

UNIVERSITY DEPARTMENTS
REGULATIONS 2023
CHOICE BASED CREDIT SYSTEM
MBA PROGRAMMES

(For the students admitted to MBA (Full-Time, Part Time) Programmes at various University Departments from the Academic year 2023-2024 onwards)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme. such as MBA and MBA Tourism Management Degree Programme
- II. **“Specialisation”** means a functional domain of the Post Graduate Degree Programme like Marketing, Finance, HRM etc.
- III. **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Statistics for Management, Managerial Economics, Operations Management, Hospitality Management etc.
- IV. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities for the implementation of relevant rules and regulations.
- V. **“Additional Controller of Examinations (UD)”** means the Authority of the University who is responsible for all activities of the End Semester Examinations of the University Departments.
- VI. **“Head of the Institution”** means the Dean of the campus.
- VII. **“Chairperson”** means Head of the Faculty.
- VIII. **“Head of the Department”** means Head of the University Department Concerned.
- IX. **“University”** means ANNA UNIVERSITY, CHENNAI.
- X. **“Bonafide students”** means one who has enrolled for at least one course in the curriculum as per regulation and has paid the tuition fee for the same.

2. ADMISSION PROCEDURE

- 2.1 Students for admission to the first semester of the Post Graduate Degree Programme must have passed an appropriate qualifying Degree Examination of Anna University or any examination of any other University or authority accepted by the Syndicate of Anna University, Chennai as equivalent thereto. *Attested*

- 2.2 The Syndicate of the University may decide to restrict admission in any particular year to students having the subset of qualifications prescribed at the time of admission.
- 2.3 Notwithstanding the qualifying examination the student might have passed, he/she shall have a minimum level of proficiency in the appropriate Programme / courses as prescribed by the Syndicate of the University from time to time.
- 2.4 Eligibility conditions for admission such as the marks, class obtained, the number of attempts in the qualifying examination and physical fitness shall be as prescribed by the Syndicate of the University from time to time.

3. PROGRAMMES OFFERED AND MODE OF STUDY

3.1 PROGRAMMES OFFERED

A student may be offered admission to any one of the following programme of study approved by the University and offered at various campuses of the University.

1. MBA (Full Time and Part Time)
2. MBA Tourism Management (Full Time)

3.2. MODES OF STUDY:

3.2.1 Full-Time:

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

The Full-time students should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job during working hours in any Institution or company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

3.2.2 Part-Time Mode:

In this mode of study, the students are required to attend classes conducted in the evenings and complete the course in three years.

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3.2.3 Students registered for the MBA full time programme may be permitted to migrate to MBA part-time mode subject to the same MBA programme being offered and running in part-time mode. Part time students cannot migrate to the full-time programme. The migration will be feasible subject to availability of seats in Part-Time mode as per admission norms and approval by the DCC. The migrating student will be governed by all prevailing regulations applicable to the Part-Time batch that corresponds to the migrating full time student's year of joining the full-time course.

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch.
- ii. **Professional Elective Courses (PEC)** – include the elective courses relevant to the chosen specialization in the functional and non-functional areas.
- iii. **Employability Enhancement Courses (EEC)** include Project Work, Internship, Seminar, Practical courses, Professional Practices, Case Study and Industrial / Practical Training.

4.2 Courses per Semester

The Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 4.3.

4.3 Credit Assignment

Each course is assigned certain number of credits based on the details provided in Table 1

Table 1 : Credit Assignment

Contact period per week	Credits
1 Lecture Period	1
1 Tutorial Period	1
1 Practical Period (Laboratory / Seminar / Project Work etc.)	0.5

4 weeks of Summer Training or Project will earn 3 credits.

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4.4 **Project Work**

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

4.4.1 The Project work for MBA programme shall be pursued for a continuous 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.

4.4.2 The Project work shall be carried out under a qualified Supervisor who is a faculty member possessing a MBA degree (i) with a minimum of 2 years of teaching experience or a (ii) Ph.D. degree.

