



SRM

INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University u/s 3 of UGC Act, 1956)

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

(Under section 3 of UGC Act, 1956)

COLLEGE OF MANAGEMENT

MBA REGULATIONS – 2020 PART TIME

(For students admitted from the academic year
2020-21 onwards)

**COLLEGE OF MANAGEMENT
SRM INSTITUTE OF SCIENCE AND
TECHNOLOGY
SRM Nagar, Kattankulathur – 603 203**

MBA REGULATIONS-2020

R.1.0 Admission

R.1.1 The number of admissions for the program of MBA (Part Time) is subject to the decision taken by the “Faculty of Management” under the advice of the Board of Management of SRM Institute of Science and Technology.

R.1.2 Eligibility

- Successful completion of under graduation degree from recognized university
- Selection process in accordance with the SRM Institute of Science and Technology’s entry requirements (R.1.4)
- Two years of industrial experience with sound knowledge in management practices

R.1.3 The shortlisted candidates are invited for the admission procedure by the “Admission Committee”

R.1.4 The information on eligibility for admission (CGPA / marks) is available with the admission application. Candidates should produce their industrial experience certificate for the purpose of verification.

R.1.5 The admission process is according to the rules and regulations of the UGC.

R.1.6 The candidates have to submit a medical certificate

- R.1.7 The candidate will be admitted to the MBA (Part Time) program after the prescribed fees are paid as per the admission requirement.
- R.1.8 The decision of the Admission Committee is final for the admission to MBA (Part Time)
- R.1.9 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director/ Dean of Faculty of Management may revoke the admission of the candidate and report the matter to the Vice Chancellor.

R.2.0 STRUCTURE OF MBA PROGRAMME

R.2.1 Category of Courses

The complete program consists of core courses, various categories of Functional electives viz., Financial Management, Marketing Management, Operation Management, Human Resources Management / Organizational Behavior, Strategy, Management Information System, Business Analytics.

The Non-functional electives consists of Project Management, Tourism and Hospitality Management, Entrepreneurship, International Taxation and Technology, Retail Management, etc.

MBA program will have a curriculum and course contents (syllabi) for the courses approved by the Academic Council.

R.2.2 Pedagogy: MBA Program has a pedagogy comprising of appropriate combinations of learning from Theory, Tutorials and Practice sessions.

R.2.3 Learning Credits: Learning Credits are earned by the learner based on the following pattern:

Learning Environment	Learning Credit (C)
1 Period * Learning from a Lecture Session per week (L)	1
1 Period * Learning from a Tutorial Session per week (T)	0.5
1 Period * Learning from a Practice Session per week (P)	0.5

(* 1 Period of Learning is usually 50-minutes duration)

R.2.4 Minimum Learning Credits for the award of Degree:
The curriculum of MBA program is designed to have a total of 102 credits for the award of the MBA degree.

R.2.5 Medium of Instruction:
The medium of instruction, examination and Project report will be in English.

R.3.0 Registration and Enrollment for Courses

Students can enroll after paying the prescribed fees for the year. Registration and enrolment will be controlled by the office of the Faculty of Management. For a student to attend classes he/she has to complete both registration and enrolment for the courses every semester to undergo course work.

The registration sheet contains the course code, course name, number of credits and functional specialization to be offered in that semester.

R.3.1 Break in Studies

A student will not be allowed to enroll for the ensuing semester and has to undergo a year of break in studies if he/she:

- a) Does not have a minimum of 75% attendance in at least 1 or more courses in the previous semester
- b) Has not cleared any pending fee dues to SRMIST, Hostel, Library, NCC, etc., in the previous semester
- c) Has been 'Debarred from study' due to any stipulated reason in the previous semester.
- d) Has any 'Pending Disciplinary Actions' against him/her from the previous semesters

R.3.2 During the Break of Studies, a student:

- e) Cannot attend any regular classes
- f) Will not be permitted to stay in the 'Hostel' facility provided by SRMIST
- g) Will not be permitted to participate in any of the SRMIST's activities inside the campus.
- h) Can register for 'Compensatory courses' for such courses in which he/she might have obtained an 'I' grade.
- i) Can reappear for the 'End Semester Final Examination' for such courses in which he/she might have obtained 'F' / 'Ab' grade.

