

**B.S.ABDUR RAHMAN  
UNIVERSITY**

B.S.ABDUR RAHMAN INSTITUTE OF SCIENCE & TECHNOLOGY  
(Estd.u/s 3 of the UGC Act, 1956)



(FORMERLY B.S.ABDUR RAHMAN CRESCENT ENGINEERING COLLEGE)

Seethakathi Estate, G.S.T. Road, Vandalur, Chennai - 600 048.

# **REGULATIONS 2013**

**For**

# **M.B.A. DEGREE PROGRAMME**

**(WITH AMENDMENTS INCORPORATED TILL JUNE 2015)**

**B.S. ABDUR RAHMAN UNIVERSITY, CHENNAI 48.**  
***REGULATIONS -2013 FOR MBA DEGREE PROGRAMME***

**1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires

- i) **“Programme”** means Post Graduate Degree Programme (MBA)
- ii) **“Course”** means a theory or practical subject that is normally studied in a trimester, like Management concepts, Marketing Management, Financial accounting, etc.
- iii) **“University”** means B.S.Abdur Rahman University, Chennai, 600048.
- iv) **“Institution”** unless otherwise specifically mentioned as an autonomous or off-campus institution means B.S.Abdur Rahman University.
- v) **“Academic Council”** means the Academic Council of this University.
- vi) **“Dean (Academic Affairs)”** means Dean (Academic Affairs) of B.S.Abdur Rahman University.
- vii) **“Dean (Student Affairs)”** means Dean(Student Affairs) of B.S.Abdur Rahman University.
- viii) **“Controller of Examinations”** means the Controller of Examinations of B.S.Abdur Rahman University who is responsible for conduct of examinations and declaration of results.

**2.0 PROGRAMME OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS**

**2.1 P.G. Programme Offered**

The P.G. Programme and its mode of study are as follows:

Degree	Mode of Study	Pattern
MBA	Full Time	Trimester

**2.2 MODE OF STUDY**

**2.2.1 Full-time**

Students admitted under "Full-Time" shall be available in the Institution during the complete working hours for curricular, co-curricular and extra-curricular activities assigned to them.

- 2.2.2 A full time student is permitted to carry out a project in a business organization during the final trimester under the joint supervision of a faculty member and an officer of the organization.

**2.3 ADMISSION REQUIREMENTS**

- 2.3.1 Students with any degree from UGC recognized institutions with 10+2+3 or 10+2+4 pattern are eligible to apply. To be considered for selection, the student should have either appeared for Management Aptitude Test (MAT), B.S. Abdur Rahman University Aptitude Test (BSAUAT) or any other nationally recognized entrance test. Selection is based on the combined scores obtained by the candidate for their performance in entrance test, degree marks, group discussion and personal interview.
- 2.3.2 Eligibility conditions for admission such as class obtained, number of attempts in the qualifying examination and physical fitness will be as prescribed by this Institution from time to time.

### 3.0 DURATION AND STRUCTURE OF MBA PROGRAMME

3.1 The minimum and maximum period for completion of MBA are given below:

Programme	Min. No. of Trimesters	Max. No. of Trimesters
MBA (full time)	6	12

3.2 The MBA programme consist of the following components as prescribed in the respective curriculum

- i. Core courses
- ii. Elective courses
- iii. Project work / thesis / dissertation
- iv. Laboratory Courses
- v. Case studies
- vi. Seminars
- vii. Industrial Internship
- viii. Group discussion
- ix. Mini project
- x. Quiz
- xi. Special Assignment, etc.

3.3 The curriculum and syllabi of MBA programme shall be approved by the Academic Council of this University.

3.4 The minimum number of credits to be earned for the successful completion of the MBA programme shall be specified in the curriculum of the MBA programme.

3.5 Each academic trimester shall normally comprise of 45-50 working days spread over 12 to 13 weeks. Trimester-end examinations will follow immediately after the last working day.

3.6 The curriculum of MBA programme shall be so designed that the minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Programme	Minimum prescribed credit range
MBA	110-125

3.7 Credits will be assigned to the courses for MBA programme as given below:

- \* One credit for one lecture period per week
- \* One credit each for seminar/practical session/project of two or three periods per week
- \* One credit for two weeks of industrial internship

3.8 The number of credits registered by a student in non-project trimester and project trimester should be within the range specified below:

P.G. Programme	Non-project Trimester	Project Trimester
MBA	21 to 24	18 to 24

3.9 The electives from the curriculum are to be chosen with the approval of the Dean (CBS).

A student can do dual specialization in the functional areas. He/she should choose one major functional area with totally six elective courses and one minor functional area with totally four elective courses in second year.