4.4.3 A student may be permitted to work on projects in industries, organizations or in any department of the University based on the recommendations of the Supervisor with the approval of the Head of the Department. The student must meet the supervisor regularly as per the Supervisor's direction and submit the weekly progress report and the student must attend the review committee meetings for evaluating the progress. Meetings with the Supervisor will be a mandatory attendance requirement during the project semester. In case the student is doing a project in the department, the student must be present in the department on all working days and pursue his / her project.

4.5. **Summer Internship**

The students must undergo internship for a period as specified in the curriculum during summer vacation. In this case the training has to be undergone continuously for a period of 4 weeks under a faculty mentor assigned by the Head of the Department, as shown in the Table 2.

Table 2: Training period and assigned credits

DURATION OF TRAINING / INTERNSHIP	CREDITS
4 Weeks	3

4.6 **Value Added Courses**

- Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. Courses with two/ three credits shall be offered by a Department with the prior approval from the Director, Academic Courses.

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- The details of the syllabus, timetable and faculty may be sent to the Centre for Academic Courses after approval from the Departmental Consultative Committee concerned.
- Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student and Head of the department offering the course.
- The courses once approved by the University represented by any Department shall be made available in the University website and these courses can be offered by the University Departments / Constituent colleges / affiliated colleges (Non Autonomous with information to Director Academic Courses).

4.7 External Courses

Students are permitted to optionally enroll and study a maximum of three PE courses in physical/online/hybrid mode under each PG programme with the approval of DCC and Director, Centre for Academic courses as per the Regulations. The successful completion of these PEC through any of the following modes shall be considered in lieu of professional elective courses of curriculum as approved by DCC.

- 4.7.1 Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL programme platforms and credit transfer is to be done based on the marks and certificate provided by NPTEL. The number of credits and transfer of credits are based on the procedure explained in Table 3 and the Mapping marks with the grades is explained in Table 4. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

Table 3: Duration of the course and Number of credits

Sl. No.	No. of Weeks	No. of Credits
1.	4	1
2.	8	2
3.	12	3
4.	16	4

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Table 4: Mapping of Marks scored in NPTEL and Credits earned

Letter Grade	Marks
O	90-100
A+	80-89
A	70-79
B+	60-69
B	50-59
C	40-49

4.7.2 Students are permitted to optionally enroll and study the courses in physical / hybrid / online modes offered by reputed Central / State funded Universities in top 20 positions in the latest NIRF ranking and also conducting examination towards award of marks and grades. (NIRF Ranking classification is based on respective stream for professional elective courses and based on any stream for open elective courses).

Students are also permitted to enroll and undergo such courses in Online mode at Universities abroad in top 500 in QS ranking. Students are also permitted to study courses of a particular semester in a University / Institution abroad based on MoU. A learning agreement shall be evolved to map all the courses offered in the programme and the courses offered in University abroad as per the procedure outlined by the Centre for Academic Courses. The credits earned by the students in the University abroad programme shall be transferred as per the learning agreement.

In the case of 4.7.2, the students can enroll for the courses with the approval of DCC only if the course is offered directly by Institution/University, not with the edutech platforms.

The marks/credits earned by the student shall be transferred based on the decision of a committee constituted by Director, Centre for Academic courses and approved by the University.

4.8 Self Study Courses

4.8.1 Students may be permitted to credit atmost one Self Study course with the approval of the Departmental Consultative Committee and the Centre for Academic Courses.

4.8.2 The Department / Centre / Division may offer self study courses. The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded to the Centre for Academic Courses for the formal approval of the course by the academic bodies, preferably before the commencement of the semester. The self study course of 3 credits, with not be less than 40 hours of study and can be considered as an elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

4.9 **Community engagement (EEC):** Every student (Full time and Part-Time) enrolls in the community engagement programme (2 credits) during the second semester and participates in the field activity for a period of 60 hours (4 hours per week for 15 weeks). The pattern of evaluation shall be as applicable to EEC.

4.10 **Out Bound Training:** Every MBA full-time student has to complete one outbound training of not less than 5 days during their first year of the programme. The outbound training programme is mandatory and the student has to submit a completion certificate within 5 working days after the completion of the programme.