R 4.0 Regular students: In compliance with the rules and norms of UGC, no student will be allowed to complete the MBA degree in less than 6 full- semesters.

R.5.0 Temporary withdrawal from the program

A student may be permitted by the Dean/Director of the Faculty of Management to withdraw from the program for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the program only for a maximum continuous period of two semesters or the aggregate of individual discontinuation not exceeding two semesters

R.6.0 Academic Advising

In order to provide academic assistance and individualized attention to students, different levels of advising/attention will be provided by three types of officers. (1) Academic Class Advisors (2) Student Counselors (3) Faculty Advisors

R.6.1 Academic Class Advisors

The students will be assigned to a faculty advisor and the faculty will guide the students in planning and organizing their study and also as a mentor.

The basic responsibilities of the Academic Class Advisor are:

- a) To assist the student in career planning and identifying campus resources
- b) To be knowledgeable about the program(s) for which he/she is advising and be familiar with published academic rules and regulations of SRMIST
- c) To inform the student of the various aspects of degree requirements.

- d) To approve the course registration of the student at the department level
- e) To consider and approve the application for adding / dropping / auditing of courses
- f) To guide the students while applying for readmission / transfer, etc.
- g) (g)To help student plan a suitable schedule of classes, at least one semester in advance

In all of these matters, the Academic Class Advisor or the advisement team must judge whether the student's request is in order, is in the student's best interest, and is feasible under existing regulations.

R.7.0 Conduct and Discipline

R.7.1 Expected Conduct and Discipline

Every student is required to: Demonstrate ethical, professional and exemplary conduct and decorous behavior both inside and outside SRMIST campus and not to indulge in any activity that will tend to bring down the prestige of the SRMIST.

- (a) Be self-motivated and self-disciplined
- (b) Make the most of their ability and to contribute to the happiness and well-being of SRMIST community by supporting others.
- (c) Treat others in the way that they would wish to be treated themselves
- (d) Abide by the orders of the Honorable Supreme Court of India, and not to get involved in any act of ragging in any form. Ragging is absolutely and completely prohibited in SRMIST.
- (e) Avoid Plagiarism, cut and paste jobs, malpractices of any kind in learning assignments including project work and its reports.

R.7.2 Act of Indiscipline: A student who does not conduct in the manner expected and as stated above is considered to be performing an act of Indiscipline.

- (a) Act of Indiscipline are dealt with at zero tolerance
- (b) Any acts of Indiscipline of a student are initially enquired by the Discipline and Welfare Committee of the Department/School for necessary action. If the issue demands more serious consideration, the act of indiscipline will be reported to the Dean/Director and he will refer it to the Discipline and Welfare Committee of SRMIST, constituted by the Vice Chancellor. The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. The Dean/Director will take appropriate action on the recommendation of the Discipline and Welfare Committee of SRMIST.
- (c) Anyone found indulging in ragging or any such acts is liable to be dismissed forthwith.

R.7.3 Suspension: Dean/Director may suspend a student pending inquiry depending upon the prima facie evidence.

R.7.4 Appeal: The aggrieved student may appeal to the Vice Chancellor whose decision will be final and binding.

R.8.0 Attendance

R.8.1 Attendance is the physical presence of the student in the class / laboratory / field work, etc. It is a well-observed fact that the students who score good grades are those who attend the class / laboratory / field work,

regularly. Therefore, the students must strive to attend and sincerely participate in all the classes without fail.

R.8.2 Every faculty member handling a course will take notice of student attendance and their learning participation till the last instruction day in the semester. The percentage of attendance, calculated up to this point, will be indicated by a code number/letter as follows:

Attendance rounded to	Code
95% and above	H
85 to 94%	9
75 to 84%	8
Below 75%	L

R.8.3 Minimum Attendance Requirement:

A student must maintain an attendance record of at least 75% in individual courses, exclusive of leave of absence due to medical reasons, on-duty, extra-curricular / extramural activities, permitted assignments, such as intern university sports meets, inter- collegiate/inter-university competitions, accidents, job interviews, unforeseen emergencies, etc. Without the minimum attendance of 75%, in any course, students become ineligible to appear for the end semester examination in that course. His / Her registration for that course will be treated as cancelled, and he/she shall be awarded 'I' grade (I stands for Incomplete or registration cancelled due to want of minimum attendance) in that course. This grade shall appear in the grade card until the course is successfully completed.

