



**VINAYAKA MISSION'S  
RESEARCH FOUNDATION**

(Deemed to be University under section 3 of the UGC Act 1956)

**VINAYAKA MISSION'S  
RESEARCH FOUNDATION  
(Deemed To Be University, Salem,  
Tamil Nadu, India)  
(Under Sec 3 of UGC Act, 1956)**

**FACULTY OF MANAGEMENT**

**MBA REGULATIONS - 2021**

**FULL TIME – 2 YEARS**

(For students admitted from the academic  
year 2021-22 onwards)

**VINAYAKA MISSION'S RESEARCH FOUNDATION  
(DEEMED TO BE UNIVERSITY) SALEM, INDIA  
MASTER OF BUSINESS ADMINISTRATION (MBA)  
FULL TIME DEGREE PROGRAMME (2 YEARS)  
UNDER  
FACULTY OF MANAGEMENT  
REGULATIONS 2021  
CHOICE BASED CREDIT SYSTEM  
(FOR THE STUDENTS ADMITTED FROM 2021-22 ONWARDS)**

In exercise of the powers conferred by the Revised Memorandum of Association (RM2010) and Revised Bye-Laws (RB2010) of the Vinayaka Mission's Research Foundation (Deemed to be University), Salem, the Board of Management of the University hereby issue the following regulations pertaining to the Post Graduate Programme and the award of the Degree of Master of Business Administration (MBA) at this University.

### **1. Title and Commencement**

These regulations shall be called "REGULATIONS FOR MASTER OF BUSINESS ADMINISTRATION (MBA) – FULL TIME DEGREE PROGRAMME –2021 (R2021)". These regulations come into force with effect from the Academic year 2021-22 and are subject to such modifications as may be approved by the apex bodies of the University from time to time.

### **2. Preamble**

The Degree of Master of Business Administration (MBA) in Faculty of Management shall be awarded to a candidate who, as per these regulations, has successfully undergone the programme, passed the prescribed examinations and thereby qualified to receive the degree.

### **3. Definitions and Nomenclature**

In the Regulations, unless the context otherwise requires, certain terms used and their meanings are as under.

- 3.1. "*MHRD*" means Ministry of Human Resources Development
- 3.2. "*UGC*" means The University Grants Commission
- 3.3. "*AICTE*" means All India Council for Technical Education.
- 3.4. "*University*" means Vinayaka Mission's Research Foundation, (Deemed to be University) Salem.
- 3.5. "*Vice Chancellor*" means Vice Chancellor of the University.
- 3.6. "*Board of Management or BoM*" means Board of the Management, the highest governing body of the University.
- 3.7. "*Academic Council or AC*" means Academic Council the highest academic body of the University, chaired by the Vice Chancellor.

- 3.8. “*Board of Studies or BoS*” means Board of Studies of the University under the Faculty of Management.
- 3.9. “*CoE*” means Controller of Examinations of the University.
- 3.10. “*Dean*” means Dean for the Faculty of Management of the University.
- 3.11. “*Institution or College*” means Engineering College constituted under University
- 3.12. “*Programme*” means Post Graduate Degree Programme leading to the award of Master of Business Administration (MBA) approved by the UGC, AICTE and the University.
- 3.13. “*Specialization*” means area of study within MBA Degree Programme. (E.g., specialization: Marketing Management, Human Resource Management, Finance).
- 3.14. “*Course*” means every paper/subject of study offered under a degree programme (e.g. Statistical Analysis for Decision Making)
- 3.15. “*Credit*” means Course work which is measured in units, number of periods or hours of a course per week is the number of credits for that course.
- 3.16. “*HOI*” means Head of the Institution.
- 3.17. “*HoD*” means Head of the Department.
- 3.18. “*FA*” means Faculty Advisor
- 3.19. “*Curriculum and syllabus*” means the various components/courses studied in each programme that provides appropriate knowledge in the chosen branch. The curriculum and syllabus for study is as prescribed by the Board of Studies (BoS) with the approval of the concerned Academic Council (AC) based on the UGC/AICTE regulations.
- 3.20. “*Teaching Staff or Teacher*” means The Dean of Faculty, Head of the Institution, Professors, Associate Professors, Assistant Professors and other persons engaged in teaching of the students and assisting the students in the conduct of studies and Research in the College/University.

#### **4. Eligibility for Admission**

##### **4.1 First Semester Admission**

The Candidates seeking admission to the first semester of Master of Business Administration Full Time degree programme should have passed a Bachelor Degree as prescribed by AICTE

4.2 The candidates also shall satisfy the conditions regarding the minimum marks, age and physical fitness as may be prescribed by the Academic Council of the University.

4.3 The candidates with disability should produce the Disability Certificate issued by the duly constituted District Medical Board.

##### **4.4. Migration**

Migration/Transfer of students from one college / University to another College / University may be granted on any genuine ground subject to the availability of vacancy in the college where migration is sought and fulfilling the other requirements. The eligibility criteria decided by Academic Council will be applicable for these students.

