to their P.G. programme. However, taking up of job is permitted with authorized break of study as explained in Clause 16.1.

2.3 Admission Requirements:

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

Notwithstanding 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.

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 Institution from time to time.

3. STRUCTURE OF THE PROGRAMME

3.1 Categorization of Courses

The M.B.A programme shall have a curriculum with syllabi comprising of theory, practical courses, technical seminar, project work, internship, etc. that shall be categorized as follows:

- i. **Professional Core Courses (PCC)** includes the core courses relevant to the chosen specialization.

- ii. **Professional Elective Courses (PEC)** includes the elective courses relevant to the chosen specialization.
- iii. **Employability Enhancement Courses (EEC)** includes Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

There shall be a certain minimum number of Core courses and a sufficient number of Elective courses that can be opted by the students. The blend of different courses shall be so designed that the student, at the end of the programme, would have been trained not only for his/her relevant professional field but also would have developed as a socially conscious human professional.

3.2 Number of Courses per Semester

Each semester curriculum shall normally have a blend of Theory courses and Laboratory Courses including Employability Enhancement Course(s). However, the total number of courses per semester shall not exceed 10. Each Course shall have credits assigned as per Clause 3.3.

3.3 Credit Assignment

Each course is assigned certain number of credits based on the following:

CONTACT PERIOD PER WEEK	CREDITS
1 Lecture / 1 Tutorial period	1
2 Laboratory Periods (also for EEC courses like Seminar / Project Work /Case Study etc.)	1

3.4 Project Work

The Project work is an important component of Post-Graduate programme. The Project Work has to be undertaken in the final semester.

3.4.1. The Project work for M.B.A shall be pursued for a period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.

3.4.2 The Project work shall be carried out under the supervision of a faculty member in the Department concerned. The faculty member must possess a M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D. degree.

3.4.3 A student shall be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to

meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress. In case the student is undertaking the project work in the department itself the student has to report every day to the supervisor either in physical mode or online mode

3.4.4. The Head of the Department shall constitute a review committee for the Project Work. The review committee consists of supervisor, an expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the supervisor, then an alternate member shall be nominated. In the case of Industrial Project, the review committee shall have the supervisor, the coordinator from industry and the project coordinator from the Department.

3.4.5. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

3.4.6. The deadline for submission of final Project Report is 15 calendar days from the last working day of the semester in which project is done.

3.5 Internship

3.5.1 The students need to undergo Internship for a period of continuous 4 weeks in an organization/ Research organization / Educational institution / industry (after due approval from the Head of the Department) after the completion of the second end semester examination. Students shall get approval from the Head of the Department and the Certificate of completion of Internship shall be forwarded to Controller of Examination.

Attendance Certificate mentioning the period of Industrial Training / Internship and signed by the competent authority of the industry, as per the format provided by the Head of the Institution shall be submitted to the Head of the Department. The attendance certificate shall be forwarded the COE, NPR College of Engineering & Technology by the Head of the Department for processing the results.

DURATION OF TRAINING/INTERNSHIP	CREDITS
4 Weeks*	2

***1 Week = 40 Internship Hours**

3.6 Value Added Courses

The students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. The credits earned through the Value-Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department of the institution with the prior approval from the Head of the Institution. The details of the syllabus,

time table and course coordinator may be sent to the COE after getting approval from the Head of the Institution at least one month before the course is offered for approval. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the Programme.

3.7 Online Courses

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

3.8 Medium of Instruction

The medium of instruction is English for all courses, examinations, Seminar presentations and Project Work reports.

4. DURATION OF THE PROGRAMME

4.1 A student is ordinarily expected to complete the M.B.A Programme in 4 semesters but in any case, the duration should not exceed 8 Semesters for completion of PG Programme.

4.2 Each semester shall normally consist of 75 working days or 525 periods of 50/55 minutes each. The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

4.3 The Head of the Department may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per Clause 6) by the students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times 15 \text{ taken together for all courses of the semester}} \times 100$$

The End Semester Examinations will normally follow after the last working day of the semester as per the academic schedule prescribed from time to time by CoE.