R.8.4 It is the responsibility of each and every student to keep track / monitor his / her percentage of attendance for each

course and ensure that he / she satisfies the attendance norms prescribed by the university. If the student finds any discrepancy / error in the attendance status, he /she should immediately bring it to the attention of the concerned faculty member and seek redressed

R.8.5 The teacher shall prepare the particulars of all students who have attendance less than 75% in his / her course. Copies of the same should also be sent to the Director/Dean Faculty of Management. The students who have less than 75% attendance will not be permitted to appear in end semester examination and the same will be informed to the student's parents.

R.9.0 Learning Assessment Procedure

R.9.1 The complete academic performance of a student is evaluated in- house by the concerned teacher / department except in the case of project work where an external examiner may be nominated.

R.9.2 The student's performance in each course, in general, is evaluated based on in-semester continuous assessment (internal assessment) and end-semester examination.

An in-semester continuous assessment (also known as internal assessment / comprehensive assessment) is spread through the duration of course and is done by the teacher teaching the course.

The various assessment components are as follows:

1. Written tests
2. MCQ based quizzes
3. Presentations
4. Projects
5. Field visits

6. Seminars
7. Group discussions/activities, etc

The end-semester examination shall have assessment from the following perspective with respect to all courses:

1. Evaluation with respect to knowledge
2. Evaluation with respect to Understanding
3. Evaluation with respect to skill
4. Evaluation with respect to Applications
5. Higher Order Thinking Skills

R.9.3 The assessment method of theory and practical courses is further detailed below:

(a). Theory courses - Course without any practical component-

Assessment tool	Marks	Remarks
Cycle test I	10	Duration –100 minutes
Surprise Test	5	Duration – 50 minutes
Model Examination	15	Duration – 180 minutes
Mini Project	15	<p>Individual project to be submitted by the student and presentation/Viva-voce supervised by the concerned faculty</p> <p>(or)</p> <p>MCQ of not less than 150 may be administered spreading over all units</p> <p>(or)</p> <p>Seminar regarding topics of relevance</p> <p>(or)</p> <p>Three assignments in relevant areas each carrying 5 marks</p> <p>(or)</p> <p>May include combination of any of the above-mentioned assessment</p> <p>(or)</p> <p>Completion of One edx / Course era or NPTEL courses specified by the Faculty / Online MBA from a reputed university</p>
Class Participation	5	<p>Active participation in class: Raising doubts and questions / Taking initiative / Participating in discussion / Seminar presentation / Notes making</p>
Total	50	

Assessment tool	Marks	Remarks
End semester Examination	50	Duration – 3 hours
Total	100	

(b) Courses with only practical component

(i) Laboratory courses

Assessment tool	Marks	Remarks
Carrying out laboratory work and submission of record	40	Assessment components: Every experiment will carry marks for Observation, Collection of Data, Analysis, Interpretation, Inference and prompt Submission of Record of Work done.
	20	Marks for Model Examination and Viva
Total in-semester assessment	60	
End semester examination	40	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination and “Ab” grade will be awarded for nonappearance.
Total	100	

R 9.4 Project Evaluations

MBA Projects as far as possible should be corporate based, research orientated and socially relevant engagements. Every student is expected to complete this requirement successfully in time.

R.9.4.1 Final Project Evaluation

MBA Final Projects (MB20401) should be socially relevant and industry focused ones. Students are expected to incorporate the compliance regarding insurance, legal and other statutory issues pertaining to the particular industry / organization. Project has to be done by every individual student in the final semester. On the completion of Project work the student will submit a project report which will be evaluated by duly appointed internal examiner and external examiner.