4.5. The ruling of the Academic Council shall be adopted for any criterion which is not covered by the above provisions.

## **5. Admission**

Guidelines issued for admission of students in educational institutions by State Government of Tamil Nadu and All India Council for Technical Education (AICTE) is adhered and followed strictly for admission of eligible students to Master of Business Administration Full Time Degree programme

## **6. Registration of Candidate in the University**

A candidate admitted in the Master of Business Administration Degree programme in the Faculty of Management of this University shall register with the University by remitting the prescribed fees along with the application form for registration, duly filled in and forwarded to the University through the HOI within the stipulated date.

## **7. Duration of the Programme**

- 7.1. The duration for the Master of Business Administration (MBA) Regular Degree programme shall extend over a period of 2 years (4 semesters) for the students admitted in first semester
- 7.2. 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.
- 7.3. The academic year is divided into two Semesters, odd semester normally spanning from July to December and the even semester from January to June.

## **8. Extension of Maximum Duration.**

The candidates who fail to complete the programme as mentioned in clause 7 would be permitted to complete the programme within a period of 4 years from the date of admission to the course. Those who fail to complete within the extended period may apply for extension to the Vice-Chancellor. The decision of Vice-Chancellor will be final.

## **9. Commencement of the Programme**

The academic year for the programme shall commence in the month of August

## **10. Working Days in an Academic Year**

Each semester normally consists of 75 working days excluding the University Examination.

## **11. Break of Study**

- 11.1. Maximum two semesters or One Year break of study will be allowed in the entire duration of the course for genuine reasons like serious health problems and calamitous family situations.

- 11.2.** The Vice chancellor is vested with the power to permit the break and rejoining the course for which the candidate must apply in the prescribed form enclosing necessary supporting documents and fees through his/her HOI.
- 11.3. If a student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted Break of Study.

## **12. Discipline**

- 12.1. Every student is required to be disciplined and maintain decorum both inside and outside the college campus.
- 12.2. Students should not indulge in any activity which can bring down the reputation of the University or College.
- 12.3. The HOI shall constitute a disciplinary committee consisting of HOI, HOD faculty advisor and two faculty members to enquire into acts of indiscipline and notify the Academic Council about the disciplinary action taken.

## **13. Structure of MBA Degree Programme**

### **13.1. Mode of Study**

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

**13.1.2.** The Full-time candidates should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job 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 Master of Business Administration Degree programme

### **13.2. Choice Based Credit System (CBCS)**

The ushering in the 21<sup>st</sup> century took place with the drastic and combined influence of technology and professional management practices. This calls for informational advancement for the learning community with knowledge assets to be cultivated through the Management education. The economy has been driven predominantly on a global platform and with the power of information technology been able to shrink the world to a global village. This requires a dynamic approach of management principles and practices for churning out realistic and fundamentally strong professional managers to implement application of practical business and organizational skills of management in the fast-growing society and to promote the power of competition and to match the needs of personal and social enterprises. The systematization and usefulness of knowledge should have a foothold in the management education of university, so that it becomes vital to continuously update and disseminate the knowledge transformation to the learning community. The designed education system should be good enough to provide reasonable choices to the learning community as per the requirements of the industry and trends in domain specific to reach a career path according to the speed of

the social change within the ambit of the system in use. Hence the emphasis is more on field centric knowledge up-gradation to prepare the learning community to become knowledge asset of the society. Accordingly, the Master of Business Administration programme offered in this University is designed to prepare the learning community for acquiring desired levels of competence in their choice of major functional area and develop them into professionals with knowledge and skills that can be readily applied for the betterment of self and industry. The program shall give emphasis on the need for developing insight into the advanced topic and devote a significant part of the course for knowledge sharing through experimental and field-oriented courses.

In this direction, the University offers the Choice Based Credit System (CBCS) from the Academic Year 2012-13. The CBCS offers flexibility to learners which include large number of electives, flexible pace for earning credits, carryover of credits and choice of courses from other branches which includes industry-oriented courses.

### **The Objectives of CBCS**

- 13.2.1. To help students to assess their 360-degree performance through meaningful educational and employable measures.
- 13.2.2. To make transparent assessment and participative lectures.
- 13.2.3. To involve students in various management related activities and give opportunity for them to recognize their strength and eradicate their weakness.
- 13.2.4. To widen the scope of academic activities to enable students to choose and flourish in their future either through employability or through entrepreneurship.
- 13.2.5. To make them responsible for keeping track of their progress and give opportunity for them to measure their ability through continuous assessment.
- 13.2.6. To create an environment where they can share their experience in both on-campus and off-campus to meet out the present and future challenges in Management field.

## **14. Curriculum Design and Components**

### **14.1. Curriculum Design**

**14.1.1.** The curriculum and the syllabus for the course pertaining to the Master of Business Administration Degree Programme is given separately.

**14.1.2.** The curriculum and the syllabus for the course shall be approved by the Academic Council based on the recommendation of Faculty of Management (FOM) Board of Studies.

### **14.2. Components of Curriculum**

The Curriculum of Master of Business Administration Degree Programme shall be consisted of Foundation Courses, Professional Core courses, Supporting Courses, Lab based courses, Specialization / Elective courses, Summer Training Project & Colloquium, Final Semester Project & Colloquium, Self-Study, Value Added Courses (Non – Credit), Course of independent study, Online courses,, Rural

Community Engagement, Industry Oriented Elective Courses. The programme will also include projects/seminars/practical training, if they are specified in the curriculum.