4.11 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

5. DURATION OF THE PROGRAMMES

5.1 The minimum and maximum period for the completion of the P.G. Programmes are given in Table 5.

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Table 5: Duration of the programmes

Programme	Min. No. of Semesters	Max. No. of Semesters
MBA (Full-Time)	4	8
MBA -Tourism Management (Full-Time)	4	8
MBA - Part Time	6	12

- 5.2 Each semester shall normally consist of 90 working days (including examination days). The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus, teaching the full content of the syllabus for the respective course offered.
- 5.3 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.4) in order that the student may be eligible for the award of the degree (vide clause 14).
- 5.4 The Curriculum of P.G. Programmes has been designed to have the credits in the range specified in Table 6 for the various programmes for the award of the degree. One credit is equivalent to 15 sessions of classroom contact teaching. Each session should be not less than 50 minutes duration.

Table 6: credits in the range for the award of the degree

PROGRAMME	PRESCRIBED CREDIT RANGE
MBA – Full Time	102 -108
MBA (TM) – Full Time	102 -108
MBA – Part Time	102 -108

6. COURSE ENROLLMENT AND REGISTRATION

- 6.1 Each student, on admission, shall be assigned to a Faculty Advisor (vide clause 8), who shall advise and counsel the student about the details of the academic programme and the choice of courses, considering the student's academic background and career objectives.
- 6.2 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.

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- 6.2.1 Each student on admission shall register for **all the courses prescribed in the curriculum** in the student's **first Semester of study**.
- 6.2.2 The enrollment for all the courses from the Semesters II to IV for full time and semesters II to VI for part-time, will commence 5 working days prior to the commencement of the succeeding semester. The student shall enroll for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses (vide clause 6.4) within 10 working days after the commencement of the concerned semester and complete the registration process duly authorized by the Course Instructor within 30 days from the commencement of concerned semester. The courses approved by the course instructor shall be final and would be considered for attendance, grades and calculation of CGPA and no changes shall be made thereafter.
- 6.2.3 For the **one** Employability Skills Elective (ESKE) course in the MBA curriculum, the student may be permitted to choose one from the list of ESKE courses or a similar course from other PG programmes, with not less than 3 credits per course, with the approval of both Heads of the Departments, from the department offering such courses and the department to which the student belongs.
- 6.2.4 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA.

6.3 **MINIMUM CREDITS TO REGISTER FOR PROJECT WORK**

The minimum credits to be earned for doing Project work in the final Semester shall be 50.

- 6.3.1 If a student has not earned the requisite minimum credits, the student cannot enroll for the Project work. In such a case, the student can enroll for the project work in the semester that follows, after the minimum specified credits are earned.

6.4 **Flexibility to Add or Drop courses**

- 6.4.1 A student has to earn the total number of credits specified in the curriculum of the respective programme of study in order to be eligible to obtain the degree. From the II to Final semesters, the student has the option of registering for additional courses or dropping existing courses in

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a semester. The total number of credits that a student can add or drop in a semester is limited to 8, subject to a maximum of 2 courses. Maximum number of credits enrolled in a semester (including Shortage of Attendance (SA)) shall not exceed 39.

6.4.2 If the student wishes to earn more than the total number of credits prescribed in the curriculum of the student's programme within the minimum duration of the programme, then the student can enroll for such additional courses in any programme with the permission of HOD of student and also the HOD of the department offering the course by paying the examination fee. The credits earned will be neither considered for the computation of CGPA nor for the classification of the degree. The courses successfully completed will be printed in the grade sheet, however if there is shortage of attendance or failure, it shall neither be reflected in the grade sheet nor be considered for classification. Maximum number of credits enrolled in a semester (including SA) shall not exceed 39.

6.5 Redoing a Course

Redoing a course means reregistering for a course, attending all classes, fulfilling the attendance requirements as per clause 7, earning fresh Continuous Assessment marks and appearing for End Semester Examinations. A student has to redo a course in the following conditions.

