
P.E.S COLLEGE OF ENGINEERING, MANDYA

An Autonomous Institution, Affiliated to Visvesvaraya Technological University, Belagavi

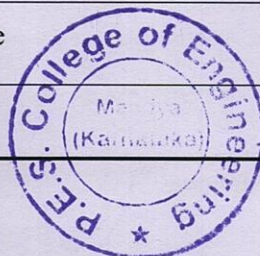
(Approved by AICTE, New Delhi & Aided by Government of Karnataka)



**ACADEMIC REGULATIONS GOVERNING
THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION (MBA)
Under Outcome Based Education (OBE) &
Choice Based Credit System (CBCS) Scheme
Effective from academic year 2024-25**

2024

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PREAMBLE:

P.E.S.College of Engineering (PESCE), an Autonomous Institution affiliated to Visvesvaraya Technological University (VTU),Belagavi, was established by People’s Education Trust® with the purpose of advancing and promoting technological education to the rural areas of the society.; and the Visveswaraya Technological University (VTU), University Grants Commission (UGC) and the All India Council for Technological Education (AICTE) have set forth specific norms and standards for Postgraduate education in Technology and Management Courses ; WHEREAS, the Master of Business Administration (MBA) program at PESCE aims to nurture future leaders equipped with comprehensive management knowledge, professional competencies, and ethical values. Designed to address the evolving needs of the global business environment, this program emphasizes academic rigor, practical application, and an interdisciplinary approach to learning.

The regulations outlined herein ensure academic integrity, quality assurance, and the holistic development of students, enabling them to contribute meaningfully to society and industry. These regulations also align with the Education Policy and incorporate innovative teaching-learning methodologies, flexible learning paths, and opportunities for skill enhancement. NOW, THEREFORE, the PESCE hereby establishes the following regulations for the MBA program, effective from 2024-25.

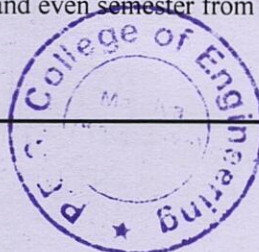
R24MBA-1.0: TITLE AND COMMENCEMENT

- 1.1 These Regulations shall be called as “Academic Regulations Governing the Degree of MBA Programme of PESCE - 2024”.
- 1.2 The Regulations are framed based on “Visvesvaraya Technological University Guidelines and norms for Implementation of Academic Autonomy in Institutions (2018) Amendments in 2022” and approved by the Governing Body on recommendation of the Academic Council of PESCE.
- 1.3 The Regulations are subject to amendments made by Visvesvaraya Technological University (VTU) and by the Academic Council with the approval of the Governing Body of the college from time to time and keeping the recommendations of the Board of Studies (BoS) in view.
- 1.4 These Regulations shall govern all the students seeking admissions to MBA programmes offered by PESCE under Autonomous Scheme from the academic year 2024-25.

R24MBA-1.1: - DEFINITIONS OF KEYWORDS

The following are the definitions/descriptions that have been followed for the different terms used in the Regulations of MBA Programme:

- 1. Programme:** Is an educational programme in Master of Business Administration (MBA) leading to award of Degree. It involves events/activities, comprising of lectures / tutorials / laboratory work/ field work, outreach activities/project work/vocational training/viva/seminars/Internship/ assignments/ presentations/ self-study/societal projects/online certificate courses etc., or a combination of some of these.
- 2. Branch:** Means Specialization or discipline.
- 3. Semester:** Refers to one of the two sessions of an academic year (vide: serial number 4), each session being of fifteen-sixteen weeks duration (with working days greater than or equal to ninety). The odd semester may be scheduled from August and even semester from February of each year.



- 4. Academic Year:** Refers to the sessions of two consecutive semesters (odd followed by an even) including periods of vacation.
- 5. Course:** Refers to subjects/papers of a programme. All Courses need not carry the same weight. The Courses should define learning objectives and learning outcomes. A Course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/project work/ vocational training/ viva/ seminars/ term papers/assignments/ presentations/ self-study etc., or a combination of some of these.
- 6. Credit:** Refers to a unit by which the Course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture or two hours of laboratory/practical Courses/ tutorials/ fieldwork per week etc.
- 7. Audit Courses:** Means Knowledge/ Skill enhancing Courses without the benefit of a grade or credit for a Course.
- 8. Choice Based Credit System (CBCS):** Refers to customizing the Course work, through Core, Elective and soft skill Courses, to provide necessary support for the students to achieve their goals.
- 9. Course Registration:** Refers to formal registration for the Courses of a semester (Credits) by every student under the supervision of a Faculty Advisor (also called Mentor, Counselor etc.,) in each Semester for the Institution to maintain proper record.
- 10. Course Evaluation:** Means Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) which shall constitute the major evaluations prescribed for each Course. CIE and SEE shall carry 50 % each, to enable each Course to be evaluated for 100 marks, irrespective of its Credits.
- 11. Continuous Internal Evaluation (CIE):** Refers to evaluation of students' achievement in the learning process. CIE shall be done by the Course Instructor and includes tests, homework, problem solving, group discussion, quiz, mini-project and seminar throughout the Semester, with weightage for the different components being fixed at the college level.
- 12. Semester End Examinations (SEE):** Refers to examination conducted at the College level covering the entire Course Syllabus. For this purpose, Syllabi is to be modularized and SEE questions are to be set from each module. SEE is also termed as university examination.
- 13. First Attempt:** Refers to a student who has completed all formalities and has become eligible to attend the SEE and has attended at least one head of passing, such attempt shall be considered as first attempt.
- 14. Credit Based System (CBS):** Refers to quantification of Course work, after a student completes teaching – learning process, followed by passing in both CIE and SEE. Under CBCS, the requirement for awarding degree is prescribed in terms of total number of credits to be earned by the students.
- 15. Credit Representation:** Refers to Credit Values for different academic activities considered, as per Table.1. Credits for seminar, project phases, project viva-voce and internship shall be as specified in the Scheme of Teaching and Examination.
- 16. Letter Grade:** It is an index of the performance of students in a said Course. Grades are denoted by letters O, A+, A, B+, B, C and F.