4.4 The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Programme	Prescribed Credit Range
M.B.A	90-94

5. COURSE REGISTRATION

5.1 Each student, on admission shall be assigned to a Mentor (vide Clause 7) who shall advise / counsel the student about the details of the academic programme and the choice of course(s) considering the student's academic background and career objectives.

5.2 Flexibility to Drop Courses

From the first to pre-final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6 for M.B.A (Full Time) programme. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

5.3 The Department is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 5.2).

The registration details of the student shall be approved by the Head of the Department and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

The courses that a student registers in a particular semester may include:

- i. Courses of the current semester and
- ii. Courses dropped in the lower semesters.

The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (U) and Withdrawal (W) courses registered by the student for the appearance of Examination.

5.4 Reappearance Registration

5.4.1 If a student fails in a course, the student shall do reappearance registration (Examination) for that course in the subsequent semesters or when it is offered next.

5.4.2 On registration, a student may attend the classes for the reappearance registration courses, if the student wishes, and the attendance requirement (vide Clause 6) is not compulsory for such courses.

- 5.4.3 If a student is prevented from writing the end semester examination of a course or several courses due to lack of attendance, the student has to register for that / those course(s) again, when offered next, attend the classes and fulfill the requirements as per Clause 6.1 & 6.2.

6 REQUIREMENTS FOR APPEARING THE END SEMESTER EXAMINATION

A student who has fulfilled the following conditions (vide Clause 6.1 and 6.2) shall be deemed to have satisfied the attendance requirements for appearing for End Semester Examination.

- 6.1 Every student is expected to attend all the periods and earn 100% attendance. However, a student shall secure not less than 75% (after rounding off to the nearest integer) overall attendance.
- 6.2 If a student, secures attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) or participation in Institution/ University/ State/ National/ International level extra and co-curricular activities, with prior permission from the Head of the Department, shall be permitted to appear for the current semester examinations subject to the condition that the student shall submit the medical certificate / participation certificate attested by the Head of the Department (along with Condonation form). Such certificates along with the condonation forms shall be forwarded to the Controller of Examinations for verification and permission to attend the examinations. However, during the entire programme of study, a student can avail such Condonation in any two semesters only.
- 6.3 A student shall normally be permitted to appear for End Semester Examination of the course(s) if the student has satisfied the attendance requirements (vide Clause 6.1 – 6.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 6.4 Students who do not satisfy Clause 6.1 and 6.2 and who secure less than 65% overall attendance will not be permitted to write the End-Semester Examination. The student has to register and repeat the semester when it is offered next, attend the classes, earn internal assessment marks and fulfill the attendance requirements as per Clause 6.1 and 6.2.
- 6.5 In the case of reappearance (Arrear) registration for a course, the attendance requirement as mentioned in Clauses 6.1 – 6.2 is not applicable. However, the student has to register for examination for that course by paying the prescribed fee.
- 6.6 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of grades.

7 CLASS ADVISOR and MENTOR

7.1 Class Advisor

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

The responsibilities for the Class Advisor shall be:

- Act as the channel of communication between the HoD and the students of the respective class.
- Collect and maintain various statistical details such as attendance, assessment marks etc.
- Convening the class committee meetings.
- Monitor the academic performance of the students including attendance and to inform the class committee.
- Coordinate with each course instructor in performing result analysis of continuous internal assessments, end semester examinations and in estimating CO –PO-PSO attainment.
- Guide the students in the process of enrollment and registration of the courses.
- Inform the students about various facilities and activities (curricular and co-curricular) available, which helps to enhance their skills.

7.2 Mentor

Head of the Department will assign a certain number of students to each faculty of the Department, who shall function as Mentor for those students.

The responsibilities of the Mentor shall be:

- Motivate the students to participate in various curricular and co-curricular activities.
- Guide in the process of enrollment and registration of the courses.
- Counsel the students in their career development / professional guidance
- Collect and maintain the academic and co-curricular records of the students.
- Monitor the academic and general performance of the students including attendance and to counsel them accordingly. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned.

8 CLASS COMMITTEE

- 8.1 A class committee consists of course teachers of the class concerned, student representatives and a chairperson who is not handling the class. It is like the 'Quality Circle', with the overall goal of improving the teaching-learning process.