6.5.1 If a student is prevented from writing end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.

6.5.2 If a student is prevented from writing the end semester examination of any professional/open elective course due to lack of attendance, the student can opt to register for the same course again when offered next and redo the course, or he/she can opt to register for a different professional/open elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.

6.5.3 If the course in which the student fails to secure a pass is a professional/open elective course, then the student can opt for a different professional/ open elective course, register for the same when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.

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6.5.4 The student who fails in any Project work / Seminar / Internship / Career Development Skills / Professional Practices / Case Study and Industrial / Practical Training shall register for the same in the subsequent semester and redo the course. In this case, the student shall attend the classes and fulfill the attendance requirements as per clause 7 and earn continuous assessment marks. The student who fails in summer industrial training /internship shall attend the training/internship again and redo the course with the same organization or different organization with the approval of the HOD.

7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions (vide clause 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements for appearing for the end semester examination of a particular course.

- 7.1 Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance, course wise, taking into account the number of periods required for that course, as specified in the curriculum.
- 7.2 If a student secures attendance between 65% and less than 75% in any course in the current semester, due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, with prior permission from the Chairman, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents within five working days of joining after the absence to the Head of the Department through the Faculty Advisor.
- 7.3 A student shall normally be permitted to appear for the end semester examination of the course if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2) and has registered for the examination in those courses of that semester by paying the prescribed fee.

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- 7.4 Students who do not satisfy clause 7.1 and 7.2 and who secure **less than 65%** attendance in a course will not be permitted to write the end semester examination of that course. The student has to re-register and redo the course when it is offered next as per Clause 6.5. If the course in which the student has been prevented is a professional/ open elective, the student can opt to redo the same course or opt for different professional/ open elective course as per Clause 6.5.2.
- 7.5 If a student has shortage of attendance in three or more of the registered theory courses, the student would not be permitted to move to the higher semester and has to repeat the current semester in the subsequent year. A student who has a shortage of attendance in any of the core courses in a semester can register for those courses only when it is offered in the department. A student who has a shortage of attendance in any of the elective courses in a semester can register for elective courses from the curriculum or as specified in Clause 4.7.
- 7.6 In the case of reappearance (Arrear) registration for a course, the attendance requirement as mentioned in Clauses 7.1 - 7.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 7.7 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear for the same course for improvement of letter grades / marks.

8. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department, who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registration and reappearance (Arrear) registration of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress/performance of the students concerned. The number of students assigned to a faculty advisor will be decided by the Head of the Department. However, it shall not exceed 30 per faculty advisor.

The responsibilities of the faculty advisor shall be:

- To inform the interpretation of Regulations to the students and their rights and duties.
- To inform discipline to be maintained in the campus and disciplinary actions.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.

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- To guide student enrollment and registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To facilitate and collect students feedback about the course and course instructor, and the programme's exit survey.
- To provide all the details of academic, training, scholarship, placement and co-curricular and extra-curricular activities of the students to the University through HOD.

9 COURSE COMMITTEES

9.1 COMMON COURSE COMMITTEE

A theory course handled by more than one teacher shall have a "Common Course Committee", comprising of all teachers teaching that course. One of the teachers shall be nominated as Course Coordinator by the Faculty Chairman, duly approved by the Director, Academic Courses. The committee shall be constituted by the Director Academic courses within 15 days from the commencement of the semester.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of formation of the committee. The lesson plan, books and references to be followed shall be decided at the first meeting. Two or three subsequent meetings in a semester may be held at suitable intervals.

In addition, the "Common Course Committee" shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10).

Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common and shall be set by the Course Coordinator, in consultation with all the teachers.

Upon completion of the valuation of the End Semester Examination answer scripts, the common course committee shall meet to decide the multiplication factor for the respective batch of students, if required, and they shall be applied and entered in ACOE portal. The minutes in this regard shall be sent to all the concerned HODs and ACOE.