#### **14.2.1. Category A - Foundation Courses**

Foundation courses provide the basic knowledge that is necessary to pursue management education

#### **14.2.1. Category B - Professional Core courses**

Professional core courses provide the student with the basic knowledge about different functional areas of management in an organization. They provide the width of knowledge on which students can build depth in their chosen area(s) of specialization. These courses are compulsory for all students. A maximum of 30% of the core courses can be done through online courses.

#### **14.2.1. Category C - Supporting Courses**

Supporting courses of MBA programme shall be consist of Statistical Analysis for Decision Making, Research Methodology, Digital Business.

#### **14.2.1. Category D - Lab Based Courses**

Course work that requires hands-on training shall be normally conducted in a computer Laboratory

#### **14.2.1 Category E - Specialization / Elective Courses**

Elective courses are those courses that will relate to an industry or a career choice within a functional or non-fictional stream during the third and fourth semesters. The students have to select electives from the list specified in respective board of studies.

Every student shall opt Specializations from the list of electives related to his/her degree programme in consultation with the Faculty Advisor and the Head of the Department. List of specialization / elective courses are given in the MBA Curriculum & Syllabus 2021

#### **14.2.1 Category F - Summer Training Project & Colloquium**

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

#### **14.2.1 Category G - Final Semester Project & Colloquium**

This final semester project will have a research orientation and address a problem in the external organization or an internal project identified by a faculty. The students will

accordingly carry out this project in an external organization, in the field or within the institution. Each student will be linked to a faculty member who will guide the student throughout the project. When the project is carried out in an external organization, there will be a guide from the organization to ensure that their goals are met

<b>Category</b>	<b>Programme</b>	<b>Number of Courses</b>	<b>Number of Credits</b>
A	Foundation Courses	4	11
B	Professional Core courses	6	18
C	Supporting courses	7	21
D	Specialization / elective Courses	12	48
E	Lab Based Courses	3	4
F& G	Project & Colloquium	2	6
		34	108

#### **14.2.2. Self – Study Courses**

A student can opt for self- study courses. The self-study course must be an elective course listed in the curriculum but it is not taught by the department in the semester. The purpose of the self - study courses are to permit the student to study electives of his/her choice in the third and fourth semesters

#### **14.2.3 Value Added Courses**

Courses which are not part of the curriculum but are expected to have significant impact on the development of overall personality of the student are called Value Added Courses. These courses are compulsory but non-credit. The faculty will have flexibility to offer any course as a value-added course to the students according to the industry standard and need of the hour.

#### **14.2.4. Course of Independent Study**

Independent study calls for student’s innovative ability to prepare documents on chosen topics by going through literature, preparing presentations and effectively presenting the material to the select group of staff. The internal assessment in independent course work, therefore, is based on all these factors. In addition, independent study may be any of the following:

1. Attending and actively participating in special lectures by industry experts, international and Indian faculty
2. Attending and actively participating in short term executive programmes
3. Submitting term papers and offering seminars.
4. Making industrial visit to gain industrial experience and submitting observation as a record
5. Attending industry/company specific customized courses/programmes.
6. Attending personality development programmes such as presentation skills, etiquette, culture, etc....



7. Enrolling the membership in professional body/forum according to the electives chosen and active participation in the event conducted by the forum.

Students are expected to do one course of independent study to be mentioned in their consolidated statement of performance. The courses of independent study will be considered as non-credit course.

#### **14.2.5. Online Courses**

A student has a choice to study online courses conducted by agencies such as state and central government educational institutions like MOOC, edX, Coursera, IIMBx, NPTEL, Swayam etc., for which certificates are provided by the agencies offering the courses.

The courses will be identified and finalized by a team of faculty members and approved by the before they are offered. One or more online courses may be required to be completed to earn the credits of one elective. A student can choose to complete the online course(s) with prior approval from HOD and earn credits that can be exchanged for electives in the final semester up to six credits. The method of evaluation in these courses will be announced separately. The charges, if any, for these courses will be borne by the students.

#### **14.2.6. Rural Community Engagement:**

This is an optional activity that can be carried out by students. This is a group activity that can be done throughout the second semester for a duration of 42 hours. The objective of this exercise is to enable students get an experience of rural life and explore areas where they can contribute to the welfare of the rural society. A faculty guide will be assigned to facilitate this activity. There will be an evaluation of this activity in the end of the semester based on a report. This activity will be assigned two credits and will be over and above the prescribed credits in the curriculum. The grades will not be used for computing the CGPA but will be mentioned in the grade sheet.

#### **14.2.7. Industry Supported Courses**

Students can opt for courses, offered by industry and approved by academic council. Students can register such courses as and when these courses are conducted. These courses are evaluated by the respective course coordinator of the programme. The maximum number of credits earned from industry supported courses is limited to 8. The credits earned in this category will be used for overall CGPA calculation.

### 14.3. Semester Curriculum

MBA Programme	No of Credits
First Year (I and II Semester)	54
Second Year (III & IV Semester)	48
Internship / Field Work	6
Total Credits	108

**14.3.1.** The total number of subjects for candidates admitted under full time study will be 34 (including 3 practical, Summer Training Project & Colloquium, Project work & Colloquium), out of which 22 will be compulsory courses including practical, and 12 will be elective courses.