Table 1: Credit Values				
Theory/Lectures (L) (hours/week/Semester)	Tutorials (T) (hours/week/Semester)	Laboratory/Practical (P) (hours/week/Semester)	Credits (L:T:P)	Total Credits
4	0	0	4:0:0	4
3	0	0	3:0:0	3
2	2	0	2:1:0	3
2	0	2	2:0:1	3
2	2	2	2:1:1	4
0	0	6	0:0:3	3

NOTE: Activities like, skill training, study tour and participation in Guest lectures not to carry Credits.



17. Grading: Grade refers to qualitative measure of achievement of a student in each Course, based on the percentage of marks secured in (CIE plus SEE). Grading is done by Absolute Grading [Refer to R24MBA6.0]. The rubric attached to letter grades are as follows:

O – Outstanding	A – Very Good	B – Average	F – Fail
A+ – Excellent	B+ – Good	C – Pass and	

18. Grade Point (GP): Refers to a numerical weightage allotted to each letter grade on a 10-point scale as under.

Letter Grade and corresponding Grade Points on a typical 10 – Point scale							
Letter Grade	O	A+	A	B+	B	C	F
	Outstanding	Excellent	Very Good	Good	Average	Pass	Fail
Grade Point	10	9	8	7	6	5	0
% of Marks secured	90-100	80-89	70-79	60-69	55-59	50-54	0-49

19. Passing Standards: Refers to passing a Course only when getting GP greater than or equal to 5 [grade letter C] (as per serial number 18).

The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing marks for the CIE is 50% of the maximum marks. Minimum passing marks in SEE is 40% of the maximum marks of SEE. A student shall be deemed to have satisfied the academic requirements (passed) and earned the credits allotted to each course if the student secures not less than 50% in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together.

20. Credit Point: Is the product of grade point (GP) and number of credits for a Course i.e.,

Credit points (CrP) = GP × Credits for the Course.

21. Semester Grade Point Average (SGPA): Refers to a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various Courses of a semester and the total Course credits taken during that semester. [Refer to R24MBA6.0]

22. Cumulative Grade Point Average (CGPA): Is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points earned by a student in various Courses in all semesters and the sum of the total credits of all Courses in all the semesters. It is expressed up to two decimal places. [Refer to R24MBA6.0]

23. Grade Card: Refers to a certificate showing the grades earned by a student. A grade card shall be issued to all the registered students after every semester. The grade card will display the programme details (Course code, title, number of credits, grades secured) along with SGPA of that semester and CGPA earned till that semester.

24. College: means P.E.S. College of Engineering (PESCE)

25. Academic Council: means Academic Council of PESCE

26. BOS: means Board of Studies of various departments of PESCE

27. BOE: means Board of Examiners of various departments of PESCE

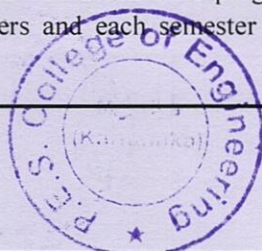
28. University: Visvesvaraya Technological University (VTU), Belagavi

R24MBA-1.2: - TITLE, DURATION AND CREDITS OF THE PROGRAMME OF STUDY

1. The Program shall be called Master of Business Administration, abbreviated as MBA. These Regulations shall be called P.E.S. College of Engineering, Mandya, MBA Regulations-2024, affiliated to Visvesvaraya Technological University, Belagavi. All the rules and regulations are approved by the Academic Council Constituted by PESCE.

2. These Regulations shall govern all the students seeking admission to the MBA Programme from the academic year 2024-25.

3. **Minimum Duration:** The Programme shall be a full time program for a period of two academic year's duration divided into four semesters and each semester shall be of 15-16 weeks duration (minimum of 90 working days).



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4. A Faculty/Employee working on Full Time basis in an Institution/ Organization and pursuing/pursued any Full Time Course for the same duration as that of Regular Shift shall be considered as ineligible for the purpose of employment/ higher studies.
5. **Maximum Duration for Programme Completion:** A candidate shall be allowed a maximum duration of 4 years from the first semester of admission to become eligible for the award of the Degree, failing which he/she may discontinue the program or register once again as a fresh candidate to I semester.
6. Prescribed Number of Credits for the Programme: The number of credits to be completed for the award of degree shall be **100**.
7. **Definition of Credits:**
 - 1 hour Lecture (L) per week per semester =1 Credit
 - 2 hour Tutorial (T) per week per semester =1 Credit
 - 2 hour Practical/Laboratory/Drawing (P) per week per semester =1 Credit.

Note:

- a. Four credit Courses are designed for 45-50 hours Teaching – Learning process.
- b. Three credit Courses are designed for 40-45 hours Teaching – Learning process.
- c. Two credit Courses are designed for 25-30 hours Teaching – Learning process.
- d. one credit Courses are designed for 15 hours Teaching – Learning process.

Each courses of **MBA** Programme are assigned with credits. The distributions of total 100 credits typical consists of

Core Courses	60 credits
Elective Courses	24 credits
Soft skills, Mini Project, Internship	08 credits
Project work	08 credits

8. The Calendar of events in respect of the Programme shall be notified by the PESCE in advance.

R24MBA2.0: ELIGIBILITY FOR ADMISSION (as per the government orders issued from time to time)

1. Admission to MBA Program shall be open to the candidates who have passed recognized Bachelor's Degree of a minimum of 3 years duration or equivalent examination and must have obtained an aggregate minimum of 50 % marks taken together in all the subjects including languages in all the years of the Degree Examination and 45% of marks in case of SC, ST and Category-I of Karnataka candidates. (Reservation is applicable only for Karnataka Candidates).