The functions of the class committee include:

- Solving problems faced by students in the classroom and in the laboratories in consultation with the Head of the Department.
 - Clarifying the Regulations of the programme and the details of rules therein.
 - Informing the student representatives about the academic schedule including the date of assessments and the syllabus portion for each assessment.
 - Informing the student representatives, the details of Regulations regarding weightage used for each assessment.
 - In case of laboratory courses (laboratory / project work / seminar etc.), the breakup of marks for each experiment / exercise / module of work, should be clearly discussed and informed to the students.
 - Analyzing the performance of the students of the class after each assessment and finding ways and means of improving the performance of the students.
 - Identifying the slow learners if any, and instructing the teachers concerned to provide some additional help or guidance or coaching to such students.
- 8.2 The class committee is normally constituted by the Head of the Department. The Chairperson of the class committee may invite the Class Advisor(s) and the Head of the Department to the class committee meeting.
- 8.3 The class committee shall be constituted within a week from the date of commencement of a semester.
- 8.4 At least 6 student-representatives from the respective class (usually 2 above average, 2 average and 2 below average students) shall be included in the class committee.
- 8.5 The Head of the Institution may also be invited to participate in any class committee meeting.
- 8.6 The Chairperson of the class committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution through Head of the Department within two days of the meeting and arrange to circulate the same among students concerned and teachers. If there are some points in the minutes requiring action by the Management, the same shall be brought to the notice of the Management by Head of the Institution.

- 8.7 The first meeting of the class committee shall be held within fifteen days from the date of commencement of the semester. Two or three subsequent meetings in a semester may be held at suitable intervals. The Chairperson of the Class Committee shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the Clause 6 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express their opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process. In each meeting, the action taken report based on the minutes of the previous meeting is to be presented and discussed by the Chairperson of the class committee.

9 COURSE COMMITTEE FOR COMMON COURSES

- 9.1 A theory course handled by more than one faculty member including the discipline with multiple divisions (greater than or equal to 2) shall have a “Common Course Committee” comprising of all members of faculty teaching that course with one of the members as the Course Coordinator, nominated by the Head of the Institution (Head of the Department in the case of multiple divisions of a discipline) and student representatives (one per specialization or division) registered for that course in the current semester.
- First meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. Two subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.
- 9.2 In addition, Common Course Committee (without the student representatives) shall meet to ensure uniform evaluation through the common question papers during Continuous Assessment and End Semester Examinations.

10 SYSTEM OF EXAMINATION

- 10.1 Performance in each course of study shall be evaluated based on (i) Continuous Assessment throughout the semester and (ii) End Semester examinations.
- 10.2 Each course, both theory and practical including project work and viva voce examinations shall be evaluated for a maximum of 100 marks.

- 10.3 The End Semester Examinations (theory and practical) of 3 hours duration shall ordinary be conducted in November / December during the odd semesters and in April / May during the even semesters.
- 10.4 The End semester examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner from an academia or from industry and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project /project group and an internal examiner.
- 10.5 For the End semester examinations including project work, the Internal and External Examiners shall be appointed by the Controller of Examinations.
- 10.6 The following will be the examination and continuous assessment weightages for different courses:

Courses	Assessment Weightage %	
	Continuous Assessment Internal	End Semester Examination External
Theory Courses	40	60
Laboratory courses	60	40
Project Work	60	40
Industrial Training / Internship / Mini-Project / Mandatory Courses / Value added courses / Online courses	100	0

11 PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

The Continuous assessments for all theory courses, Laboratory courses and project work will be conducted as per the schedule given in the academic calendar and marks shall be awarded as per the following procedure.

11.1. Assessment for Theory Courses

11.1.1 Continuous internal assessment comprises of three assessments of each 100 marks as detailed below. The students should attend all the assessments as per the continuous internal assessment pattern framed by the course instructor duly approved by the HoD concerned.

