



B.S. Abdur Rahman

Crescent

Institute of Science & Technology

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

Regulations 2018

(Amendments updated upto December 2020)

M.B.A. Degree Programme



REGULATIONS 2018
CURRICULUM AND SYLLABI
(AMENDMENTS UPDATED UPTO DECEMBER 2020)

M.B.A.
MASTER OF BUSINESS ADMINISTRATION

REGULATIONS – 2018

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAMME

1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires

- i. **"Programme"** means a Post Graduate Degree Programme (MBA)
- ii. **"Course"** means a theory or practical subject that is normally studied in a semester, like Management concepts, Computers and Business Application Lab, Written Analysis and Communication Lab, etc.
- iii. **"Institute"** means B.S.Abdur Rahman Crescent Institute of Science and Technology, Chennai, 600048.
- iv. **"Institution"** unless otherwise specifically mentioned as an autonomosor off campus institution means B.S.Abdur Rahman Crescent Institute of Science and Technology.
- v. **"Academic Council"** means the Academic Council, which is the apex body on all academic matters of this Institute.
- vi. **"Dean (Academic Affairs)"** means Dean (Academic Affairs) of B.S.Abdur Rahman Crescent Institute of Science and Technology, who administers the academic matters.
- vii. **"Dean (P.G. Studies)"** means Dean (P.G. Studies) of B.S. Abdur Rahman Crescent Institute of Science and Technologywho administers all P.G Programmes of the Institute in coordination with Dean (Academic Affairs)
- viii. **"Dean (Student Affairs)"** means Dean (Student Affairs) of B.S.Abdur Rahman Crescent Institute of Science and Technology, who looks after the welfare and discipline of the students.
- ix. **"Controller of Examinations"** means the Controller of Examinations of B.S.Abdur Rahman Crescent Institute of Science and Technology who is responsible for conduct of examinations and declaration of results.

2.0 PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. Programmes Offered

The various P.G. Programmes and their modes of study are as follows:

Degree	Mode of Study	Pattern
MBA	Full Time	Semester

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 Admission Requirements

2.3.1 Students with any Under Graduate degree from UGC recognised institutions with 10+2+3 (or) 4 pattern and those appearing for their final examination (subject to passing) are eligible to apply. To be considered for selection, the student should have either appeared for MAT/CAT/XAT/TANCET or Entrance examination conducted by the Institution. Admission is based on the combined scores (a) UG degree marks (b) Entrance test (MAT/CAT/XAT/TANCET/Crescent Entrance Test, etc.), 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 THE P.G. PROGRAMME

3.1 The minimum and maximum period for completion of the P.G. Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
MBA (Full Time)	4	6

3.2 The PG. programmes consist of the following components as prescribed in the respective curriculum

- i. Core courses
- ii. General Elective courses
- iii. Functional Elective courses
- iv. Project work / thesis / dissertation
- v. Laboratory Courses
- vi. Case studies
- vii. Seminars
- viii. Mini Project
- ix. Internship

3.3 The curriculum and syllabi of MBA programme shall be approved by the

Academic Council of this Institute.

- 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 semester shall normally comprise of 80 working days. Semester-end examinations will follow immediately after the last working day.
- 3.6** The curriculum of PG programmes 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 credits
MBA	112

- 3.6.1** Students opting for strategy focus have to earn an additional mandatory minimum credits of 10 in strategy focus specialization

- 3.7** Credits will be assigned to the courses for all P.G. Management programmes as given below:
- One credit for 10 hours of teaching- learning in theory, tutorial period and practical sessions
 - One credit for two weeks of industrial internship/ project work

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

Programme	Full Time	
	Non-project Semester	Project semester
MBA	37	28

- 3.9** The functional electives from the curriculum are to be chosen with the approval of the Head of the Department / School Dean. A student can do dual specialization not exceeding 24 credits in one functional area.
- 3.10** The medium of instruction, seminar and project/ thesis / dissertation reports will be English.
- 3.11** Students are required to undergo summer internship for a minimum period of 8 weeks in a business organization (after the end term examination of II Semester).

3.12 Project Work / Thesis / Dissertation

- 3.12.1** Project work / Thesis / Dissertation shall be carried out under the supervision of a Faculty member in the Department 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 8 weeks during the final semester.
- 3.12.3** The project report duly signed by the supervisors and the Head of the Department / School Dean is to be submitted to the Department within two weeks from the last working day.
- 3.12.4** If a student fails to submit the Project Report / Thesis / Dissertation on or before the specified deadline he / she is deemed to have not completed the Project Work / Thesis / dissertation and shall re-register the same in a subsequent semester.