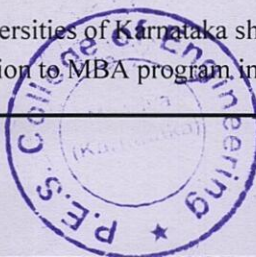
Note: Rounding off aggregate percentage is not permitted.

2. **For admissions under PGCET qualification and Roaster system of Government of Karnataka:**

There shall be an Entrance Examination (PGCET) for admission to the MBA programme. A candidate seeking admission to MBA Programme offered in any of the Engineering Colleges affiliated to VTU shall appear for this Examination. For admission under Government quota, ranks obtained in PGCET entrance examination, conducted by Karnataka Examination Authority (KEA), shall be considered.

For admissions under Management Quota: The candidates should have appeared for the Entrance Examination conducted by KEA (PGCET)/Karnataka Management Aptitude Test (KMAT) or appeared and qualified under any approved entrance examination conducted by the authority recognized by Government of Karnataka/VTU /any other University of Karnataka state. Further, there shall be an Admissions Committee for the MBA Program consisting of the Principal of the College as the Chairman, Head of the concerned Department/Chairperson and one senior staff member of the concerned Department. The Admissions Committee conducts the interview and selects the candidates for admission.

3. a) The candidates from other than the Universities of Karnataka shall have to obtain Eligibility Certificate from the VTU to seek admission to MBA program in any of the college affiliated to VTU.



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- b) The candidates from foreign countries shall have to obtain Eligibility Certificate from the VTU to seek admission to MBA program in any of the colleges affiliated to VTU. Further, they have to produce equivalence certificate from the Association of Indian Universities (AIU) New Delhi.
4. The intake under various categories (regular, SC/ST and category I) shall be as sanctioned by the AICTE, State Government and VTU, from time to time.

Admission to vacant seats:

5. Seats remaining vacant (unfilled), after the completion of PG admission process by Karnataka Examination Authority, shall be filled by the Institution by inviting applications through Press notification. The seats shall be filled by Candidates preferably who have PG CET score. In the absence of such Candidates, admission shall be based on merit in the entrance test conducted at the Institution level. An Admissions Committee, consisting of the Principal of the College, the Head of the concerned Department, the Chairperson and the subject experts, shall be in charge of admissions.

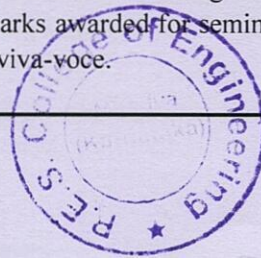
R24MBA3.0 COURSES

1. The curriculum of the Programme shall be any combination of following type of courses:
 - a. Professional Core Courses (PCC) - relevant to the chosen specialization/ branch. The core course is to be compulsorily studied by a student and is mandatory to complete the requirements of a programme in a said discipline of study.
 - b. Professional Electives Courses (PEC) - relevant to the chosen specialization/ branch: these are the courses, which can be chosen from the pool of subjects/papers. It shall be supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline / domain / nurturing student skills.
 - c. Open Electives Courses (OEC) - from other technical and/ or emerging specialization areas.
 - d. Project Work, Seminar.
 - e. Audit Courses (AC)/ Skill Enhancement Course (SEC)-The Audit course can be any non- credit course offered by the program to which the Candidate is admitted (other than the courses considered for completing the prescribed program credits). Audit course/s are non-credit courses opted by students for self – enrichment. Though, the CIE and SEE are required/not required (w.r.t. Scheme), the attendance to be compulsorily satisfied, for the audit course/s to find a place in the grade card without the mention of letter grade and credit.
 - f. Professional training/Internship Preferably at an industry/ R&D Organization/ IT company/ Government Organization / Business Organization of significant repute for a specified period mentioned in Scheme of Teaching and Examination.
2. A candidate shall exercise his /her option in respect of the electives and register for the same before the beginning of the concerned semester. The candidate may be permitted to opt for change of elective subject within 10 days from the date of commencement of the semester as per the calendar of the MBA Programme.
3. Students shall be allowed to choose the elective/s, depending on their career plans, and there shall not be any restriction as regards the minimum number of students to be registered for an elective course.

R24MBA4.0: INTERNSHIP

Seminar:

1. Each candidate shall deliver seminar as per the scheme of Teaching & Examination on the topics chosen from the relevant fields for about 1 hour.
2. The head of the department shall make the arrangements for conducting seminars through the concerned faculty members of the Department. The CIE marks awarded for seminar shall be based on evaluation of seminar report, Presentation skills along with viva-voce.



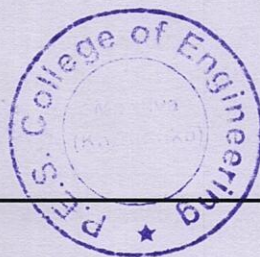
Internship:

The student shall undergo mandatory Internship for the specified period as per the Scheme of Teaching and Examination.

1. The internship shall be carried out in any industry/R&D Organization/Research Institute/Institute of national and international repute Business Organization/ recognized national and international Professional Bodies, Societies or Organizations.
2. The Department/college shall nominate a faculty member to facilitate/guide and supervise students under internship.
3. The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advice.
4. The Internship shall be completed during the period specified in Scheme of Teaching and Examination.
5. After completion of Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides.
6. There will be 100 marks for CIE (Seminar: 50 marks, Report: 50 marks) and 100 marks for Viva – Voce conducted during SEE. [To be read along with R24MBA 8.1 and 9.5]
7. The internal guide shall award the CIE marks for seminar and internship report after evaluation. He/she will also be the internal examiner for Viva – Voce conducted during SEE.
8. The external guide will be from the industry/ faculty from the other PG centers of VTU as examiner for the viva voce of Internship. The autonomous/affiliated institutions can have the external guide from the industry/ faculty from other VTU affiliated institutions/ VTU PG Centers. Viva-Voce on internship shall be conducted at the college and the date of Viva-Voce shall be fixed in consultation with the external Guide. The Examiners shall jointly award the Viva - Voce marks. Remuneration as per existing rules and as amended from time to time shall be paid to the examiners by the concerned institute.
9. (i) In case the external Guide is not available or expresses his inability to conduct viva voce, the Controller of Examiner (COE) shall be permitted to make alternate arrangement. The examiner, in the order of preference, shall be an industry person or a faculty of another institution. The same shall be intimated to the concerned BOE Chairperson.
(ii) In case the external Guide accepts to conduct viva-voce examination from his/her workplace, it shall be arranged via Video/web conferencing/Webinar. The external Examiner shall send the signed marks list, soon after the examination, via email/any electronic media. Remuneration as per existing rules and as amended from time to time shall be paid to the examiners by the concerned institute.
10. The students are permitted to carry out the internship anywhere in India or abroad. The University/PESCE institution will not provide any kind of Financial Assistance to any student for internship.