**14.3.2.** The candidates admitted under full time category shall take 10 courses in the first semester, 10 courses in the second semester, 9 courses in the third semester, 5 courses with a project work in the fourth semester.

### 14.4. Medium of Instruction

The medium of instruction for lectures, examinations and project work is only in English.

### 14.5. Course Evaluation

#### 14.5.1. Credits

Course work is measured in units called credit hours or simply credits. The number of contact hours of a course per week is the number of credits for that course. The details of credit allocation are as follows.

Nature of the Course	Periods/Hours per Week	Credits
Theory	3	3
	4	4
Laboratory	2 or 3	1
Project Work and Viva Voce & Colloquium (Fourth Semester)	18 (Minimum)	5

Summer project, Technical Seminar and Industrial Training are also given 1 or 2 credits depending on the amount of time allotted based on the specific requirement of the branch concerned by the committee constituted by the HOI.

### **14.5.2. Total Credits**

The total number of credits a student earns during the course of study period is called the total credits. A student must earn 108 credits for successful completion of the MBA Degree Programme (4 semesters).

## **15. Academic structure**

### **15.1 Faculty Advisor**

To help the students in planning their courses of study and for general guidance on the academic Programme, the HOD will allocate a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. The Faculty Adviser shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically. The faculty adviser may also discuss with the HoD and parents about the progress and performance of the students. The faculty advisor should serve as a care taker and counselor and has to maintain and audit by the HOD a complete information of the students assigned to him/her in an appropriate format and he/she should keep continuous assessment which are eligible with in his/her purview in the aspects of academic.

### **15.2. Class Committee**

**15.2.1. Every class** will have a class committee constituted by the HoD with the concern of the HOI. The members of the class committee will be as follows:

1. Chairperson (a faculty member who is not normally teaching any course for the particular class).
2. All faculty members handling courses for the class.
3. Students (a minimum of 6 consisting of boys and girls equally or pro-rata basis).

**15.2.2.** The functions of the class committee shall include the following:

1. Clarify the regulations of the Programme and the details of rules therein.
2. Inform the student representatives, the academic schedule including the number of assessments, the dates and the syllabus coverage for each assessment.
3. Inform the student representatives the details of regulations regarding weightage used for each assessment. In the case of practical courses (laboratory/ project work/seminar etc.,) the breakup of marks for each experiment/exercise/module of work, should be clearly discussed in the class committee meeting and informed to the students through the class representatives.
4. Analyze the performance of the students of the class after each test and initiate steps for improvement.
5. Identify slow learners, if any, and request the faculty members concerned to provide additional help/guidance/coaching to such students.

6. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- 15.2.3. The class committee shall be constituted by the Head of the Department with concern of the HOI within the first week of commencement of any semester.
- 15.2.4. The chairperson of the class committee may invite the Faculty Advisor and the Head of the Department to the meeting of the class committee.
- 15.2.5. The HOI may participate in any class committee meeting.
- 15.2.6. The chairperson is required to prepare the minutes of every meeting, submit the same through the HOD to the HOI within two days of the meeting and arrange to circulate among the students and faculty members concerned. Points requiring action by the management shall be brought to the notice of the management by the HOI
- 15.2.7. The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments as per the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching-learning process.

### **15.3. Course Committee for Common Courses**

Each common theory course offered to more than one class/branch shall have a “Course Committee” comprising all the faculty members teaching the common course with one of them as nominated as Course Coordinator. The HoD will nominate the course committee for common course(s) handled in their department. The HOI will nominate the course committee for common courses handled in more than one department. This course committee will ensure that a common question paper is prepared for the tests/exams and uniform evaluation is carried out. The Course committee will meet a minimum of three times in each semester.

## **16. UNIVERSITY EXAMINATIONS**

### **16.1 Commencement of Examinations**

a) The University Examinations will be conducted twice in an academic year. The Controller of Examinations would notify the dates of examinations to the candidates. There shall be two main examinations in a year to be held not later than 6 months after the publication of results.

b) The duration of the Examination should be 3 hours. The maximum marks for each and every question paper is 100 marks. The Evaluation will be for 100 marks for each course, followed by conversion of marks out of 50 as external assessment which will be added with IA Mark (out of 50) and result will be declared by CoE as per the grades specified.

c) A student who has appeared and passed in any course is not permitted to reappear in the course/exam for the purpose of improvement of the Grades. However, he/she may apply for reevaluation of answer script by paying prescribed fee.

## **16.2. Admission to Examinations**

a. No candidate shall be permitted to appear for the Examination unless he/she secures 75% of overall attendance in that semester. If a candidate fails to satisfy the requirement of 75% attendance, he/she is required to repeat that incomplete course(s) when ever offered.

**Note:** All students are expected to attend all classes and secure 100% attendance. The above provision of minimum 75% attendance is made to compensate for unavoidable reasons such as medical leave/permitted participation in sports and Co-curricular activities.

b. The days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance.

c. Examination applications completed in all respect will be forwarded by HOI of constituent colleges to office of COE, VMRFDU for further necessary action.