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9.2 CLASS COMMITTEE

“Class Committee” comprises of all teachers handling courses of a particular semester and two student representatives (preferably one male and one female student) from the programme concerned. One of the above teachers, nominated by the Head of the Department shall act as class advisor and the committee shall be constituted by the HoD within 10 days from the commencement of classes. The class advisor will coordinate the activities of this committee. The class advisor, faculty advisor and HOD will attend the meeting and class advisor shall prepare the minutes of the meeting, which will be approved by the HOD. The copy of the minutes shall be displayed in the notice board within one week from the date of meeting. The functions of this committee are as follows:

The first meeting of the Class Committee shall be held within 10 days from the date of formation of the committee where the enrollment of the courses including add and drop of the courses will be finalized. Two or three 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. After the completion of the semester examination and evaluation process the course instructor shall handover the ATTENDANCE AND ASSESSMENT RECORD’ after the computation of the students CO and PO attainments to the HOD for the verification by the HOD and record keeping.

10 ASSESSMENT PROCEDURES FOR AWARDING MARKS

All MBA (Full Time, Part Time) programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Skill Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work. Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE). The weightage for the continuous assessment and end semester examination is given in the table below.

(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown in Table 7:

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Table 7: Weightage of Marks for Continuous Assessment and End-Semester Examination.

S.No.	Category of course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses	40 Marks	60 Marks
ii.	Laboratory Courses	60 Marks	40 Marks
iii.	Project Work	60 Marks	40 Marks
iv.	All other EEC courses NOT categorized as Theory or Laboratory courses	100 Marks	-

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester, which consists of attendance marked in each theory / Laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. 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 assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for four years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

10.1 ASSESSMENT FOR THEORY COURSES

For Theory Courses out of 100 marks, the maximum marks for continuous assessment is fixed as 40 and the end semester examination carries 60 marks.

The University examinations (End Semester Exams) for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. End semester Examination is a mandatory requirement for passing the course and every student should appear for the examination for theory, laboratory, laboratory integrated theory courses and project work. The marks will be awarded and entered in ACOE portal for individual components of continuous assessments and end semester examination(s) (theory and lab separately in the case of theory courses with lab courses, wherever applicable)

There will be two Assessments for the continuous assessment, each carrying 50% weightage of marks. Each of these two assessments will have a test component not less than 50% of the assessment component. The other component, which can be a maximum of 50% can comprise of Individual Assignments/Case studies /

Seminars / Mini projects/Quizzes conducted by the course instructor for each assessment, as shown in Table 8. The total percentage of marks obtained in all assessments put together is 100 and shall be proportionately reduced for 40% of marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

Table 8: Weightage of Marks for Continuous Assessment

Assessment 1	Assessment 2	Total*
50%	50%	100%

*The weighted average shall be converted into 40 marks for Continuous Assessment.

One assessment test would be conducted in a day, in the case of tests, and they would be of one and a half hours durations each. Students will have regular classes on the assessment days of these tests. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board, only one Reassessment per course may be permitted at the end of the semester with the approval Head of the Department based on the recommendation of the concerned course instructor.

10.2 ASSESSMENT FOR LABORATORY COURSES

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks.

The maximum marks for Continuous Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Continuous Assessment marks of 60 is as follows: For successful completion of all the prescribed experiments done in the Laboratory 75% of marks shall be awarded and 25% marks shall be awarded for the test, as shown in Table 9. The total marks earned by the student in continuous assessments shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Table 9: Weightage of Marks for Continuous Assessment

Continuous Assessment (100 %)* for 60 marks	
Evaluation of Laboratory Observation, Record	Mid-term Test
75%	25%

* Total percentage of Continuous assessment marks shall be converted into 60 marks.

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The End semester examinations for Laboratory courses will be of 3 hours duration and shall be conducted within 7 days of the last theory examination of that semester.

10.3 ASSESSMENT FOR PROJECT WORK

The evaluation of Project Work for MBA programmes shall be done in the respective semesters and marks shall be allotted as per the weightages given in Clause 10.3.1.

10.3.1 The Project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through continuous internal assessment done through three reviews and an End Semester Viva Voce examination.

