

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
(An Autonomous Institution Affiliated to Anna University, Chennai)
THINDAL, ERODE – 638012



Department of Management Studies

MASTER OF BUSINESS ADMINISTRATION (MBA)

MBA REGULATIONS 2022

CHOICE BASED CREDIT SYSTEM

(For the candidates admitted from Academic Year 2022-23)

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1. DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

1. **“Programme”** means M.B.A., Degree Programme.
2. **“Course”** means a Theory or Practical course that is normally studied in a semester.
3. **“Specialisation”** means a discipline of the Post Graduate Degree Programme like Marketing, Finance, HR, etc.
4. **“Head of the Institution”** means the Principal of the College who is the responsible for all academic activities.
5. **“Head of the Department”** means Head of the Department concerned.
6. **“Chairman”** means Head of the Department, Heading the BoS activities.
7. **“College”** means Velalar College of Engineering and Technology, Erode.
“Credit” means a numerical value allocated to each course to describe the student’s workload required per week.
8. **“Grade”** means the letter grade assigned to each course.
9. **“Grade point”** means a numerical value (0 to 10) allocated to the letter grade.
10. **“Controller of Examinations”** means authorized person who is responsible for examinations of the College.

2. ELIGIBILITY AND CONDITIONS FOR ADMISSION

- a) A pass in a recognized Bachelor’s degree of minimum 3 years duration and obtained at least 50 % of marks (45 % in case of students belonging to reserved category) at the qualifying examination.
- b) Students must have appeared for TANCET (Tamil Nadu Common Entrance Test) for M.B.A. conducted by Anna University or on the basis of Common Entrance Test conducted by Consortium of Self Financing Professional, Arts and Science Colleges in Tamilnadu.

3. ADMISSION PROCEDURE

As per the existing stipulations of DOTE (Department of Technical Education), Government of Tamilnadu, admissions are made as follows:

- a) **Category- A:** seats are to be filled by MBA Counseling through Single window system based on Tamilnadu Common Entrance Test conducted by Anna University, Chennai.

- b) **Category- B:** Seats are to be filled by Management as per the norms stipulated by Anna University, Chennai and Government of Tamilnadu.

4. DURATION AND STRUCTURE OF THE PROGRAMME

- a) The programme is organized on semester basis with a total of four semesters.
- b) A student shall be required to complete the course of study and qualify for the MBA Degree programme within four years (8 consecutive semesters) from the date of admission to the first semester of the Degree programme.
- c) MBA Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:
1. **Foundation Courses (FC)** include Mathematics or other basic courses
 2. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization.
 3. **Professional Elective (PE)** courses include the elective courses relevant to MBA.
 4. **Employability Enhancement Courses (EEC)** include Project Work, Internship, Seminar, Professional Practices, Case Study and Practical Training.
- d) **Credits and Courses**
1. The minimum prescribed credits required for the award of the MBA Degree is **96** credits.
 2. One credit shall mean one period of teaching for theory or two periods for Tutorial / Laboratory course / Mini Project per week in a semester.
 3. If necessary Two Tutorial hours per week may be conducted in addition to regular contact hours.
 4. Normally no theory course shall have more than 4 credits.
 5. One credit shall be assigned to one week of field training program where the students spend the entire duration in the field.
 6. Up to **two** credits shall be assigned to 4 weeks of Summer Training / Internship undergone in a Company/ Organization/Institutions approved by the Head of the Department through Project Coordinator / Class Advisor.
 7. Summer Training – The training report along with the company certificate should be submitted within the two weeks of the reopening date of 3rd Semester. The training report should be around 50 pages containing the details of training undergone, the departments wherein the student was trained with duration (Chronological Diary / Attendance cum Progress Report from the company), along with the type of managerial skills developed during training. One copy of the training report should be kept in the Department.