## **16.3 Submission of Students Attendance to COE**

The HOI has to furnish attendance particulars specifying the number of working days attended by the candidate to the COE, after 45 days of commencement of semester and before commencement of examination in both hard and soft copy.

The final attendance particulars of students for registration of students for semester ending university examinations are to be submitted two weeks prior to the commencement of the Examination. As the candidate would have paid the fees for the particular Examination, it could be presumed that the/she would attend the rest of the classes in the remaining two weeks after submission of attendance particulars to the University and appear in the Examination

## **16.4 Lack of Attendance**

A student who has an attendance less than 75% in a course during odd/even semester, will not be allowed to appear for the immediate odd/even semester examination in that course.

## **16.5 Condonation**

A student who has an attendance between 65% and 74% will be allowed to write the semester ending university examinations provided the student pays the condonation fees as prescribed by the University from time-to-time .

**Condonation of lack of attendance shall be taken up for consideration under the following circumstances:**

- i. Any illness affecting the candidate (The candidate should submit Medical Certificate from a registered Medical Practitioner to the HOI immediately after returning to college after treatment)
- ii. Any unforeseen tragedy in the family. (The parent / guardian should give in writing the reason for the ward's absence to the HOI).

- iii. Participation in NCC / NSS / YRC and other co-curricular activities representing the college or University. The HOI should permit the candidate to participate and instruct the concerned officers in charge of the student's activities in their college to endorse the leave. Such cases may be granted 10% attendance for their participation.
- iv. Any other reason the HOI deems reasonable for Condonation.

### **17. Assessment and Evaluation – Internal and External**

17.1 The Institution / University shall ensure that the required number of hours for lecture /practical /seminar etc., in the courses of MBA are completed and examinations are to be conducted as specified in the regulations.

17.2 The Institution / University shall ensure that the students of the colleges, who do not fulfil the minimum requirements of Regulations for MBA will not be permitted to appear in the semester university examinations.

### **17.3. Methods of Evaluation**

Evaluation of students will be done by conducting written test, practical, Summer Training project, Seminars and Project viva voce. It is achieved by two independent processes of assessment. The total marks for each course (Theory and Practical) will be 100, comprising two components as given below.

1. Continuous Assessment Marks (CAM) – 50 Marks
2. End Semester Exam Marks (ESEM) – 50 Marks

<b>Marks for</b>	<b>CAM</b>	<b>ESEM</b>	<b>Viva Voce</b>	<b>Total</b>
Theory	50	50	-	100
Practical	50	50	-	100
Project work & Viva Voce	50	-	50	100

**17.3.1.** *Formative or Internal Assessment (IA)* or Continuous Assessment is done through a series of Activities and Examinations conducted by the Institution.

**17.3.2.** *Summative or University Examinations* or End Semester Examinations are conducted by the COE through examination at the end of the semester.

### **17.4 Courses for Internal Evaluation Only**

- a). The details of credits earned by a student in the courses mentioned below will be forwarded to office of COE through HoI and when the course is completed by the student for necessary updation and endorsement in marks statement along with proof of completion of courses as enclosures.

- b). As office of Controller of Examinations do not play an active role in conducting examination and evaluation for these courses except endorsement of the credits earned by students in marks statement on the recommendation of HoI, the students are not liable to pay examination fees for these courses.

<b>Category of Courses</b>
a), Industry Supported Courses
b). Online Courses through MOOCs (Massive Open Online Courses).
c). Skill Development Courses by external resource persons

### **17.5. Internal Assessment (Continuous Assessment Marks)**

- a). Weightage for the internal assessment shall be 50% of the total marks in each course.
- b). Day to day records should be given importance during internal assessment
- c). The internal assessment marks for all courses should be submitted to the COE endorsed by the HOI within a week after the last working day of the semester
- d). The IA shall be based on day-to-day assessment, activities, evaluation of assignment, preparation for seminar, Internal/model /online test etc.
- e). Internal assessment shall relate to different ways of student's participation in learning process during semesters. For example, Preparation of courses for Group discussion, debate, case study, seminar, assignment etc
- f). Each Assessment mentioned above is examined and recorded. Some of the assessment can be assigned as Home work/ Vacation work
- g). The continuing assessment tests / examinations may be held at least three times, two internal tests and one Model Examination, in a given semester and attendance / performance shall be taken into consideration for the award of Internal Assessment (IA) marks.
- h). A minimum of one model practical examination shall be conducted during the semester and attendance / performance shall be taken into consideration for awarding of Internal Assessment (IA) marks for Practical Course.
- i). It is mandatory for a student to secure minimum 25 out of 50 marks in Internal Assessment in all courses registered in that semester.
- j). The students have to register courses including arrears afresh in every semester. Internal Assessment (IA) Marks already awarded for the courses studied will be taken into consideration.

### 17.6.. Improvement in Continuous Assessment Marks

The students, if they wish, can apply for the improvement of CAM of the courses to CoE Office through HoI by paying required fee. The student will be awarded with improved IA after submission of fresh assignments and appearing in internal exams conducted by faculty in-charge for that particular course. Improved IA marks with required fee should be forwarded to CoE office through HoI.