10.3.2 There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor, expert member from the department and a project co-ordinator from another department. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer. The students are permitted to do interdisciplinary project work with supervisor/co-supervisor from other department relevant to the field of project work. The breakup of marks for each of the reviews are shown in Table 10. The Project Work End Semester Examination (ESE) Viva Voce will be evaluated by TWO Examiners (i.e. one Internal and the other External) and the Supervisor for a Maximum of 40 Marks.

Table 10: Continuous Assessment and End-Semester Examinations Marks for Project Work

Project work	Internal (60 Marks)			External (40 Marks)			
	Review I	Review II	Review III	Project Evaluation		Viva – Voce (20 Marks)	
				Supervisor	External	External	Internal
Project work	10	20	30	10	10	10	10

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- 10.3.3 The Project Report should be prepared according to the guidelines from the Director, Academic Courses. This project report duly signed by the Supervisor(s) and the Head of the Department and shall be submitted to the Head of the Department within the specified date.
- 10.3.4 The evaluation of the Project work will be based on the project report submitted and a Viva- Voce Examination by a panel consisting of the Supervisor, Internal and External Examiners. The Project Co-ordinator shall act as Internal Examiner. The internal and external examiner shall be appointed by the Chairman of the respective Faculty from the panel of examiners submitted by the Head of the department.
- 10.3.5 If the student fails to obtain 50% of the internal assessment marks or falls short of the attendance requirement, in the Final Project work of the MBA programme, the student will not be permitted to submit the project report in that semester and has to re-enroll for the same in the subsequent semester.
- 10.3.6 The deadline for submission of final Project Report is 30 days from the last working day of the semester in which project work is done.
- 10.3.7 If a student fails in the Viva-Voce examinations of Project Work, the student can 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 panel consisting of the Supervisor, Internal and External examiners shall evaluate the resubmitted report and reconduct the Viva-Voce examination. In case one of the examiners or both examiners are unable to reconduct the Viva-Voce examination, the Head of the Department may constitute a new panel for the conduct of the Viva-Voce examination with alternate examiners subject to the approval of the Chairperson.
- 10.3.8 If a student has submitted the project report but does not appear for the viva-voce examination, the student can reappear for the Viva Voce Examination. The student shall be permitted to resubmit the report within 30 days from the declaration of results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee.
- 10.3.9 If a student fails to submit the project report on or before the specified deadline, the student is deemed to have failed to complete his Project Work within the specified period. The student shall be permitted to submit the report within 30 days from the declaration of results. The resubmission of a

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project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee.

10.3.10 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.

10.4 ASSESSMENT OF SUMMER INTERNSHIP

10.4.1 Summer internship shall be for a period of 4 weeks as specified in the curriculum.

10.4.2 The Summer Internship shall carry 100 marks and shall be evaluated as per the Table 11. At the end of internship, the student shall submit a brief report on the training undergone and a certificate of successful completion of the project work or internship from the organization concerned is to be submitted along with the report duly signed by the student, internship supervisor and the Head of Department. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a two-member Departmental Evaluation Committee constituted by the Head of the Department.

Table 11: Assessment of Summer Internship

SUMMER INTERNSHIP		
EVALUATION MARKS (100)		
REPORT	PRESENTATION	VIVA VOCE
40	30	30

10.5 ASSESSMENT FOR VALUE ADDED COURSES

The Two / Three credit Value Added Course, (Vide clause 4.6) 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 tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance.

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10.6 ASSESSMENT FOR SELF STUDY COURSE

The Faculty member approved by the Head of the Department shall be responsible for periodic monitoring and evaluation of the course. The course shall be evaluated through Continuous Assessment and End Semester Examination. The evaluation methodology shall be the same as that of a theory course (vide clause 10.1).

10.7 CONDUCT OF ACADEMIC AUDIT BY THE DEPARTMENT

Every department shall strive for a better performance of the students by conducting the continuous assessments as mentioned in Clause 10 and that is followed by the end semester examination, as the case may be.

The Head of the Department shall arrange to conduct the Academic Audit once in every year for all the courses conducted in the respective semesters through external expert(s) approved by the Chairperson of faculty.