R.9.4.2

The evaluation of the Project (General Management) is done in two phases aggregating to marks 300 on the basis of criteria stipulated by the Faculty of Management. In Phase I, 150 marks awarded by internal faculty members. In Phase II, the balance 150 mark is awarded by way of Project Viva, evaluated by External Expert along with an internal faculty member.

Assessment	Tool		Marks
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Phase I Assessment by Internal Faculty Members	Social relevance / converted research		10
	Reports: I Review II Review III Review	40 40 40	120
	Innovation / Contribution		20
	Total Marks awarded by Internal Examiner		150
Phase II Viva	Evaluation of Report & Viva by External experts		150
Grand Total			300

R.9.4.3 Whenever there is a deviation from procedures stated under R.9.3, as warranted by the unique nature of the course, the same will be specified by the concerned Course Coordinator and approved by the Director / Dean Faculty of Management.

R.10.0 End Semester Examination

R.10.1 There will be an end semester examination for Three hours duration in each lecture-based course.

R.10.2 The examination at the end of a particular semester will be conducted for the courses of all odd and even semesters. A student should have appeared for the end semester examination of the prescribed course of study to be eligible for the award of grade in that course.

R.10.3 To pass in any course it is mandatory that a student

should get 50 % marks in the end semester examination and also 50% marks (overall) in the internal assessment and end semester marks put together.

R.11.0 Course Wise Grading of Students

Letter Grade	Grade Points	Normalized Mark Range
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B(Above Average)	6	56-60
C (Average)	5	50-55
F (Fail)	0	<50 Failure due to insufficient marks in the course
Ab(Absent)	0	Failure due to non-appearance in examination
I (Incomplete)	0	Failure due to insufficient attendance in the course.

R.11.1 Letter Grades and Grade Points (GP) Based on the aggregate of marks obtained through internal assessment and external assessment, each student is awarded a final letter grade at the end of the semester, in each Course. The letter grades and the corresponding grade points, as recommended by UGC, are as follows:

R.11.2 A student is considered to have successfully completed a course and earned the credits if he / she secured a letter grade other than **F or Ab or I** in that course. A letter grade F or Ab or I in any course implies a failure in that course.

R.11.3 A course successfully completed cannot be repeated.

R.11.4 Re-appearing for Examination

- (a). Students who have secured 'F'(Fail) / 'Ab' (Absent) grade in a particular course can reappear when the end semester examination for that course is again conducted provided, they satisfy other eligibility conditions.
- (a) Temporary withdrawal from the programme and Discipline.
- (b) For the first two attempts, the internal marks obtained in the first attempt will only be considered and it will be combined with the marks obtained in the end semester examinations for the award of appropriate grade.
- (c) The first attempt is that which corresponds to the first registration for the course. If a student gets 'F' or 'Ab' in an attempt that is treated as an attempt.
- (d) However, if a student obtains 'F'(Fail) / 'Ab' (Absent) grade in a course in the first two attempts, from the third attempt onwards, full weightage (100%) shall be assigned to marks scored in the end semester examinations and the internal assessment marks they have scored during the regular course of study will be ignored.**
- (e) If a student obtains "F" grade or "Ab" grade or "I" grade in a course for which only internal assessment is applicable like (i) Seminars (ii) Industrial training (iii) and other notified courses from time to time he/she should register for compensatory courses for such courses and earn the internal marks as he/she would have earned normally.
- (f) Similarly, for project work, if a student gets a 'F' or 'Ab' or 'I'

grade he/she should register under compensatory course, earn marks for reviews and project report as applicable and then appear for the final viva. Under the compensatory course the student shall choose a new project topic (other than the one he/she had been associated with earlier) under the guidance of the allotted faculty member.

- (g) If a course has both theory and practical component, then the student shall appear in the end semester examinations of both the theory and practical components.
- (h) All applicable fees charged for the purpose of examination will apply for re-appearance courses as well.

R.12.0 Method of Awarding Letter Grades

The internal marks awarded to the students are first normalized and combined with the normalized marks of end semester examination. Subsequently letter grades are awarded for the normalized marks as indicated in the table under section R11.1: The detailed methodology of normalization of internal marks as well as marks in the end-semester examinations shall be formulated by the Controller of Examinations.