8. Project Work carries maximum of **10 Credits**. The Project Work includes submission of a Project Report and a Viva-voce examination.
9. The project work will be allotted at the end of third semester. The Project Report has to be prepared according to the approved guidelines and submitted within the stipulated time. If a student fails to submit the project report on or before the specified date, he/she is deemed to have failed in the project work and shall submit the same in a subsequent semester.
10. One credit courses shall be offered by a Department. The credits earned through the one credit courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. Students can take a maximum of two one credit courses. They shall be allowed to take one credit courses offered in other Departments with the permission of Head of the Department offering the course.
11. Online Courses
Students may be permitted to credit online courses (which are provided with certificate) with the approval of Department subject to a maximum of three credits. This online course of 3 credits can be considered instead of one elective course.
12. Value Added courses / Certified Courses are offered by the department with a prior approval from respective board of studies. The spoken Tutorial on any FOSS certified by IIT, Bombay may also be considered as Value added Course / Certified Course.

e) **Medium of Instruction**

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

5. COURSE REGISTRATION

- 5.1 Each student, on admission shall be assigned to a Class Advisor who shall advice 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.
- 5.2 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the Semester Examinations.
- 5.3 A student who has passed a course shall not be permitted to re-enroll in that course to improve the marks / grades / CGPA.

6. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 6.1 A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for the completion of a semester.

- 6.1.1 Ideally every student is expected to attend all classes and earn 100% attendance.
- 6.1.2 However a student must secure a minimum 75% of overall attendance in that semester taking into account the total number of days on which classes have been conducted in that semester.
- 6.1.3 A student who secures overall attendance between 65% and 74% in that current semester due to valid reasons (prolonged hospitalization / accident / illness / Participation in an approved event like sports, NCC, NSS, etc.) may be permitted to appear for the current semester examinations subject to the condition that the student shall submit the medical certificate / sports participation certificate to the Principal forwarded by the HOD. The same after approval from the Principal shall be submitted to the Controller of Examinations.
- 6.2 Students who secure less than 65% of overall attendance shall not be permitted to write the Semester examinations and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.
- 6.3 Working Days and Syllabus Coverage:
Each semester shall normally consist of 75 working days or 540 periods of 50 minutes duration including Continuous Assessment test periods. The Head of the Department shall ensure that every teacher imparts instructions as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. The Department may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods.

7. CLASS ADVISOR

To help students in their academic programme on aspects of planning, progress, counseling etc., the Head of the Department will attach a certain number of students to a faculty member of the department who shall function as Class Advisor for those students throughout their period of study. The Class Advisor shall monitor the progress of the students in their courses, check the attendance and counsel them periodically. If necessary, the Class Advisor may also discuss with or inform the parents about the progress of the students.

The responsibilities for the Class Advisor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- 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.

8. CLASS COMMITTEE

1. Every class shall have a class committee consisting of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. The overall goal of the class committee is to improve the teaching-learning process.

2. The class committee for a class under a particular discipline is normally constituted by the Head of the department within the first week of each semester.
3. The Principal/HOD may participate in any class committee meeting.
4. The Chairperson is required to prepare the agenda and minutes of every meeting and submit the same to the Principal within two days of the meeting. It shall be circulated among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Principal.
5. The first meeting of the class committee shall be held immediately after constitution, in order to inform the students about the nature and allocation of marks for continuous assessments within the framework of the regulations. Two or three subsequent meetings may be held in a semester at suitable intervals.
6. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

9. PROCEDURE FOR ASSESSMENT AND AWARDED MARKS

9.1 For all theory, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

9.2. Theory Courses:

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced to 40 marks and rounded to the nearest integer (This also implies equal weightage to all the two assessments).

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Internal Assessment
Assignment	Written Test	Assignment	Written Test	
40	60	40	60	200*

*200 Marks is to be converted into 40 marks for internal Assessment.