3.10 A student has the option to specialize in one major functional area and one minor functional area. During second year, in addition to compulsory courses, students would choose totally 6 elective courses for specialization in the major functional area: three elective courses in trimester IV and three elective courses in Trimester V. In addition they would be required to register in four elective courses specialization in minor functional area: Two elective course in Trimester IV and Two elective courses in Trimester V. List of elective courses in each area of specialization is presented in the curriculum.

3.12 The medium of instruction, examination, seminar and project/thesis/ dissertation reports will be English.

3.13 Students are required to undergo Summer Internship for 4-6 weeks in a business organization (after the end-term examination of III Trimester). Students should submit to CBS the Summer Internship completion certificate issued by the company.  
Students are required to submit a report to CBS. They would be required to make a presentation on the Summer Internship experience before a panel.

#### 3.14 **PROJECT WORK/THESIS/DISSERTATION**

3.14.1 Project work / Thesis / Dissertation shall be carried out under the joint supervision of a faculty member and an officer of the organization. The project can also be done unattached to an organization under the supervision of a faculty member.

3.14.2 Project work / Thesis / Dissertation shall be pursued for a minimum of 12 weeks during the final trimester.

3.14.3 One hard and one soft copy of the project report duly signed by the supervisors and the Dean (CBS) are to be submitted to the school before the specified date.

### 4.0 **CLASS ADVISOR AND FACULTY MENTOR**

#### 4.1 **CLASS ADVISOR**

A faculty member will be nominated by the Dean CBS as Class Advisor for the whole class. He/she is responsible for maintaining the academic, curricular and co-curricular records of all students throughout their period of study.

#### 4.2 **FACULTY MENTOR**

To help the students in planning their courses of study and for general counseling on the academic programme, the Dean CBS of the students will attach a certain number of students to a faculty member of the department who shall function as Faculty Mentor for the students throughout their period of study. Such Faculty Mentor shall offer advice to the students on academic and personal matters, and guide the students in taking up courses for registration and enrolment every trimester.

### 5.0 **CLASS COMMITTEE**

5.1 Every class of the MBA Programme will have a Class Committee constituted by the Dean (CBS) as follows:

- i. Teachers of all courses of the programme
- ii. One senior faculty preferably not offering courses for the class, as Chairperson.
- iii. Minimum two students of the class, nominated by the Dean (CBS) .
- iv. Professor in-charge of the MBA Programme – Ex-Officio Member.
- v. Class Advisor– Ex-Officio Member

- 5.2 The Class Committee shall be constituted by the Dean of the School.
- 5.3 The basic responsibilities of the Class Committee are to review the progress of the students of the class to discuss problems concerning curriculum and syllabi and the conduct of classes. The type of assessment for the course will be decided by the teacher in consultation with the Class Committee and will be announced to the students at the beginning of the trimester. Each Class Committee will communicate its recommendations to the Dean (CBS) and Dean (Academic Affairs). The class committee, **without the student members**, will also be responsible for the finalization of the trimester results and award of grades.
- 5.4 The Class Committee is required to meet at least thrice in a trimester, first within a week of the commencement of the trimester, second, after the first assessment and the third, after the trimester-end examination to finalize the grades.

## 6.0 **REGISTRATION AND ENROLMENT**

For the first trimester every student has to register and enroll on a specified date notified to the student. For the subsequent trimesters, registration for the courses will be done by the student during a specified week before the end of final examination of the previous trimester.

## 7.0 **BREAK OF STUDY FROM THE PROGRAMME**

A student may be permitted to have a break of study from the programme up to a maximum of three trimesters for valid reasons. Such student has to rejoin only in the same trimester from where he/she left. However, the total duration for completion of the programme shall not exceed maximum number of four years.

## 8.0 **MINIMUM REQUIREMENTS TO REGISTER FOR PROJECT / THESIS / DISSERTATION**

- 8.1 A student is permitted to register for project trimester, if he/she has earned the minimum 50 credits
- 8.2 If the student has not earned minimum 50 number of credits specified, he/she has to earn the required credits before registering for the sixth trimester.