Assessment (100 Marks)		Total Internal Assessment
Individual Assignment/ Case Study / Seminar/Mini Project, Any other Experiential Learning	Written Test	
40	60	

* The weighted averages of all the three assessments put together (300 marks) shall be converted into 40 marks for internal assessment

11.2 Assessment for Laboratory Courses

11.2.1 Every laboratory exercise / experiment shall be evaluated based on the student's performance during the laboratory class and the maintenance of laboratory records.

11.2.2 There shall be at least one model examination for laboratory courses.

11.2.3 The criteria for arriving at the continuous internal assessment marks of 60 will be as per the following scheme (75% continuous evaluation and 25% by conducting model examination).

Internal Assessment (100 Marks)*		Total Internal Assessment
Evaluation of Laboratory Observation & Record	Test	
75	25	100*

*The weighted averages shall be converted into 60 marks for internal assessment

11.3 Assessment for Project Work

11.3.1 There shall be three reviews during the semesters by the review committee. The student shall make presentation on the progress made by him / her before the committee. Each review is conducted for 20 marks and the total marks obtained in the three reviews shall be for 60 marks and rounded to the nearest integer (as per the scheme given in 11.3.2).

11.3.2 The project report shall carry a maximum of 10 marks. The project report shall be submitted as per the approved guidelines as given by the Head of the Department. Same marks shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 30 marks as detailed below. Marks are awarded to each student of the project group is based on the individual performance in the viva-voce examination.

Review I	Review II	Review III	End Semester Examinations			
			Project Report	Viva-Voce Examination		
			External	Internal	External	Supervisor
20	20	20	10	10	10	10

- 11.3.3 The Project Report prepared according to approved guidelines as given by the COE and duly signed by the supervisor(s) and the Head of the Department concerned.
- 11.3.4 If the student fails to obtain 50% of the internal assessment marks in the final project, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.
- If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall register for the same in a subsequent semester.
- If a student fails in the end semester examinations of the Final Project work of M.B.A., he/she shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.
- If a student has submitted the project report but did not appear for the viva-voce examination it is considered as fail and he/she will be permitted to resubmit the report within 30 days from the declaration of results and permitted for reappearance in viva-voce examination.
- 11.3.5 However, If the project report is not submitted on or before the specified deadline (special case such as medical reasons, Participate in International level events etc.) , an extension of time up to a maximum limit of 15 days may be given for the submission of project work with prior approval obtained from the Head of the Institution through Head of the Department and the same needs to be communicated to Controller of Examinations. If the project report is not submitted even beyond the extended time, then the student(s) is deemed to have failed in the Project Work.
- 11.3.6 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

11.4 Other Employability Enhancement Courses

- 11.4.1 The Seminar / Case Study / Mini Project course is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by the Head of the Department, consisting of the course coordinator and two experts from the Department, will evaluate the seminar and at the end of the semester, the marks shall be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

11.4.2 The Industrial / Practical Training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical Training / Internship / Summer Project, the student shall submit an attendance certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a viva-voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Department consisting of the course coordinator and two experts from the Department. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by Head of the Department through the Head of the Institution to the Controller of Examinations.

S.No.	Item	Marks
1.	Evaluation from industry Mentor/Guide	20
2.	Presentation and Submission of Report with certificate	40
3.	Viva-Voce	40
Grand Total		100

11.4.3 Entrepreneurship course is an activity-based course with both theoretical and practical content and is to be considered as purely INTERNAL (with 100% internal marks only). Each student is expected to present seminars and to come out with innovative products or services. This will be evaluated by the faculty member(s) handling the course and the consolidated marks can be taken as the final mark. No end semester examination is required for this course

11.4.4 For all the courses under Employability Enhancement Courses Category, except the Project Work, the evaluation shall be done with 100% internal marks and as per the procedure described in Clause 11.4.1 -11.4.2.

11.5 Assessment for Value Added Courses

The one / two 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.

11.6 Assessment for Online Courses

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 organization 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 organization. The details regarding online courses taken up by the student and marks/credits earned and the approval for the course from Head of Department shall be sent to the Controller of Examinations in the subsequent semester(s) along with the details of the elective(s) to be dropped.