### 17.7. The Procedure for award of Internal Assessment Marks / Continuous Assessment Marks (CAM) is as follows.

#### a) Attendance

Every faculty member required to maintain an Attendance and Assessment Record for each course handled, which consists of student's attendance in each lecture /practical/tutorial/project work class, the test marks and record of class work (topics covered).

Every month faculty members should be submitted to the HOD periodically for checking the syllabus coverage and the records of test marks and attendance.

The HoD after due verification will sign the above record and forward the same to the University through HOI.

At the end of the semester, the record should be verified by the HOD. These records will be kept in safe custody by respective HoD for three years.

The marks allocated for attendance is as follows.

% Of Attendance	Marks
< 75	0
76 - 80	1
81- 85	2
86 -90	3
91 - 95	4
96 - 100	5

#### b). Theory Courses

The distribution of marks for theory courses is as given below.

Sl. No.	Parameters for Assessment	No. of Activities	Marks
<b>I</b>	<b>Activity of Assessment (AoA)</b>		<b>25</b>
a	Case Study	2	5
b	Group Discussion	2	5
c	Seminar	2	5
d	Debate	2	5
e	Assignment	2	5
<b>II</b>	<b>Class Participation</b>		<b>5</b>



Sl. No.	Parameters for Assessment	No. of Activities	Marks
III	<b>Attendance in each course (Refer Clause 17.7 a)</b>		<b>5</b>
IV	<b>Internal Assessment Test I/II</b> Part – A: Objective Type (10 X 1 = 10 Marks) Part – B: Short Answer (05 X 2 = 10 Marks) Part – C: Descriptive Type - 03 out of 05 (03 X 10 = 30 Marks) <b>Total = 50 Marks, Duration: 2 hrs.</b>	<b>2</b>	<b>10</b>
V	<b>Model Exam</b> [Part – A: Objective Type (10 X 1 = 10 Marks), Part – B: Short Answer (10 X 2 = 20 Marks), Part – C: Descriptive - Either or Type (5 X 14 = 70 Marks) <b>Total = 100 Marks, Duration: 3 hrs</b>	<b>1</b>	<b>5</b>
<b>Total Marks</b>			<b>50</b>

#### (ii) Practical Courses

Every practical course consisting of exercise / field study / internship shall be evaluated based on the conduct of exercise and records maintained by the students. There will be at least one model practical examination. The criteria for awarding marks for internal assessment is as given below.

University Practical examination will be evaluated jointly by one internal examiner and one external examiner appointed by the Controller of Examinations. The Evaluation will be for 50 marks

#### Internal Assessment for Practical Course

Sl. No	Items	Marks
1..	Observation & Record	20
2.	Model Practical	25
3.	Attendance	5
	Total arks	50

c). **Summer Training Project**

The distribution of marks for Summer Training Project is as given below.

Sl. No	Mile stones		Marks
1	Submission of project permission letter in time		4
2	<b>Review – I:</b> Industry Profile and Company Profile with records.		7
3	<b>Review – II:</b> Functional Areas of the selected Company with write-ups.		7
4	<b>Review – III:</b> Report Writing, submission of draft report and Final Report Approval and Model Viva		7
	<b><u>Research Colloquium</u></b> a). Social relevance / converted research b). Innovation contribution c). Submission of Conference presentation certificate or Journal Publication proof	8 8 9	25
<b>Total Marks awarded by Internal Examiner</b>			<b>50</b>

d). **Final Project**

The distribution of marks for Final Project is as given below.

Sl. No	Mile stones		Max. Marks
1	Submission of project permission letter in time & Approval of Title & Synopsis		4
2	<b>Review – I:</b> Review of Literature & Questionnaire Approval		7
3	<b>Review – II:</b> Data Collection & Analysis and Data Interpretation		7
4	<b>Review – III:</b> Report Writing, submission of draft report and Final Report Approval and Model Viva Voce		7
5	<b><u>Research Colloquium</u></b> a). Social relevance / converted research b). Innovation contribution c). Submission of Conference presentation certificate or Journal Publication proof	8 8 9	25
<b>Total Marks awarded by Internal Examiner</b>			<b>50</b>

#### **(iv) Project Work**

Students are to complete two projects works namely, Summer Training Project & Colloquium in Third semester and Final Project & Colloquium in the fourth semester

#### **(a) Summer Training Project & Colloquium**

The Summer Training project work shall be evaluated for a total of 100 marks comprising of Project internal assessment 50 marks and external examinations carrying 50 marks. The duration of the project is 6 weeks

This will be taken into account as a practical subject in the 3<sup>rd</sup> semester. At the end of Summer Project, the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report as per the format prescribed by the COE.

The evaluation of the summer project work done by the student will be carried out by a committee constituted by the HOI on the recommendation of HoD. There will be 3 reviews during the third semester by the review committee. The student shall make a presentation on the progress made by him/her before the committee. Continuous Assessment Marks for summer project as given in clause 17.7 c.