R24MBA4.1 Failing to undergo Internship:

Internship is one of the heads of passing. Completion of Internship is mandatory. If any student fails to undergo/complete the Internship, he/she shall be considered as fail in that Course and the prescribed credits shall not be awarded in that Course. The student, however, can submit the project dissertation and appear for viva-voce. The student shall be eligible for the internship credits only after satisfying the conditions prescribed for the same during the subsequent academic year. The reappearance shall be considered as an attempt.



R24MBA5.0: PROJECT

Project work and Dissertation:

1. Each candidate shall carry out the mandatory project work independently as per Scheme of Teaching and Examinations under the guidance of one of the faculty members of the Department in the Institution of study. If the project is of inter-disciplinary nature, a co-guide shall be taken from the other concerned department.
2. The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide, if any, during the III semester itself.
3. The subject and topic of the dissertation shall be from the major field of studies of the candidate. Modification of only the title but not the field of work may be permitted at the time of final submission of dissertation report during IV semester. If dissertation has to be carried out in any industry/R&D labs/business Organizations, outside the campus, permission shall be taken from the Principal to that effect.
4. The head of the department shall submit a list showing the name of the student, University Seat Number, title of the project, name/s of the guide/co-guide at the time of submission of project report to the Controller of Examination office.
5. Project is one of the heads of passing; the candidate shall submit a soft copy (CD) of the dissertation work to the Guide & HOD. The CD should contain the entire Dissertation in monolithic form as a PDF file (not separate chapters).
6. The internal guide with the help of PESCE-Librarian should ensure that, the allowable plagiarism index is less than or equal to 10%.
7. If the check indicates a plagiarism index greater than 10%:
 - For the first time, the candidate has to resubmit the dissertation, to the Internal Guide, along with the penal fees of Rs. 500/- (Rupees Five Hundred only).
 - For the second time, the candidate has to resubmit the dissertation along with the penal fees of Rs. 1000/- (Rupees one thousand only).
 - If the dissertation is rejected again during second resubmission with reference to plagiarism index, the candidate shall redo the project and submit after a semester's time subject to provisions of R24MBA1.2.5
8. The dissertation shall be sent through email for evaluation to two examiners - one internal examiner (guide/co-guide) and one external examiner (first) appointed by the BOE. The evaluation of the dissertation shall be made independently by each examiner.
9. Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of dissertation through email.
10. The examiners shall independently submit the marks through the specified email-link.
11. Average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.
12. Viva-voce examination of the candidate shall be conducted according to the rubrics defined by the department, if the dissertation work and the reports are accepted by the external examiner (first).
13. If the external examiner (first) finds that the dissertation work and the report are not up to the expected standard and the minimum passing marks cannot be awarded, the dissertation shall not be accepted for SEE.
 - i. The external examiner (first) can recommend for modifications/suggestions of dissertation or totally reject the dissertation. The examiner shall offer suggestions for improvement of the dissertation for resubmission or list the reasons for rejection of the dissertation.

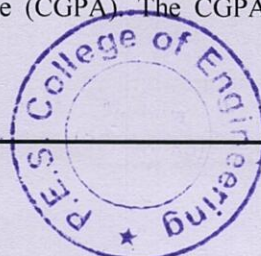


- ii. The resubmitted Dissertation incorporating the modifications/suggestions [as per R20MBA5.13] of the external examiner (first) and satisfying the provision R20MBA5.6 shall be sent again to the external examiner (first) for evaluation. If the dissertation and their report are accepted by the external examiner (first), Viva-voce examination of the candidate shall be conducted as per R20MBA5.15.
 - iii. In case of rejection of Dissertation by the external examiner (first), the same will be sent to a Second Examiner (external) approved by both BOE chairman & COE. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted as per R20MBA5.15. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of R20MBA1.2.5. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy.
 - iv. In case of rejection of Dissertation, with reasons, by the external examiner (first) [as per R20MBA5.13], the same will be sent to a Second Examiner (external) [not necessarily the same examiner considered under [R20MBA5.13(iii)]] approved by both BOE chairman & COE. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted as per R20MBA5.15. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of R20MBA1.2.5. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy.
14. The candidate, whose Dissertation is rejected, can rework on the same topic or choose another topic of dissertation under the same Guide or new Guide if necessary. In such an event, the report shall be submitted within four years from the date of admission to the Programme.
 15. Viva-voce examination of the candidate shall be conducted by the external examiner and internal examiner/ guide.
 - i. Internal examiner as per the direction of the Head of the Department shall have to arrive at a mutually convenient date for the conduct of viva-voce examination of the concerned candidate with intimation to the COE. In case one of the examiners expresses his/her inability to attend the viva- voce, the COE shall appoint a substitute examiner in his/her place.
 16. The relative weights for the evaluation of dissertation and the performance at the viva voce shall be as per the scheme of teaching & examination.
 17. The marks awarded by both the Examiners at the viva voce Examination shall be sent jointly to the COE after the examination.
 18. The candidates who fail to submit the dissertation work within the stipulated time have to submit the same at the time of next ensuing examination.
 19. CIE of the project work of MBA Course shall be based on the progress of the student in the work assigned by the Guide, periodically evaluated by him/her together with a departmental committee constituted for this purpose.