Note: Faculty members can choose a common method for evaluating all students under assignment such as case study / seminar / mini project / online certificate courses,

Two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and

will have to be distributed in two parts viz., Assignment (such as case study/seminar/mini project/online certificate courses) and Written Test with each having a weightage of 40% and 60% respectively. The tests are in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

9.3 Laboratory Courses:

The maximum marks for Internal Assessment shall be 60 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 Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

9.4 Other Employability Enhancement Courses

9.4.1 Evaluation of Seminar

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

9.4.2 Evaluation of Summer Internship

Summer internship will comprise of 4 weeks. The students will be working under a department appointed guide. The candidate shall submit an attendance certificate from the organization where he/she has undergone internship and a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva-Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The evaluation will be done as follows: 20 marks for evaluation by the guide, 40 marks for the report and 40 marks for the viva voce examination. Certificates submitted by the students along with the report shall be sent by the Head of the Institution to the Controller of Examination.

9.4.3 Evaluation Of Creativity and Innovation Laboratory

The creativity and innovation laboratory course is an activity-based course with both theoretical and practical content and is to be

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

9.5 Assessment for Value Added Course

The one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the assessments shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Head of the Institution shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

9.6 Assessment for Online courses

Students may be permitted to credit two online courses (which are provided with certificate), subject to a maximum of six credits. The online course of 3 credits can be considered instead of one elective course. These online courses shall be chosen from the SWAYAM platform, provided the offering organisation conducts regular examination and provides marks. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organisation. The details regarding online courses taken up by the student and marks/credits earned and the approval for the course from Centre for Academic Courses shall be sent to the Controller of Examinations, Anna University in the subsequent semester(s) along with the details of the elective(s) to be dropped.

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

9.8 Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topics covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the institution who will keep this document in safe

custody (for five years). The University or any inspection team appointed by the University may inspect the records of attendance and assessments of both current and previous semesters.

10. REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

- 10.1 A candidate shall normally be permitted to appear for the End semester examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 6.1 & 6.2 and has registered for examination in all courses of the current semester.
- 10.2 Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the university examinations failing which, the candidate will not be permitted to move to the higher semester.
- 10.3 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 his/her marks in a course or the aggregate marks / CGPA.

11. END-SEMESTER EXAMINATIONS

11.1 In a There shall be an End- Semester Examination of 3 hours duration in each lecture-based course. The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters. For the practical examinations (including project work), both internal and external examiners shall be appointed by the COE.

11.2 WEIGHTAGE

The following will be the weightage for different courses:

a) Lecture or Lecture cum Tutorial based course:

Internal Assessment	:	40%
End Semester Examination	:	60%

b) Laboratory based courses

Internal Assessment	:	60%
End Semester Examination	:	40%

c) Project work

Internal Assessment	:	40%
Evaluation of Project Report by external examiner	:	15%
Viva-Voce Examination	:	45%

12. PASSING REQUIREMENTS

- 12.1 A student who secures 45% or more marks in the Semester examination and 50% or more marks in CA and SE calculated together of a course shall be declared to have passed the course.
- 12.2 If a student fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the semester examination in that course during the next semester; he/she should continue to register and

reappear for that course's semester examination till he / she secures a pass.

12.3 The Continuous Assessment marks obtained by the student in the first appearance shall be retained and considered valid for THREE attempts. However from the FOURTH attempt onwards the student has to obtain 50% or more marks in the Semester Examinations irrespective of the marks obtained in the Continuous Assessment to get a PASS. In this case, only the lowest letter grade will be awarded irrespective of the marks obtained.

13. AWARD OF LETTER GRADES

13.1 The Relative Grading System is applied if the number of students, who passed in an examination pertaining to a course, is not less than 30.

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
W (Withdrawal)	0

13.2 If the number of students passed in a particular course examination is less than 30, then fixed grading is awarded as per the following table:

O	A+	A	B+	B	C	RA
90 - 100	80 – 89	70 - 79	60 - 69	56 - 59	50 – 55	< 50

14. GPA AND CGPA CALCULATION

14.1 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.