#### **(b) Final Project & Colloquium**

The project work at the end of fourth semester shall be evaluated for a total of 100 marks comprising of Project internal assessment 50 marks and external examinations carrying 50 marks. The duration of the final project is 6 weeks

The evaluation of the project work done by the student will be carried out by a committee constituted by the HOI on the recommendation of HoD. There will be 3 reviews during the project duration by the review committee. If the student failed to appear two continuous reviews as per the schedule given the HOI, the said candidate will become ineligible for the final submission. The student shall make a presentation on the progress made by him/her before the committee. Continuous Assessment Marks for Final project as given in clause 17.7 d.

### **18.. University Examinations**

#### **18.1. Theory Courses**

1. The model Examination for theory courses will be conducted with the same pattern of question papers and duration as that of the University examination. The evaluation will be for 100 marks. The weight age for End Semester theory course will be 50.
2. The model question paper for each subject is enclosed with Syllabus, which is given separately.

## **18.2. Practical Courses**

1. Lab oriented Practical course will be conducted in the **laboratories**. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion.
2. End semester examination for practical courses and summer project will be conducted jointly by one internal examiner and one external examiner appointed by the Controller of Examinations.
3. The weightage for End Semester Practical course and summer project will be 50 marks.
4. The approval of the Appointment of examiners for theory, practical and Project work evaluation by the academic council of the university based on recommendation of the concerned BOF and BOS.

## **18.3. Evaluation of Project Work**

1. The evaluation of the Project work will be based on the project report and a Viva-Voce Examination by a team consisting of an internal examiner and an External Examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examinations. The weightage for project work will be for 100 marks (50 marks for Internal evaluation and 50 marks for external viva voce evaluation).

### **18.3. 1. Submission of Laboratory Record Note Books and Project Report**

1. At the time of practical each candidate shall submit to the Examiners in his/her laboratory record note books duly certified by the HOD and HOI as the bonafide record of the work done by the student.
2. The practical record shall be evaluated by Examiners.
3. In respect of failed candidates, the marks awarded for records at previous examinations will be carried over for the subsequent examination or the candidates shall have the option to improve his/her performance by submission of fresh records.
4. If a candidate fails to submit the summer project report and final project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.

## **19. Malpractice**

If a student indulges in malpractice in any internal test / model examination / end semester examination, he / she shall be liable for punitive action as prescribed by the university.

## **20. Examiners**

Panel of examiners for theory, practical and Project work evaluation will be approved by academic council of the university based on recommendations of the concerned Board of Studies (BOS).

## **21. Passing Requirements**

A candidate securing minimum of 50% marks in the End semester university examination, minimum of 50% marks in the Internal Assessment and minimum of 50% of total marks (Internal Assessment + End Semester university Examination) prescribed for the course in the theory, practical and project work will be declared to have passed the Examination

A student who has appeared and passed any course is not permitted to re-enroll / reappear in the course / exam for the purpose of improvement of the grades.

## **22. Results & Reappear to Examination**

**22.1.** The University may ensure that the results of the examinations are published in time so that the student who successfully completes all courses can complete the MBA programme within the stipulated time prescribed by the MBA regulation.

**22..2.** A student who fails in the Examination shall be allowed to appear next higher Semester examination

**22.3.** The student may carry over his/her failed courses(s) as Arrear(s) till his/her end of the programme. But he/she should register all the subjects in each and every semester.

**22.4** The University may under exceptional circumstances, partially or wholly cancel any examination conducted by it, shall intimate to the Academic Council of the University and arrange to conduct the re-examination in those courses within the period of 30 days from the date of such cancellation.

## **23. Grace Marks**

Grace marks will be awarded after the approval of the Vice - Chancellor based on the recommendation of the Result Passing Board constituted by the Vice – Chancellor.

## **24 Methods for Redressal of Grievances in Evaluation of Answer Scripts**

Students who are not satisfied with the grades awarded can seek redressal by the methods prescribed by the university.

## 25. Classification of Performance

Classification of performance of students in the examinations pertaining to the courses in a programme is done on the basis of numerical value of Cumulative Grade Point Average (CGPA). The concept of CGPA is based on Marks, Credits, Grade and Grade points assigned for different mark ranges. The following Table shows the relation between the range of marks, Grades and Grade points assigned.

Grade	Grade Points (GP)	Range of percentage of Marks
O ++	10	95 - 100
O +	9.5	90 - 94
O	9	85 - 89
A ++	8.5	80 - 84
A +	8	70 - 79
A	7	60 - 69
B +	6	55 - 59
B	5.5	51 - 54
C	5	50
AB		Absent
RA		<50

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

25.2. A student is deemed to have failed in the particular subject(s) if he/she obtained 'RA' which requires Reappearance (RA) for that particular course in the subsequent examinations.

25.3 The letter grade 'AB' denotes Eligible to write the particular subject(s) but absent for that subject(s) which requires Reappearance (RA) for that particular course in the subsequent examinations.

### 25.4. Semester Grade Point Average (SGPA)

On completion and declaration of result of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered by the student during that semester.

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

Where,

$C_i$  is the Credit for a course in that semester registered( $i=0$  to  $n$ ) and  
 $GP_i$  is the Grade point earned by the student for that course.

The SGPA is rounded off to two decimals.