R24MBA6.0: COMPUTATION OF SGPA AND CGPA

1. Computation of SGPA and CGPA

- (i) As per the direction from University, PESCE adopts an absolute grading system wherein the marks are converted to grades, and every semester's results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated for every semester, except for the first semester.



- (ii) **Evaluation of Performance:** The overall performance of a student will be indicated by two indices:
 a) Semester Grade Point Average (SGPA) and b) Cumulative Grade Point Average (CGPA).

$$\text{SGPA} = \frac{\sum [(Course\ credits) \times (Grade\ points)] \text{ (for all courses in that semester)}}{\sum [(Course\ credits)] \text{ (for all courses in that semester)}}$$

$$\text{CGPA} = \frac{\sum [(Course\ credits) \times (Grade\ Points)] \text{ (for all courses excluding those with F \& transitional grades until that semester)}}{\sum [(Course\ credits)] \text{ (for all courses excluding those with F \& transitional grades until that semester)}}$$

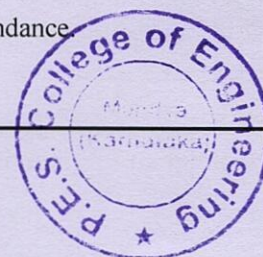
- (iii) The grading system with the letter grades and the assigned range of marks under the absolute grading system are as given below:

Letter Grade and corresponding Grade Points on a typical 10 – Point scale									
Letter Grade	O	A+	A	B+	B	C	F	PP - Passed	NP - Failed
	Outstanding	Excellent	Very Good	Good	Average	Pass	Fail	Non Credit Course	
Grade Point	10	9	8	7	6	5	0		
% of Marks Secured	90-100	80-89	70-79	60-69	55-59	50-54	0-49		

- (iii) **Transitional Grades:** Transitional grades, such as 'I', 'W' and 'X' shall be awarded to a student in special cases. These shall be converted into one or the other letters grades (O - F) after the student completes his/her course requirements, including examinations.
- (iv) **Grade 'I':** Awarded to a student having prescribed attendance and meeting the prescribed passing standard at CIE in a Course, but has absented from SEE with prior written permission, for a valid and convincing reason acceptable to the college, like:
- Illness or accident, which disabled him/her from attending SEE;
 - A calamity in the family at the time of SEE, which required the student to be away from the college;
 - Any other emergency as ascertained by the competent authority;
- (v) **Grade 'W':** Awarded to a student having the prescribed attendance, but withdrawing from the course before the prescribed date in a semester under faculty advice with the approval of the Head of the department
- (vi) **Grade 'X':** Awarded to a student having the prescribed attendance and high CIE rating ($\geq 90\%$) in a course, but SEE performance observed to be poor, which could result in an overall 'F' grade in the course.
- (vii) A student obtaining Grade F in a Course shall be considered fail and is required to reappear in subsequent SEE. Whatever, the letter grade secured by the student during his /her reappearance shall be retained. However, the number of attempts taken to clear a Course shall be indicated in the grade cards/ transcripts.
- (viii) **Make-up Examination:** The Make-up Examination facility shall be available to the students who may have missed to attend the SEE of one or more courses in a semester for valid reasons and given the 'I' grade. Students having 'X' grade shall also be eligible to take advantage of this facility. The Make-up Examination shall be held as per dates notified in the Academic calendar. However, it will be possible for a college to hold this examination at any other time in the semester with the permission of its Academic Council. In all these cases, the standard of the Make-up examination shall be the same as that of the regular SEE for the courses. In other words, there shall be no re-examination (make-up) for any courses except in the case of a student being awarded **I or X** grade. In such cases, the make-up examination shall be conducted immediately after SEE.

2. RE-Registration:

- (i) The following category of students are required to reregister for the courses:
- Students who have failed to get letter grades [O,A+,A,B+,B and C]
 - Students who have failed to secure a minimum of 50% marks in CIE.
 - Students who have been detained on account of shortage of attendance
 - Students who have withdrawn (grade W) from a course.



- Students who have dropped from a course, such students shall go through CIE and SEE again, in the course/courses for which he/she registers.
- (ii) Re-registration shall be possible if the particular course is offered again wither in a main or a supplementary semester.
3. **Grade Card:** Based on the secured letter grades, grade points, SGPA and CGPA, a grade card for each semester and a consolidated grade card indicating the performance in all semesters shall be issued.

R24MBA7.0 CONVERSIONS OF GRADES INTO PERCENTAGE AND CLASS EQUIVALENCE

Earning of Credits: A student shall be considered to have completed a course successfully and earned the credits if he/she secures an acceptable letter grade in the range O - C. Letter grade 'F' in any course implies failure of the student in that course and no credits earned.

Conversions of CGPA into Percentage of marks and Class Equivalence

There is no formula for the conversion of CGPA into the percentage of marks. However, the following formula for conversion of the CGPA on a 10-point scale into the percentage of marks (M) for employment / higher studies, etc. may be used;

Percentage of marks secured, $M = \text{CGPA Earned} \times 10$ Illustration for a CGPA of 8.20;

Percentage of marks secured $M = 8.20 \times 10 = 82\%$

Class Equivalence:

After the conversion of final CGPA into percentage of marks (P), a graduating student is reckoned to have passed in

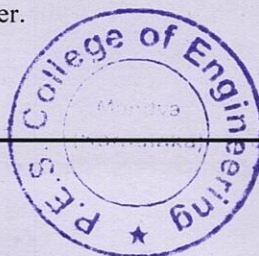
- First Class with Distinction (FCD) if $P \geq 70\%$
- First Class (FC) if $P \geq 60\%$ but $<70\%$ and
- Second Class (SC) if $P < 60\%$.