4.0 CLASS ADVISOR AND FACULTY ADVISOR

4.1 Class Advisor

A faculty member will be nominated by the HOD/ School Dean as Class Advisor for each batch / class/ section of students.

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

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 / School Dean of the students will attach a certain number of students to a faculty member of the department / school 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 semester.

5.0 CLASS COMMITTEE

5.1 Every batch/class/section of the MBA Programme will have a Class Committee constituted by the Head of the Department / School Dean as follows:

- i. Course Teachers of all courses of the programme
- ii. One senior faculty preferably not offering courses for the class, as Chairperson.
- iii. Six student representatives (male and female) of each class nominated

by the Head of the Department / School Dean in consultation with the relevant faculty advisors

- iv. All faculty advisors and the class advisors.
- v. Head of the Department / School Dean

5.2 The Class Committee shall be constituted by the respective Head of the Department / School Dean of the students.

5.3 The basic responsibilities of the Class Committee are to review periodically 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 after discussing the same in the Class Committee and will be announced to the students at the beginning of the semester. Each Class Committee will communicate its recommendations to the Head of the Department / School Dean and Dean (Academic Affairs).

5.4 The class committee shall meet at least three times during the semester. The first meeting will be held within two weeks from the date of commencement of classes, in which the nature of continuous assessment for various courses and the weightages for each component of assessment will be decided for the mid term and continuous assessment. The second meeting will be held within a week after the date of the mid term assessment report, to review the students' performance and for follow up action.

5.5 During these two meetings the student members representing the entire class, shall meaningfully interact and express opinions and suggestions to improve the effectiveness of the teaching-learning process.

5.6 The third meeting of the class committee, excluding the student members, shall meet within 5 days from the last day of the semester end examination to analyze the performance of the students in all the components of assessments and decide their grades in each course. The grades for a common course shall be decided by the concerned course committee and shall be presented to the class committee(s) by the concerned course coordinator.

6.0 REGISTRATION AND ENROLMENT

6.1 Except for the first semester, every student shall register for the ensuing semester during a specified week before the semester end examination of the ongoing semester. Every student shall submit a completed registration form indicating the list of courses intended to be enrolled during the ensuing semester. Late registration with the approval of the Dean (Academic Affairs)

along with a late fee will be permitted up to the last working day of the current semester.

6.2 The students of first semester shall register and enroll at the time of admission by paying the prescribed fees.

6.3 A student should have registered for all preceding semesters before registering for a particular semester.

7.0 COURSE CHANGE / WITHDRAWAL

7.1 CHANGE OF A COURSE

A student can change an enrolled course within 10 working days from the commencement of the course, with the approval of the Dean (Academic Affairs), on the recommendation of the Head of the Department / School Dean of the student.

7.2 WITHDRAWAL FROM A COURSE

A student can withdraw from an enrolled course at any time before the first assessment for genuine reasons, with the approval of the Dean (Academic Affairs), on the recommendation of the Head of the Department / School Dean of the student.

8.0 TEMPORARY BREAK OF STUDY FROM PROGRAMME

A student may be permitted by the Dean (Academic Affairs) to avail temporary break of study from the programme up to a maximum of one semester for reasons of ill health or other valid grounds. A student can avail the break of study before the start of first assessment of the ongoing semester. However the total duration for completion of the programme shall not exceed the prescribed maximum number of semesters (vide clause 3.1). If any student is debarred for want of attendance or suspended due to any act of indiscipline, it will not be considered as break of study. A student who has availed break of study has to rejoin in the same semester only.

9.0 MINIMUM REQUIREMENTS TO REGISTER FOR PROJECT / THESIS / DISSERTATION

9.1 A student is permitted to register for project semester, if he/she has earned the minimum number of credits specified below:

Programme	Minimum No. of credits to be earned to enroll for project semester
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MBA (Full time)	60
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9.2 If the student has not earned minimum number of credits specified, he/she has to earn the required credits, before registering for the project semester.

10.0 DISCIPLINE

10.1 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.

10.2 Any act of indiscipline of a student reported to the Head of the Institution will be referred to a Discipline and Welfare Committee for taking appropriate action.

11.0 ATTENDANCE

11.1 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 semester-end examination in that course, failing which the student shall be awarded "I" grade in that course.

11.2 A student should register to re-do a core course wherein "I" or "W" grade is awarded. If the student is awarded, "I" or "W" grade in an elective course either the same elective course may be repeated or a new elective course may be taken with the approval of Head of the Department / Dean of School.

11.3 The faculty member of each course shall cumulate the attendance details for the semester and furnish the names of the students who have not earned the required attendance in that course to the Class Advisor. The Class Advisor will consolidate and furnish the list of students who have earned less than 75% attendance, in various courses, to the Dean (Academic Affairs) through the Head of the Department/ Dean of School. Thereupon, the Dean (Academic Affairs) shall announce the names of such students prevented from writing the semester end examination in each course.