Evaluation of NPTEL Courses	
NPTEL Marks	NPRCET Grade
50-59	B
60-69	B+
70-79	A
80-89	A+
90-100	O

11.7 Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

11.8 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 Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department 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). The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters..

11.9 Conduct of Academic Audit by Institution

Every educational institution shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 11.

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 11, 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.

The University or any inspection team appointed by the University may verify the records of Academic Audit report of the courses of both current and previous semesters, as and when required.

12 PASSING REQUIREMENTS

- 12.1** A student who secures 50% and above of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 45% of the marks in the End semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).
- 12.2** If a student fails to secure a pass in a theory course / laboratory course, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 12.1, 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.
- 12.3** If the course, in which the student has failed, is a professional elective, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to

obtain pass marks (IA + End Semester Examination) as per clause 12.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone. If any other professional elective is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new professional elective. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per Clause 6 and appear for the end semester examination.

12.4 If a student is absent during the viva - voce examination, it would be considered as fail. If a student fails to secure a pass in Project Work even after availing clause (11.3.4), the student shall register for the course again.

12.5 The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except Project Work and laboratory), is 50% of the internal assessment (continuous assessment) marks only.

12.6 Photocopy / Revaluation / Review

12.6.1 A student can apply for getting photocopy of his/her end semester examination answer paper in a theory course within one week from the date of declaration of results, on payment of a prescribed fee to the Controller of Examinations through the Head of the Department. The COE will arrange for issue of photocopy to the candidate concerned through Head of the Department.

12.6.2 The answer script is to be valued and justified by a faculty member, who has handled the subject and recommend for revaluation with the breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and EEC courses. Students applying for Photocopy only are eligible to apply for Revaluation. A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

12.6.3 Students not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Institution. Students applying for Revaluation only are eligible to apply for Review.

12.7 Procedure for Transfer students:

Normalization of the Credits will be carried out in consultation with the Board of Studies of the programme concerned and approved by the Head of Institution, if a student migrates from other

affiliated institutions to NPR College of Engineering & Technology or rejoins from previous regulation to this regulation.

13 AWARD OF LETTER GRADES

- 13.1** Letter Grades (based on Credit Point and Grade Point) are awarded to the students based on the performance in the evaluation process. Letter Grade is an index of the performance of a student in a said course.
- 13.2** Credit Point is the product of Grade Point and number of credits for a course and Grade Point is a numerical weight allotted to each letter grade on a 10-point scale (as specified in the Clause 14.4).
- 13.3** Condition for Relative Grading: The minimum number of students for applying relative grading system is 30. If the students' strength is less than 30 then absolute grading system will be applied. The relative grading system shall not be applied for laboratory and continuous assessment courses.
- 13.4** The performance of a student will be reported using Letter Grades in absolute grading, each carrying certain points as detailed below: A student who earns a minimum of 5 grade points in a course is declared to have successfully passed the course.

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Reappearance)	0
W (Withdrawal)	0
AB (Absent)	0
SA (Shortage of Attendance)	0

‘SA’ denotes shortage of attendance (as per clause 6.4) and hence prevented from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“U” denotes that the student has failed to pass in that course. “W” denotes **withdrawal** from the exam for the particular course. The grades U and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

If the grade U is given to **Theory Courses/ Laboratory Courses** it is **not required to satisfy the attendance requirements** (vide clause 6), but has to appear for the end semester examination and fulfil the norms specified in clause 12 to earn a pass in the respective courses.

If the grade U 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, fulfil the norms as specified in Clause 12 to earn pass in the course. However, attendance requirement need not be satisfied.

13.5 GRADE SHEET

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

- Name of the college, Department, Programme of study etc....
- The list of courses registered during the semester and the grade scored.
- The Grade Point Average (SGPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) are calculated using the formula:

$$SGPA/CGPA = \frac{\sum_1^n C_i * g_i}{\sum_1^n C_i}$$

Where

C_i : Credit allotted to the course.

g_i : Grade Point secured corresponding to the course.

n : number of courses successfully cleared during the particular semester in the case of SGPA and all the semesters, under consideration, in the case CGPA.