Award of Degree: A student shall be declared successful at the end of the programme for the award of degree only on obtaining CGPA ≥ 5.0 , with none of the courses remaining with 'F' Grade. In case, the SGPA/CGPA fall below 5.0, the student shall be permitted to appear again for SEE for required number of Courses (other than Practical) to makeup SGPA/CGPA greater than or equal to 5.0.

R24MBA8.0 ASSESSMENT: Continuous Internal Evaluation and Semester End Evaluation

R24MBA 8.1 **Continuous Internal Evaluation (CIE): (Theory)**The CIE shall be conducted by the course teacher all through the semester; which shall include two written tests and two events such as quiz, assignments, problem solving, group discussion etc. The student shall secure a **minimum of 50%** of the total marks prescribed for the CIE in each course to become eligible for SEE [Table.2.1]. **(Laboratory)** Performance in laboratory courses shall be assessed by continuous internal evaluation, followed by a laboratory test by internal examiners.

Makeup-Test: An additional test may be conducted for the deserving students to provide an opportunity to improve their CIE Marks before the end of the semester. The decision to conduct an additional test may be taken by the concerned subject teacher and the HoD (prior approval) depending on the merit of the case/s. The CIE marks shall be the average of the marks scored in two tests. **NOTE: [candidate who appear for makeup internals after taking 2 CIE, then his/her CIE should be maximum of 25 marks only].** Even after appearing make-up internals, Candidates obtaining less than 50% of the CIE marks in any course (Theory/Internship/Project) shall not be eligible to appear for the SEE that course/s. In such cases, candidates need to RE-REGISTAR such courses and Head of the Department shall arrange for the CIE marks in that course when offered in the subsequent semester.



Semester End Evaluation: (SEE)

There shall be a semester end examination at the end of each semester, on dates fixed by the college by means of a written examination for all core and elective theory courses. [Table.2.1].

Setting Theory Question Papers and Evaluation: Question papers in theory courses shall be set by the Examiners appointed by the BOE. SEE answer script evaluation will be carried out together by both internal & external (outside the college) evaluators.

Passing Standards:

Minimum marks to score for CIE is 50% of the maximum marks of CIE, and minimum passing marks for SEE is 40% of the maximum marks of SEE. In aggregate the students have to secure 50% total marks of the course (CIE+SEE marks).

Table:2.1

Particulars	Details	Evaluation
I - Test	Syllabus coverage is 50% for 30 Marks	Average marks of two tests i.e., 30 marks along with Alternative Assessment Tool i.e., 20 marks shall form CIE of 50 marks. (Note: alternative Assessment Tool shall be like Unit Test / Mini-Projects / seminar / MOOC's etc.)
II – Test	Syllabus coverage is next 50% for 30 Marks	
Assignment Alternative Assessment Tool	20 marks	
SEE	Final examination to be conducted for full syllabus for 100 marks.	SEE marks reduced to 50 marks.

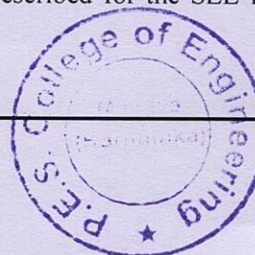
NOTE: The letter grade awarded to a student in a **Practical course** is based on an appropriate CIE and SEE. 50 marks for CIE and 50 marks for SEE are assigned and SEE will be conducted by two examiners (one internal & one external).

R24MBA9.0: ELIGIBILITY FOR PASSING AND AWARD OF DEGREE

1. A student who obtains any grade O to C shall be considered as pass in any course and if a student secures F grade in any of the head of passing, he/she has to reappear in that head for the SEE.
2. A student shall be declared successful at the end of the Program for the award of Degree only on obtaining CGPA \geq 5.00, with none of the Courses remaining with F Grade.
3. In case, the CGPA falls below 5.00, the student shall be permitted to appear again for SEE for required number of courses and attempts, to make up CGPA \geq 5.0.
4. For a pass in a theory course, the student shall secure minimum of 40 % of the maximum marks prescribed in the Semester End Examination and 50 % of marks in CIE and 50 % in the aggregate of CIE and SEE marks. The Minimum Passing Grade in a course is C.

Passing Standards using Absolute Grading	
Evaluation Method	Passing Standard
CIE	Score: \geq 50%
SEE	a. Score \geq 40% b. Total CIE+SEE shall be \geq 50%

5. R24MBA 9.5 For a pass in Internship/ Project/Dissertation/Viva-voce examination, a student shall secure a minimum of 50 % of the maximum marks prescribed for the SEE in Internship/Project/ Dissertation /Viva-voce.



Eligibility for Award of Degree:

A student shall be declared to have completed the degree of MBA, provided the student has undergone the stipulated course work as per the regulations and has earned the prescribed Credits, as per the Scheme of Teaching and Examination, of the programme.

R24MBA10.0: REGISTRATION & ATTENDANCE REQUIREMENT

Registration and Enrolment:

Every candidate after consulting faculty advisor is required to register for the approved courses with DPGC of parent department at the commencement of each semester on the registration day which be notified in the academic calendar.

Late Registration: Late registration may be permitted only for valid reasons on payment of late registration fee within the prescribed date.

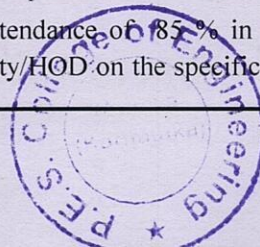
Registration in Absentia: Registration in absentia may be allowed only in rare cases like of illness or other contingencies. Request should be forwarded by faculty advisor and HOD, finally should be approved by Dean (Academic).

Eligibility for Registration: To be eligible to register for a higher semester, the student must have earned the required number of credits as stipulated for vertical progression as indicated in R24MBA13.0(Eligibility Criteria).