## 9.0 **DISCIPLINE**

- 9.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the Institution.
- 9.2 Any act of indiscipline of a student reported to the Dean will be referred to a Discipline and Welfare Committee for taking appropriate action.
- 9.3 Every student should have been certified by the Dean that his / her conduct and discipline have been satisfactory.

## 10.0 **ATTENDANCE REQUIREMENT AND TRIMESTER / COURSE REPETITION**

- 10.1 A student shall earn 100% attendance in the contact periods of every course, subject to a maximum relaxation of 25%. A student should secure not less than 75% attendance in each course in that trimester. If a student who could secure attendance between 65% and 75% only in any of the course(s) due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level sports

events with prior permission from the Officials concerned shall be given exemption from the prescribed attendance requirement and he / she shall be permitted to appear for the current trimester examinations.

The students who do not fulfill the above attendance requirement will be given 'I' grade in that course and will not be permitted to write the end trimester examination. Such students should repeat that course of the trimester as and when it is offered.

10.2 The list of students who have not met the attendance requirement in each course is sent to the Dean (Academic Affairs) through the Dean (CBS). Thereupon, the Dean (Academic Affairs) shall issue orders preventing students from appearing for the trimester end examination of the specified course.

10.3 If a student fails in a course, he/she will be given U grade. If the student with "U" grade repeats any particular course and fails to earn the minimum attendance requirement while doing that course, then he/she will not be permitted to write the trimester end examination. However, continuous assessment marks earned earlier shall continue.

#### 11.0 **ASSESSMENTS AND EXAMINATIONS**

11.1 For lecture-based courses, students would be evaluated on a continuous basis by assessment components such as tests/quiz/case studies/mini projects/industry based assignments, etc. by the course faculty. There will be no substitute assessment for the test component in the continuous assessment.

11.2 There shall be a final examination of two hours duration for 50 marks, at the end of the trimester, in each lecture based course.

11.3 Students are required to carry out a project in a business organization under the joint supervision of a faculty member and an officer of the organization. The project can also be done unattached to an organization under the supervision of a faculty member. One hard and one soft copy of the project report are to be submitted to the school before the specified date.

The evaluation of the Project work will be based on the project report and a Viva-Voce Examination by a panel consisting of the supervisor concerned and Internal Examiners.

11.4 Students are required to undergo Summer Internship for 4-6 weeks in a business organization (after the trimester-end examination of III Trimester). Students should submit the Summer Internship report and completion certificate issued by the company to CBS. They shall make a presentation on the Summer Internship experience before a panel of examiners.

#### 12.0 **WEIGHTAGES**

12.1 The following shall be the weightages for different courses:

i)	<b>Lecture based course</b>	
	Continuous assessments	50%
	Trimester end examination	50%
ii)	<b>Laboratory Courses</b>	
	Continuous assessments	50%
	Trimester end examination	50%

iii) **Project work**

Periodic Review	50%
Evaluation of Project Report by External Examiner	20%
Viva Voce Examination	30%

12.2 Appearing for trimester end examination for each course (Theory and Practical) is mandatory for the successful completion of course

12.3 The markings for all assessment components and trimester end examinations will be on absolute basis. The final percentage of marks is calculated in each course as per the weightages given in clause 12.1.

13.0 **SUBSTITUTE EXAMINATION**

A student who has missed trimester end examination of a course may be permitted to write a substitute examination. However, permission to take up a substitute examination will be given under exceptional circumstances, such as accident or admissions to a hospital due to illness, etc.

A student shall apply in a prescribed form to the Dean (CBS) for approval within a week from the date of missed assessment.

14.0 **COURSEWISE GRADING OF STUDENTS AND LETTER GRADES**

14.1 Based on the trimester performance, each student is awarded a final letter grade at the end of the trimester in each course. The letter grades and the corresponding grade points are as follows, but grading has to be relative grading

Letter grade	Grade points
S	10
A	9
B	8
C	7
D	6
E	5
U	Failure
I	Inadequate attendance
W	Withdrawal from the course
AB	Absent for trimester-end exam

14.2 A student is considered to have completed a course successfully and earned the credit if he/she secure 5 grade points or higher. A letter grade 'U' in any course implies unsuccessful performance in that course.

14.3 A course successfully completed cannot be repeated for any reason.

15.0 **AWARD OF LETTER GRADE**

15.1 A final meeting of the Class Committee without the student member(s) will be convened after the trimester end examination. The letter grades to be awarded to the students for different courses will be finalized at the meeting.