- In order to ensure the above, Academic Audit is to be done for every course taught during the semester.
- For the continuous assessments conducted for each course (as per details provided in Clause 10), the academic records shall be maintained for the activity based evaluation and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses the students' record and course coordinator's system of evaluation shall be maintained. Further, the attendance of all students shall be maintained as a record.
- The ACOE (UDs) shall facilitate the conduct of academic audit process including the end semester examination question paper and answer scripts.
- The academic audit shall verify all the academic records pertaining to the Regulation in force, the attendance and assessment record, CO, PO attainment records, student's and course coordinators feedback of the courses, and the overall teaching-learning process based on Bloom's taxonomy. Action plan based on audit implementation for continuous improvement is to be prepared. Academic documents of all PG programmes should be available with the department/faculty for 5 years.

11. PASSING REQUIREMENTS

- 11.1 A candidate who secures not less than 50% of total marks prescribed for the courses (Internal Assessment + End semester examination) with a minimum of 45% of the marks prescribed for the end-semester Examination in theory, theory with practical components and practical courses (including Project work), shall be declared to have passed in the Examination.

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- 11.2 If a student fails to secure a pass in a theory course (except electives)/ laboratory courses, 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 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 11.1, 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.
- 11.3 If a student fails in the ESE examinations in the Final Project work the student shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of the project report and the subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case the student does not resubmit the project report within the 30-day period, or again fails in the subsequent viva-voce examination after resubmission of the report, the student shall re-register for the project work in the subsequent semester and redo the project.
- 11.4 The passing requirement for all courses which are assessed only through continuous assessment is 50%.
- 11.5 **End semester valuation clarification day**
- In a regular semester a valuation clarification day for theory courses shall be conducted only for those students who are appearing in the end semester examination as their first attempt. Clarification day shall be conducted within 7 working days after the last held theory examination. During those 7 working days period, the laboratory end semester examinations shall be scheduled and the results of the same shall be UPLOADED within those 7 working days itself so that the completed end semester results shall be published within 15 days from the last laboratory exam.
- On clarification day, the students can view their end semester answer papers in the presence of the course instructor and get any clarifications / corrections done. In cases of dispute, where the student is not satisfied with the clarifications / corrections, the matter can be referred to a committee, consisting of the Head of the Department of the courses concerned / HOD nominee, concerned course instructor and a subject expert. In case a student does not attend the valuation clarification day on the specified date, no further clarifications will be entertained. The results will be published after the end semester valuation clarification day.

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For students reappearing for the theory courses, clarification day will not be provided for the subsequent attempts. However, for them open day will be conducted after the publication of results. On this day, the students are permitted to view their end semester answer scripts on payment of prescribed fee as per the rules prescribed by ACOE. In case of dispute, the matter can be referred to a committee, consisting of the Head of the Department of the courses concerned / HOD nominee, concerned course instructor and a subject expert as per the rules prescribed by ACOE.

12 AWARD OF LETTER GRADES

- 12.1. The award of letter grades will be decided using relative grading principle except Laboratory Courses and Project Work. The performance of a student will be reported using letter grades, each carrying certain points as shown in Table 12:

Table 12: Award of Letter Grades

Letter Grade	Grade Points*
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
SA (Shortage of Attendance)	0
WD (Withdrawal)	0

'U' denotes Reappearance registration is required for that particular course.

'SA' denotes shortage of attendance (as per Clause 7) and hence prevented from writing end semester examination.

'WD' indicates withdrawal from the course.

12.1.1 Relative Grading

For those students who have passed the courses (all theory and EEC courses except laboratory courses / Community Engagement / Summer Internship / Project Work), the relative grading shall be adopted, subject to the strength of students who have met the passing requirements is greater than 30.

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 Anna University, Chennai-600 025

The marks of only those students who have the minimum required marks (as per Clause 11) from both continuous assessment and ESE, shall be the inputs in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student.

12.1.2 Absolute Grading

- In all the courses, for those students who have the minimum required marks (as per Clause 11) from both continuous assessment and ESE, if their strength is less than or equal to 30 then the absolute grading shall be followed with the grade range as specified in the Table.
- For the Laboratory courses, Community Engagement, Summer Internship and Project Work, the absolute grading procedure shall be followed as given in the Table 13 irrespective of the class strength.