### **25.5. Cumulative Grade Point Average (CGPA)**

The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) of passed courses up to that point of time.

$$\text{Cumulative Grade Point Average} = \frac{\sum_{i=1}^n C_i \times GP_i}{\sum_{i=1}^n C_i}$$

Where,

$C_i$  is the credit for a course in any semester,

$GP_i$  is the grade point earned by the student for that course and

$n$  is number of all Courses successfully cleared during all the semesters.

The CGPA is rounded off to three decimals.

## **26. Issue of Grade sheets**

- 26.1.** Separate grade sheet for each semester will be issued to the students by the office of the CoE after the publication of the semester results.
- 26.2.** Consolidated grade sheet will be issued to the student by the office of the CoE after the completion of the programme
- 26.3.** Grade Sheets will contain the following details:
  1. The college in which the candidate has studied
  2. The list of courses enrolled during the semester and the grade scored.
  3. The Semester Grade Point Average (SGPA) for the semester and
  4. The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

## **27. Award of Degree**

A student shall be declared to be eligible for the award of the MBA Degree provided the student has successfully completed the course requirements (by earning minimum of 108 credits) and has passed all the prescribed courses in all the four semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.

## **28. Classification of the Degree awarded**

### **28.1. First class with Distinction**

A student who qualifies for the award of degree having passed the examination in all registered courses in his / her first appearance (including industry supported courses), within three years including the authorized Break of Study of One Year, and securing a CGPA of not less than 8.00 shall be declared to have passed in First class with distinction and should not have been prevented from writing end semester examination due to lack of attendance in any of the courses.

### **28.2. First class**

A student who qualifies for the award of degree having passed the examination in all registered courses (including industry supported courses), within three years including the authorized Break of Study of One Year, and securing a CGPA of not less than 7.00 shall be declared to have passed in First class and should not have been prevented from writing end semester examination due to lack of attendance in any of the courses.

### **28.3. Second class**

A student who qualifies for the award of degree having passed the examination in all registered courses (including industry supported courses) and **not falling under the clauses 20.1 and 20.2** shall be declared to have passed in **second class**.

## **.29. Ranking**

Students obtaining top 3 position in CGPA ranking in a programme will be considered as a rank holder. They should have passed all the prescribed courses in the first appearance and should have obtained a CGPA of 8.0 and above. The student should also have a clean record of discipline during the period of study. Special certificates will be given to rank holders.

## **30. Modifications of Regulations**

These regulations are subject to modifications from time to time as per the decisions of the apex body of the University.



**ANNEXURE- I**  
**PROFORMA FOR RE-ADMISSION**

1.	Name of the student with Register No.	:
2.	Name of the course and period of study	:
3.	Name of the Faculty / College	:
4.	Date of Joining the course	:
5.	Duration of break of study	:
6.	Details of examinations appeared & Subjects passed	:
7.	Reasons for the period of break of study of the course (Evidence should be produced)	:
8.	The details of previous break of study (Enclose Xerox copy of the condonation order)	:
9.	Whether his / her own vacancy is available for rejoining the course	:
10.	Whether any disciplinary case (i.e.) Production of taste	:
11.	Whether the candidate has paid the prescribed fee for readmission sought for (furnish the details) Processing Fee: Rs.500/- Condonation Fee: Rs.1,000/- Per year of part there of (or) as revised by the University from time to time).	:
12.	Previous correspondence if any made (Furnish copies of relevant records)	:
13.	Recommendation of the Dean / Principal Director concerned	:

This is to certify that the details furnished above in respect of the candidate are verified and found to be correct.

**Signature of HOI**

**(With seal)**

**Format for furnishing details of candidates in whose cases condonation of shortage of attendance has been granted for appearing for THEORY EXAMINATIONS.**

Name of the Faculty:

Academic year for which condonation has been granted for:

Sl. No.	Name of the Candidate (s)	Name of the Course and Branch (if applicable)	Total No. of working days/ hours for the year / semester	Minimum No. of days required for attendance certificate	No. of days attended by the candidate	Actual shortage of attendance
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

1. Requested condonation of attendance in respect of the above candidate/s as the shortage of attendance is within his /her condonation limit.
2. The Demand Draft for Rs..... being the condonation fee of shortage of attendance, drawn in favor of The Registrar, Vinayaka Mission's Research Foundation – Deemed University, Salem is / are enclosed.

Date :

Place :

Recommended by

Approved by

**(HOI)**

(Signature with college seal)

**VICE CHANCELLOR**

(Signature with seal)

**Note :**

1. The fee prescribed for condonation of shortage of attendance as specified by the university shall be paid by the student.
2. The forms should reach the University at least 15 days before the commencement of respective University Examinations.
3. A separate list (Three copies, Degree wise) is showing candidates who have not earned the required attendance and are not eligible for condonation should also be sent at least 15 days before the commencement of Examination.

**ANNEXURE-II**

**DECLARATION**

I ..... Son of / Daughter  
of .....Residing  
at.....

.....  
.....

..... and admitted in to I year of .....  
..... (Name of the  
Programme) do hereby solemnly affirm and sincerely state as follows.

I declare that I shall abide by the Rules and Regulations prescribed by the Vinayaka  
Mission's Research Foundation, Salem for the .....  
(Batch) including regulations for re-admission after the break of study.

Date:

**Signature of the Candidate**

/Counter signed/

**HOI**

(Office date seal)