To pass in a course with earnable credits a student has to score a minimum of 50% of the total normalized marks secured in both the internal and end semester examination.

Grades will be awarded as per R. 11.1

R.13.0 Declaration of Results

R.13.1 Normalized marks are referred to the Result Passing Board for the finalization of results. Controller of Examinations assigns letter grades and announces the results.

R.13.2 The Ab / I / F grade once awarded stays in the record of the student and is deleted when he/she completes the course

successfully later the grade acquired by the student will be indicated in the grade card of the appropriate academic year with an indication of the month and the year of passing of that course.

R.13.3 'F' grade obtained by a student will be deleted in the grade card once that course is successfully completed. The pass

R.13.4 grade acquired by the student will be indicated in the grade card of the appropriate academic year with an indication of the month and the year of passing. The CGPA will be accordingly revised.

R.14.0 Re-view of answer scripts

In case any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

R.15.0 Grade Card

R.15.1 The grade card issued by the Controller of Examinations to each student, after the announcement of the results will contain the following:

- a. The credits for each course registered for that semester,
- b. The letter grade obtained in each course
- c. The attendance code in each course
- d. The total number of credits earned by the student up to the end of that semester in each of the course categories
- e. The Cumulative Grade Point Average (CGPA) of all the courses taken from the First semester.

R.15.2 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The SGPA will be calculated according to the formula

$$SGPA = \frac{\sum_{i=1}^n C_i \times (GPGG)_i}{\sum_{i=1}^n C_i}$$

Where C_i = credit for the i^{th} course, $(GP)_i$ = the grade point

obtained for the i^{th} course (refer R.13.1), n = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F, Ab and I grades.

(i) For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_{i=1}^n S_i \times (SGPA)_i}{\sum_{i=1}^n S_i}$$

Where S_i = Sum of credits in i^{th} semester, $(SGPA)_i$ = Semester Grade Point Average earned in i^{th} semester and r = number of semesters and the sum is over all the semesters under consideration.

(ii) The SGPA and CGPA shall be rounded off to 2 decimal points.

R.15.3 Class / Distinction will be awarded to the students after they successfully complete the MBA program as per the norms stipulated in the following table:

Class	Category	CGPA	Class
Pass	Students who successfully complete the under-post program within the time duration of 6 semesters.	≥ 4 & < 5.5	Pass
Second Class		≥ 5.5 & < 6.00	Second Class
First Class		≥ 6 & < 8.00	First Class
First Class with Distinction		≥ 8.00 (Without F or Ab or Temporary break of study (R.15.0) in any Semester)	First Class with Distinction
		≥ 8.00 (With F or Ab or Temporary break of study in any Semester but obtained pass grade (O to P) subsequently)	First Class
Pass	Students who cannot complete the post graduate program in 6 semesters but complete it successfully within the time duration of 7 semesters.	≥ 4 & < 5.5	Pass
Second Class		≥ 5.5 & < 6	Second Class
First Class		≥ 6	First Class
Pass	Students who cannot complete the post graduate program in 7 Semesters but complete it successfully within the time duration of 12 Semesters.	≥ 4 & < 5.5	Pass
		≥ 5.5	Second Class

R 16.0 Academic dishonesty

When a student is found responsible for a violation of the SRM code of conduct pertaining to academic dishonesty (Malpractice in Examinations), the Office of Controller of Examinations will initiate action based on the pre-approved procedures. Appropriate penalty or punishment will be awarded to the student and communication sent to Dean / Director of Faculty of Management. The matter will be informed to the student's parents duly.

R.17.0 Eligibility for Award of the MBA Degree

R.17.1 A student shall be declared to be eligible for the award the MBA Degree if he/she has

- a. Registered and successfully completed the courses and projects as per the curriculum and obtaining an aggregate of learning credit totaling 102.
- b. Successfully acquired the required credits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time duration.
- c. No disciplinary action pending against him/her

R.18.0 Change of Regulations

Any regulation can be modified by the Academic Council of SRM Institute of Science Technology.