Table 13: Grade range for absolute grading

O	A+	A	B+	B	C	U
91 - 100	81 - 90	71 - 80	61 - 70	56 - 60	50 – 55	< 50

12.2 The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title '**Value Added Courses**'. The other grades U, SA **will not figure in the mark sheet.**

13. GPA AND CGPA CALCULATION

13.1 The Course Instructor shall handover the foil sheet, assessment sheet and attendance sheet to the HOD concerned for onward transmission to the ACOE, UD for processing of results. After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- the list of courses registered during the semester and the grades scored.
- the Grade Point Average (GPA) for the semester and
- the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

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During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$$\text{GPA} = \frac{\sum_{i=1}^n c_i GP_i}{\sum_{i=1}^n c_i}$$

Where C_i - is the Credits assigned to the course

GP_i - is the grade point corresponding to the letter grade obtained for each course

n - is number of all Courses successfully cleared during the particular semester

in the case of GPA and during all the semesters in the case of CGPA.

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. "U" and "SA" grades will be excluded for calculating GPA and CGPA.

13.2 Credits earned through one / two credit value added courses shall not be considered for calculating the GPA or CGPA.

13.3 If a student chooses to study more than the required number of electives as per the student's programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

13.4 In the consolidated grade sheet the CGPA earned shall be converted into percentage of marks as follows:

$$\text{Percentage of Marks} = \text{CGPA} \times 10.$$

14 ELIGIBILITY FOR THE AWARD OF DEGREE

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

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

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- a. MBA (Full Time): Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
 - b. MBA (Part-Time): Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 6 semesters within a maximum period of 6 years reckoned from the commencement of the first semester to which the candidate was admitted.
- ii. Successfully passed any additional courses prescribed by the Director, Academic Courses.
 - iii. No disciplinary action pending against the student.
 - iv. 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.

MBA (2 years) (Full Time)

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorized break of study of one year. Withdrawal from examination (vide Clause 15) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- Should not have been prevented from writing end semester examination in any of the courses of the Curriculum making up the total credit requirement.

MBA (Part Time)

- Should have passed the examination in all the courses of all the six semesters in the student's First Appearance within four years, which includes authorised break of study of one year. Withdrawal from examination (vide Clause 15) will not be considered as an appearance.

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- Should have secured a CGPA of not less than **8.50**.
- 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:

MBA (2 years) (Full Time)

- 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).
- Should have secured a CGPA of not less than **6.50**

MBA (Part-Time)

- Should have passed the examination in all the courses of all six semesters within four 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).
- Should have secured a CGPA of not less than **6.50**

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 EXAMINATION:**

- 15.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in one or more courses only in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Director, Academic Courses through HOD with required documents.

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- 15.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN working days before /after the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.
- 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 for deciding the eligibility of a student for First Class with Distinction.
- 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 for **MBA (Full Time)** programme and does not exceed 6 years for MBA (Part-Time) programme.

16 BREAK OF STUDY FROM A PROGRAMME

- 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 The student applies for break of study, the student shall apply to the Director, Academic Courses in advance, in any case, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department.
- 16.3 Notwithstanding the requirement of mandatory first assessment period, applications for break of study for special cases under extraordinary conditions will be considered on the merit of the case. The student shall apply to the Director, Academic Courses through the Head of the Department.
- 16.4 The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through 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.

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- 16.4.1 Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.
- 16.5 The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 14).
- 16.6 In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Director, Academic Courses through the concerned Head of the Department before the end of the semester in which the student has taken break of study.
- 16.7 If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.
- 16.8 If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The candidate shall join the job only after getting approval of the same by The Director, Centre for Academic Courses

17 DISCIPLINE

- 17.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / Department. The Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, Head of the departments to which the student concerned belongs, and the Head of another department to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted by the Registrar of the University for taking final decision.

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17.2 If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

18 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The University may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council with the approval of the Syndicate.



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