- a. **Registration for backlog courses:** students who could not complete courses of odd or even (both) semester/s in the respective SEE and subsequent supplementary examinations of a particular academic year, need to re-register for such courses during next academic year (corresponding odd/even semester) as fresh course/s, foregoing previous CIE marks.
- b. **Registration for detained course/s:** students detained for entire academic year for not fulfilling eligibility for upward movement as per R24MBA13.0(Eligibility criteria) need to re-register during next academic year (corresponding odd/even semester) as fresh course/s and are eligible for SEE only after fulfilling satisfactory CIE and attendance.
- c. Students having backlog course/s for having secured 'N' grade (*'N' grade is awarded when the students fails to gain the required minimum attendance or CIE*) in either odd or even semester of an academic year need to re-register during next academic year (corresponding odd/even semester) as fresh course/s and are eligible for SEE only after fulfilling satisfactory CIE.
- d. **Registration of New Scheme:** students who could not complete course/s of odd and even (both) semester in the old scheme MANDTORILY need to switch over a NEW scheme as and when notified by the concerned department.
- e. **Rejection of Course/s:** students who wish to reject prescribed courses of particular semester/academic year, as per R24MBA12.0, need to re-join by registering for all such courses in the subsequent academic year, with the approval from the PRINCIPAL in accordance with the regulations.

Minimum and Maximum Number of credits: a student must register for the prescribed number of courses in a semester. The minimum number of credits for which a student can register is 16. The maximum number of credits which student can register is 30. However, the student is advised to register for an average of 25 credits in a semester.

- Student has the option to ADD courses for registration till the date specified for late registration.
 - Student has the option to DROP course from registration as notified in the Academic calendar.
- Courses of each semester shall be treated as a separate unit for calculation of the attendance.
- The candidate has to put in a minimum attendance of 85% in each course with a provision to condone 10 % of the attendance by the faculty/HOD on the specific recommendation of the Principal



of the college, based on medical grounds, participation in NSS/NCC/Red Cross /Republic Day and Independence Day parades/University/ State/ National/ International level sports and cultural activities, seminars, workshops, paper presentation etc., of significant value. The necessary documents in support are to be submitted along with recommendations to condone the shortage.

- In case of late admission, approved by competent authority (Karnataka Examination Authority/VTU), to I semester of the programme the attendance shall be reckoned from the date of admission to the programme.
- Head of the department shall notify regularly, the list of candidates who fall short of attendance.
- Students having attendance less than 75% in course/s shall be awarded 'N' grade. However, the attendance core committee constituted by the college will decide on case to case basis for either Re-registration for such course/s being detained. If the same course is not offered, equivalent course recommended by DPGC should be taken, in case of change of scheme.

R24MBA11.0: PROMOTION AND ELIGIBILITY (Vertical Progression)

Promotion:

- There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.
 - (a) Each credit course shall be treated as a head of passing.
- The Mandatory non – credit courses, if any, shall not be considered for the Eligibility criterion prescribed for promotion, award of Class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree.

R24MBA12.0 FACULTY ADVISORS/MENTORS

Teachers shall be appointed as faculty advisors by the respective Head of the Department for group of students. The functions of such advisors shall include:

- (a) Monitoring the academic and other general purpose progress of the students.
- (b) Advising them on registration and selection of courses.
- (c) Assessing their academic performance and monitoring their attendance.
- (d) Advising the students on withdrawing/Dropping of Course/s based on their progress and capabilities.

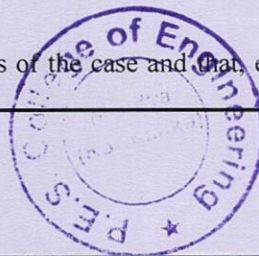
Dropping of Courses: A specific time period shall be fixed e.g., in the middle of a semester for this purpose to be based on the review to be conducted of students performance in CIE by the faculty Advisors concerned. The review is to mainly assist the students having poor performance to be facilitated to drop the identified courses (*up to minimum credits specified for the semester*) without being mentioned in the *Credit Card*. Such courses are to be re-registered by these students and taken up for the study at a later semester in the programme.

Withdrawal from courses: A specific time period shall be identified towards the end of a semester to help review the students' performance in CIE by the Faculty Advisors, followed by the students having poor performance to withdraw from identified courses (up to minimum credits specified for the semester) with mention in the GRADE CARD, (GRADE 'W') such Courses to be re-registered by these students and taken up for study at a later semester in the programme.

Temporary Discontinuation/Break in the Program

A student shall be permitted to withdraw/break temporarily from a college under the university on grounds like, prolonged illness, grave calamity in the family or any other serious happening, The withdrawal shall be period which are integral multiples of a semester, provided that:

- a. The student applies to the college within at least 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating endorsement of his /her parents/ guardians.
- b. The college is satisfied of the genuineness of the case and that, even by taking into account the



expected period of withdrawal, the students has the possibility to complete the prescribed Programme requirements within the time limits specified by the university.

- c. The student does not have any dues or demands at the college/university including tuition and other fees as well as library material.
- A student availing of temporary withdrawal from an Autonomous College infer the above provision shall be required to pay such fees and /or charges as may fixed by the college until such time as his/her name appears on the students Roll list. However, it may be noted the fees/charges once paid shall not be refunded.
 - Normally, a student will be entitled to avail of the temporary withdrawal facility only once during his/her studentship of the Programme at the college. However, any other concession for the student shall have to be approved by the academic council of the college. Hence, the students shall be advised by the Principal of the college to use the above provision only in exceptional cases.

Termination from the Programme:

A student shall be required to withdraw from the Programme and leave the Autonomous College on the following grounds:

- (i) Failure (Getting F grade) and not passing a course to earn credits for the same, in spite of FIVE attempts.
- (ii) Failure to secure CGPA \geq 5.0 on three consecutive occasions to lead the student being asked to discontinue the programme and leave the college. However,
 - Failure to secure CGPA \geq 5.0 at the end of any semester for the first time, to attract warning before approval of the student to continue in the following semester (ON probating).
 - There shall be provision for the rejection of total performance of a semester and re-registration for the semester. This shall be done only once in the entire course of studies.
- (iii) Absence from classes for more than six weeks at a time in a semester without leave of absence being granted by the competent Authority.
- (iv) Failure to meet the standards of discipline as prescribed by the college from time to time.