The Grade Point Average (GPA) is calculated using the formula:

$$GPA = \frac{\sum (Credits\ Acquired \times Grade\ points)}{\sum (Credits\ Acquired)}$$

CGPA is calculated in a similar manner, considering all the courses enrolled from first semester.

$$CGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where, C_i is the credit assigned to the course, GP_i is the grade point for each course and n is total number of courses for the entire programme.

14.2 The GPA and CGPA are calculated only for the passed courses. The credits earned through one credit courses shall not be considered for calculating GPA and CGPA.

15. REVALUATION

A student may apply for a photocopy of his / her semester examination answer script in a theory course within a time announced by the College from the declaration of results, on payment of a prescribed fee by submitting a proper application to the Controller of Examinations through the Head of the Department. If desired, the student can apply for the revaluation through proper application to the Controller of Examinations with prescribed fee. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student through the HOD. Revaluation is permitted only for theory courses and those courses for which photocopy has been obtained previously.

16. ELIGIBILITY FOR THE AWARD OF MBA DEGREE

A student shall be declared to be eligible for the award of the MBA Degree, provided, the student has successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time and the course requirements and also has passed all the prescribed examinations in all the 4 semesters within a maximum period of 4 years from the commencement of the first semester to which the student was admitted and no disciplinary action against the student is pending.

17. CLASSIFICATION OF THE DEGREE AWARDED

17.1 A student, who qualifies for the award of the Degree, having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters, securing a **CGPA of 8.50 and above** shall be declared to have passed the examination in **First Class with Distinction**. For this purpose withdrawal from the examinations will not be considered as an appearance.

17.2 A student who qualifies for the award of the Degree having passed the examination in all the courses within the specified minimum number of semesters plus one year, securing a **CGPA of 6.5 and above but below 8.5** shall be declared to have passed the examination in **First Class**.

- 17.3 For the award of First Class with Distinction and First Class, students permitted to avail the Authorized Break of Study will be granted an additional period of 1 year besides the minimum period specified in 17.1 and 17.2.
- 17.4 All other students (not covered in clauses 17.1 to 17.3) who qualify for the award of the degree shall be declared to have passed the examination in Second Class.
- 17.5 A student who is absent in semester examination in a course / project work after having enrolled for the same shall be considered to have appeared in that examination for the purpose of classification.

18. PROVISION FOR WITHDRAWAL FROM SEMESTER EXAMINATION

- 18.1 A student may, for valid reasons (medically unfit / unexpected family situations / Participation in an event like Sports, NCC, NSS approved by Principal) be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.
- 18.2 Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- 18.3 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination.
- 18.4 Withdrawal will not be considered as an appearance for the eligibility of a student to pass in First Class with Distinction.
- 18.5 The provision for Withdrawal from the Semester examination is applicable to only the current semester courses and not for arrear courses of previous semesters.
- 18.6 The student shall appear for the withdrawn courses during the examination conducted in the subsequent semester.

19. PROVISION FOR AUTHORISED BREAK OF STUDY

- 19.1 Break of Study on valid reasons for a maximum of one year shall be granted only once during the entire period of study of the degree programme.
- 19.2 The student permitted to re-join the programme after the break shall be governed by the curriculum and regulations in force at the time of re-joining. If the regulations are changed, then, those students may have to do additional courses as prescribed.

20. DISCIPLINE

- 20.1 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 College / University. The Principal shall constitute a disciplinary committee consisting of the Principal or his nominee, two Heads of Departments of which one should be from the faculty of the student, to enquire into acts of indiscipline and recommend the punishment to the Principal. Principal shall pass the orders accordingly.
- 20.2 If a student indulges in malpractice in any of the Semester / continuous examination he / she shall be liable for punitive action as prescribed by the college from time to time.

21. REVISION OF REGULATIONS AND CURRICULUM

- 21.1 The College may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary.
- 21.2 The Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time.
- 21.3 Nothing in the foregoing, limits the power of the Academic Council to amend, modify or repeal any or all of the above.