13.6 The grades O, A+, A, B+, B, C obtained for the one/two credit course (not the part of curriculum) shall figure in the Grade Sheet under the title ‘Value Added Courses/Internship/Industrial training’. The courses for which the grades obtained are U, SA will not figure in the Grade Sheet.

13.7 The Mandatory courses will not be considered for the calculation of SGPA/CGPA.

13.8 Formula for calculating Percentage of Marks: $CGPA \times 10 = \% \text{ of Marks}$.

13.9 The answer scripts of a student which are evaluated for awarding grades shall be retained by office of COE for a period of four years from the date of publishing the End Semester results.

14 ELIGIBILITY FOR THE AWARD OF THE DEGREE

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

- i) Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii) Successfully completed the course requirements, appeared for the End Semester Examinations and passed all the subjects within the period as prescribed in Clause 4.1.
- iii) Successfully passed any additional courses prescribed by the Head of the Institution.
- iv) No disciplinary action pending against the student.
- v) The award of Degree must have been approved by the Syndicate of the University.

14.2 Classification of the Degree Awarded

14.2.1 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 first appearance within three years which includes authorized break of study (vide Clause 16) of one year withdrawal from examination (vide Clause 15) 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.

14.2.2 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. The authorized break of study (vide Clause 16) and withdrawal from the examination (vide Clause 15) will not be counted as an attempt.

14.2.3 Second Class

All other students (not covered in Clauses 14.2.1 and 14.2.2) who qualify for the award of the degree (vide Clause 14.1) shall be declared to have passed the examination in Second Class.

- 14.2.4** 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 15) for the purpose of classification.

15 PROVISION FOR WITHDRAWAL FROM THE END SEMESTER EXAMINATION

- 15.1** A student may, for valid reasons, be granted permission by the Head of the Department to withdraw from appearing in the examination in any course(s) only once during the entire duration of the degree programme. The withdrawal application shall be sent to the COE through the Head of the Department with required documents.
- 15.2** Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and registered for the same. Withdrawal can be made within TEN days before the commencement of the end semester examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.
- 15.3** Notwithstanding the requirement of mandatory TEN working days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 15.4** If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- 15.5** Withdrawal shall not be considered as an appearance in the examination for the eligibility of a student for First Class with Distinction or First Class.
- 15.6** Withdrawal is permitted for the end semester examinations in the final semester, only if the period of study of the student concerned does not exceed 4 years.

16 PROVISION FOR AUTHORISED BREAK OF STUDY

- 16.1** A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.
- 16.2** A student is normally not permitted to break the period of study temporarily. However, if a student happens to discontinue the programme temporarily during the middle of programme of study, for reasons such as personal accident or hospitalization due to ill health or in need of health care, he/she shall apply to the Head of the Institution in advance, in any case, not later than the last date

for registering for the semester examination, through the Head of the Department stating the reasons for the break-of-study. However, a student detained for want of minimum attendance requirement as per Clause 6 shall not be considered as permitted 'Break of Study'.

- 16.3** The student is permitted to rejoin the programme after the break / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Academic Incharge in the prescribed format through the Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 16.4** 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 14.2.1).
- 16.5** The total period for completion of the programme reckoned from the commencement of the first semester to which the student is admitted shall not exceed the maximum period specified in Clause 5.1, irrespective of the period of break of study in order that he / she may be eligible, for the award of the degree (vide Clause 14).
- 16.6** In case of valid reasons (as stated in Clause 16.2) extended break-of-study may be granted by the Head of the Institution for a period not more than one year in addition to the earlier authorized break of study.
- 16.7** If a student does not report back to the Institute, even after the extended Break of Study, the student's name shall be permanently deleted from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

17 DISCIPLINE

Every student is required to follow the rules and regulations laid down by the Institute as published from time to time. Any violations, if any, shall be treated as per the procedures stated thereof.

If a student indulges in malpractice in any of the End Semester / Continuous Assessments, he / she shall be liable for punitive action as prescribed by the Institution from time to time.

18 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution may from time to time revise/amend/change the Regulations, Curriculum, Syllabi, Scheme of Examinations and to introduce Additional Electives, Open Electives, One Credit Courses and Value Added Courses through the Academic Council.