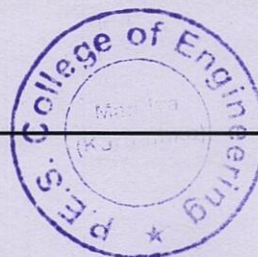
R24MBA13.0: COMMUNICATION OF GRADES

The course instructors shall submit the CIE marks of each student in his course to COE through Chairman,

1. DPGC within the stipulated date.
2. On completion of SEE, the students will be given an opportunity to view their answer scripts through the concerned course instructors. Any discrepancy with regard to evaluation will be finalized by DPGC of the concerned departments.
3. The final grades will be awarded by the Controller of Examinations after receiving SEE marks form DPGC of the respective department.
4. The student Progress Report shall contain the Letter Grade along with the SGPA and CGPA.

APPEAL FOR REVIEW OF GRADES

1. In case of any grievances about the SEE Grades, a student can appeal for review of grades to the controller of Examinations by applying for challenge valuation. The fee for such an appeal will be decided by Institution authority from time to time.
2. The challenge valuation, Make-up and Supplementary Examinations answer script viewing are also permitted.



Eligibility criteria for upward movement

Students are eligible to register following semesters with the conditions mentioned below.

Semester	Eligibility Criteria
First	-
Second	-
Third	Can carry maximum of 16 credits from previous 2 semesters
Fourth	-

Note: Each credit course shall be treated as a head of passing

GRADUATION REQUIREMENTS:

A student shall be declared to be eligible for the award of the degree if

1. Fulfilled degree requirements
2. No dues to the College, Departments, Hostels, Library, and Central compute Centre and any other centers.
3. No disciplinary action pending. The award of the degree must be recommended by the Academic Council.

GRADUATION CEREMONY:

Provisional degree will be awarded in person or in absentia for the students who have successfully completed the degree requirements during the preceding academic year.

Students are required to apply for the convocation along with prescribed fee to the university after having satisfactorily completed all the degree requirements within the specified date for the award of degree.

Award of Prizes, Medals and Ranks:

For the award of Prizes and Medals, the conditions stipulated by the Donor may be considered as per the statutes framed by the College for such awards. The ranks are given to candidates who do not obtain F grade in any courses of their study.

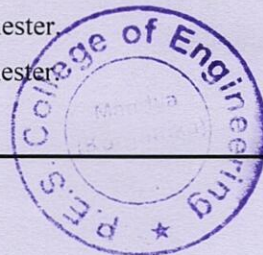
The total number of ranks awarded shall be 10 or 10% of total number of candidates appeared in final semester whichever less in that branch. In case, if there is less than 10 students appeared in the final semester examination then only a rank will be awarded from that branch. In case of fractional number ranks, it is rounded to higher integer only when the first decimal place value is greater than or equal to 5.

For award of rank, the CGPA secured by the students from first to final semester is considered. Ranks are awarded based on the merit of the students as determined by CGPA. If two or more students get the same CGPA, the tie shall be resolved by considering the actual marks obtained by the student. If it is not resolved even at this stage, the number of times a student has obtained higher SGPA. If it is not resolved still at this stage, the number of times a student has obtained higher grades like O, A+, A etc., shall be taken into account to decide the order of the rank. A student shall be eligible for a rank at the time of award of degree, provided the student,

1. Has passed first to final semester in all the courses in first attempt only in case of students admitted in first year.
2. Has completed all the prescribed Audit / Mandatory Courses.
3. Is not a repeater in any semester because of rejection of result of a semester / shortage of attendance etc.
4. Has completed all the semester without any break / discontinuity.

The following types of students are not consider for the rank,

- Students who dropped the course in any semester.
- Students who wrote Make-up / supplementary exams in any semester.
- Students who have N / I / W / X / F grade in a course in any semester.




R24MBA14.0: CONDUCT AND DISCIPLINE

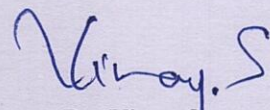
Students shall conduct themselves within and outside the premises of the college, in a manner befitting the students of an institution of National importance.

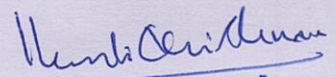
As per the order of Honorable Supreme Court of India ragging in any form is considered as a Criminal offence and is banned and any form of involvement in ragging will be severely dealt with.

The following acts of omission / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures

1. Ragging.
2. Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
3. Willful damage or stealthy removal of any property / belongings of the college / Hostel or of fellow students / Citizens.
4. Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
5. Mutilation or unauthorized possession of Library books.
6. Noisy and unseemly behavior, disturbing studies of fellow students.
7. Hacking in computer systems (such as entering into other Person's area without prior permission, manipulation and / or Damage of Computer hardware and Software or any other Cyber Crime etc.,).
8. Plagiarism of any nature.
9. Any other act of gross indiscipline and malpractice as decided by the Academic Council from time to time. Commensurate with the gravity of offense, the punishment may be to reprimand, expulsion from the hostel, debarment from an examination, disallowing the use of certain facilities of the college, rustication for a specified period or even outright expulsion from the college or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
10. For an offence committed in a hostel or in a department or in a class room and elsewhere, the Chief Warden, the Head of the Department and the Student Welfare Officer, shall be the authority to reprimand or impose fine.
11. All students after seeking admission to this Autonomous institution, right from course registration till the date of declaration of graduation, any cases of adoption of unfair means and / or any malpractice related to examination shall be reported to Controller of Examination. All such cases involving punishment / fine reprimand shall be referred to the committee Malpractice Committee (as the case maybe) and decision of Controller of Exams will be final and binding.
12. Notwithstanding situations and special cases covered by the above regulations the competent authority shall take decisions and obtain ratification from the immediate next Academic Council.


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Dean Academic
Dean (Academic)
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Dr. Vinay S
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