15.2 After finalization of the grades at the class committee meeting, the Dean (CBS) will forward the results to the Controller of Examinations.

## 16.0 **DECLARATION OF RESULTS**

- 16.1 After finalization by the Class committee as per clause 14.1, the Letter grades awarded to the students in each course shall be published in the University website after duly approved by the Controller of Examinations.
- 16.2 In case any student feels aggrieved about the results, he/she can apply for revaluation after paying the prescribed fee for the purpose, within two weeks from the announcement of results. A committee will be constituted by the concerned Dean comprising of the Chair-person of the concerned Class committee, the faculty member concerned and another faculty member of the department who is knowledgeable in the concerned course. If the Committee finds that the case is genuine, it may jointly revalue the answer script and forward the revised marks to the Controller of Examinations with full justification for the revision, if any.
- 16.3 The “U” grade once awarded stays in the grade sheet of the students and is not deleted when he/she completes the course successfully later. The grade acquired by the student later will be indicated in the grade sheet of the appropriate trimester.

## 17.0 **COURSE REPETITION AND ARREAR EXAMINATION**

- 17.1 A student can withdraw from an enrolled course at any time before the second assessment for genuine reasons, with the approval of the Dean (Academic Affairs), on the recommendation of the Dean of the student.
- 17.2 A student should register to re-do a core course wherein "W" grade is awarded. If the student is awarded "W" grade in an elective course either the same elective course may be repeated or a new elective course may be taken.
- 17.3 A student who is awarded “U” or “AB” grade in a course shall write the trimester-end examination as arrear examination, at the end of the next trimester, along with the regular examinations of next trimester courses.

## 18.0 **GRADE SHEET**

- 18.1 The grade sheet issued at the end of the trimester to each student will contain the following:
- (i) the credits for each course registered for that trimester.
  - (ii) the performance in each course by the letter grade obtained.
  - (iii) the total credits earned in that trimester.
  - (iv) the Grade Point Average (GPA) of all the courses registered for that trimester and the Cumulative Grade Point Average (CGPA) of all the courses taken up to that trimester.
- 18.2 The GPA will be calculated according to the formula

$$GPA = \frac{\sum_{i=1}^n (C_i)(GP_i)}{\sum_{i=1}^n C_i}$$

Where n = number of courses

where  $C_i$  is the number of credits assigned for  $i^{th}$  course

$GP_i$  - Grade point obtained in the  $i^{th}$  course

For the cumulative grade point average (CGPA) a similar formula is used except that the sum is over the entire courses taken in all the Trimesters completed up to the point in time. For both



GPA and CGPA calculations, U, I & W grades are excluded.

18.3 Classification of the award of degree will be as follows:

<b>CGPA</b>	<b>Classification</b>
8.50 and above, having completed all courses in first appearance	First class with Distinction
6.50 and above, having completed within a period of 3 trimesters beyond the programme period	First Class
All others	Second Class

However, to be eligible for First Class with Distinction, a candidate should not have obtained U or I grade in any course during his/her study and should have completed the programme requirements within a minimum period covered by the minimum duration (clause 3.1) plus authorized break of study (clause 7), if any. To be eligible for First Class, a candidate should have passed the examination in all courses within the specified minimum number of trimesters from his/her commencement of study plus three trimesters. For this purpose, the authorized break of study will not be counted. The candidates who do not satisfy the above two conditions will be classified as Second Class. For the purpose of classification, the CGPA will be rounded to first decimal place. For the purpose of comparison of performance of candidates and ranking, CGPA will be considered up to three decimal places.

#### 19.0 **ELIGIBILITY FOR THE AWARD OF THE MASTERS DEGREE**

19.1 A student shall be declared to be eligible for the award of the MBA Degree if he/she has:

- i) Registered for and undergone all the compulsory and optional courses and completed them successfully
- ii) Acquired the required credits within the stipulated time, as specified in the curriculum
- iii) Successfully completed the field visit/industrial training, if any, as prescribed in the curriculum
- iv) Cleared all dues to the Institution, Hostels and Library and obtained a no-due certificate from the respective authority
- v) No disciplinary action is pending against him/her

19.2 The award of the degree must be approved by the University.

#### 20.0 **POWER TO MODIFY**

Notwithstanding all that have been stated above, the Academic Council has the right to modify any of the above regulations from time to time.