



B.S. Abdur Rahman

Crescent

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956

Regulations 2016

M.B.A. Degree Programme

REGULATIONS, CURRICULUM AND SYLLABI

MASTER OF BUSINESS ADMINISTRATION (MBA)

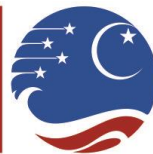
(As approved by the 9th Academic Council)

JULY 2016

**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)
Rated with A Grade by National Assessment and Accreditation Council
Seethakathi Estate, G.S.T. Road, Vandalur, Chennai - 600 048
www.bsauiv.ac.in



REGULATIONS – 2016 FOR MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAMMES

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
MBA	Part 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. Full time students can also be permitted to register for courses in the evening and / or on weekends with the prior approval from the HoD.

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.

2.2.3 Part Time

In this mode of study, students are required to attend classes normally in the evening and / or on weekends. They may also attend a few courses during the day if they register for the slot.

2.3 Admission Requirements

2.3.1 Students with any degree from UGC recognized institutions with 10+2+3 (or) 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 programme are given below:

Programme	Min. No. of Trimesters	Max. No. of Trimesters
MBA (full time)	6	12
MBA (part time)	9	18

3.2 The MBA programme consists 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. Mini project 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 50-55 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
MBA	75

- 3.7 Credits will be assigned to the courses for MBA programme as given below:
- One credit for 15 lecture periods per trimester
 - One credit each for seminar / practical session / project of 30 or 45 periods per trimester
 - One credit for two weeks of industrial internship
 - One credit of 15 lecture periods can also span for shorter duration and examination conducted immediately after that, particularly when offered by industry / external expert
- 3.8 The maximum number of credits registered by a student in non-project trimester and project trimester should be within the credit specified below:

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

- 3.9 The electives from the curriculum are to be chosen with the approval of the Head of the Department.

A student can do dual specialization in the functional areas. He / she should choose one major functional area for a minimum of 12 credits and one minor functional area for a minimum of 8 credits in second year.

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

- 3.11 Students are required to undergo Summer Internship for a minimum of 4 weeks in a business organization (after the end-term examination of III Trimester). Students should submit to the department, the Summer Internship completion certificate issued by the company.

3.12 **Project Work / Thesis / Dissertation**

- 3.12.1 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.

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

- 3.12.3 The project report duly signed by the supervisors and the Head of the Department is to be submitted to the Department within two weeks from the last working day.

4.0 **CLASS ADVISOR AND FACULTY ADVISOR**

4.1 **Class Advisor**

A faculty member will be nominated by the HOD as Class Advisor for the whole class.

He/she is responsible for maintaining the academic, curricular and co-curricular records of all students.

4.2 **Faculty Advisor**

To help the students in planning their courses of study and for general counseling on the academic programme, the Head of the Department of the students will attach a certain number of students to a faculty member of the department who shall function as Faculty Advisor for the students throughout their period of study. Such Faculty Advisor 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 Head of the Department as follows:

- i. Teachers of all courses of the programme of that trimester
- ii. One senior faculty preferably not offering any course for the class, as Chairperson.
- iii. Minimum two students of the class, nominated by the Head of the Department.
- iv. Head of the Department
- v. Class Advisor– Ex-Officio Member

5.2 The basic responsibilities of the Class Committee are to review the progress of the classes 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 Head of the Department 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.

5.3 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 day 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 specified in clause 3.1.

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 30 credits
- 8.2 If the student has not earned minimum 30 number of credits specified, he / she has to earn the required credits before registering for the project 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 Head of the Department will be referred to a Discipline and Welfare Committee for taking appropriate action.

10.0 ATTENDANCE REQUIREMENT AND TRIMESTER / COURSE REPETITION

- 10.1 Ideally every student is expected to attend all classes and earn 100% attendance in the contact periods of every course, subject to a maximum relaxation of 25% for genuine reasons like on medical grounds, representing the University in approved events etc., to become eligible to appear for the trimester -end examination in that course, failing which the student shall be awarded "I" grade in that course. If the course is a core course, the student should register for and repeat the course when it is offered next. If the course is an elective, either he/she can register and repeat the same elective or can register for a new elective, when it is offered.

- 10.2 The students of Full Time mode of study, who have not attended a single hour in all courses in a trimester and awarded 'I' grade are not permitted to write the examination and also are not permitted to move to next higher trimester. Such students should repeat all the courses of the trimester in the next Academic year.
- 10.3 If a student fails in a course, he / she will be given U grade. Students with U grades will have the option either to write trimester end arrears exam or to redo the courses when it is offered next time, if they wish to improve their continuous assessment marks subject to the approval of the Head of the department.
- 10.4 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.
- 11.2 There shall be a final examination of three hours duration at the end of the trimester.
- 11.3 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, an internal examiner and an external examiner.
- 11.4 The evaluation of the summer internship will be based on the report submitted by the student, the feedback from the organization where the student attended the internship & his / her presentation of the internship experience before the panel of examiners.

12.0 WEIGHTAGES

- 12.1 The following shall be the weightages for different courses:

i) Lecture based course

Continuous assessments	50%
Trimester-end examination	50%

ii) Laboratory courses

Continuous assessments	50%
Trimester end examination	50%

iii) Project work

Periodic reviews	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 the test or the trimester end examination of a course may be permitted to write a substitute examination for any one only. Permission to take up a substitute examination shall 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 Head of the Department 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

Letter grade	Grade points
D	6
E	5
U	Failure
I	Inadequate attendance
W	Withdrawal from the course
AB	Absent for trimester 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 Head of the Department 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 one weeks from the announcement of results.

A committee will be constituted by the Head of the Department comprising of the Chairperson 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 first assessment test for genuine reasons, with the approval of the Dean (Academic Affairs), on the recommendation of the Head of the Department
- 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, only at the end of the next trimester or along with the regular examinations of 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 GPA calculations I & W grades are excluded.

For CGPA calculations, U, I, AB & W grades are excluded.

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

CGPA	Classification
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 plus three trimesters from his/her commencement of study. 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 two decimal places. 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.