11.4 The students, who have not attended a single hour in all courses in a semester and awarded 'I' grade are not permitted to write the examination and also not permitted to move to next higher semester. Such students should repeat all the courses of the semester in the next Academic year.

12.0 ASSESSMENTS AND EXAMINATIONS

- 12.1** For lecture- based courses, one mid -term examination and one another assesment will be conducted during the semester. The assessments may be combination of tests and assignments. The assessment procedure as decided in the Class Committee for each batch of students, will be announced to the students right from the beginning of the semester by the course teacher.
- 12.2** There shall be one examination of three / two hours duration, at the end of the semester depending on the credit for the course.
- 12.3** For one (or) two credit courses that are not spread over the entire semester, the evaluation will be conducted at the completion of the course.
- 12.4** 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 an Internal Examiner.
- 12.5** 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. A progress report from the industry will also be considered for evaluation. The weightage for report shall be decided by the respective class committees of the batches.

13.0 WEIGHTAGES

- 13.1** The following shall be the weightages for different courses:

i) Lecture based course

Mid – term examination and other assessment components	60%
Semester-end examination	40%

ii) Laboratory based courses

Laboratory work assessment	75%
Semester-end examination	25%

iii) Project work

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

- 13.2** Appearing for semester end examination for each course (Theory and

Practical) is mandatory and a student should secure a minimum of 40% marks in semester end examination for the successful completion of the course.

13.3 The markings for all tests, tutorial, assignments (if any), laboratory work and examinations will be on absolute basis. The final percentage of marks is calculated in each course as per the weightages given in clause 13.1.

13.4 For the first attempt of the arrear theory examination, the internal assessment marks scored for a course during first appearance will be used for grading along with the marks scored in the arrear examination. From the subsequent appearance onwards, full weightage shall be assigned to the marks scored in the semester end examination and the internal assessment marks secured during the course of study shall be ignored.

14.0 SUBSTITUTE EXAMINATION

14.1 A student who has missed, for genuine reasons, the mid-term examination may be permitted to write a substitute examination paying the prescribed substitute examination fees. However, permission to take up a substitute examination will be given under exceptional circumstances, such as accidents, admission to a hospital due to illness, etc. by a committee constituted by the Head of the Department / School Dean for that purpose. However, there is no Substitute Examination for Semester End examination.

14.2 A student who misses any continuous assessment test in a course shall apply for substitute exam in the prescribed form to the Head of the Department / Dean of School within a week from the date of missed assessment test. However the Substitute Examination will be conducted after the last working day of the semester and before Semester End Examination .

15.0 PASSING AND DECLARATION OF RESULTS AND GRADE SHEET

15.1 All assessments of a course will be made on absolute marks basis. However, the Class Committee without the student members shall meet within 5 days after the semester-end examination and analyze the performance of students in all assessments of a course and award letter grades. The letter grades and the corresponding grade points are as follows:

Letter grade	Grade points
S	10

A	9
B	8
C	7
D	6
E	5
U	0
W	0
I	0
AB	0

“**U**” denotes unsuccessful performance in the course.

“**W**” denotes withdrawal from the course.

“**I**” denotes inadequate attendance and hence prevention from semester- end examination

“**AB**” denotes absence for the semester-end examination.

15.2 A student is considered to have completed a course successfully if he / she secure five grade points or higher. A letter grade ‘U’ in any course implies unsuccessful performance in that course.

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

16.0 AWARD OF LETTER GRADE

16.1 The grades are finalized by the class committee as per clause 15.1. After awarding of grades, shall be signed by the Chairman of the Class Committee and Head of the Department/Dean of Schools and it shall be declared by the Controller of Examinations.

16.2 Within one week from the date of declaration of result, a student can apply for revaluation of his / her semester-end theory examination answer scripts of one or more courses, on payment of the prescribed fee, through proper application to the Controller of Examination. Subsequently the Head of the Department/ Dean of School offered the course shall constitute a revaluation committee consisting of Chairman of the Class Committee as Convener, the faculty member of the course and a senior member of faculty knowledgeable in that

course. The committee shall meet within a week to revalue the answer scripts and submit its report to the Controller of Examinations for consideration and decision.

- 16.3** After results are declared, grade sheets shall be issued to each student, which will contain the following details. The list of courses enrolled during the semester including redo courses, if any, and the grade scored, the Grade Point Average (GPA) for the semester and the Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards. GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

If C_i , is the number of credits assigned for the i^{th} course and GP_i is the Grade Point in the i^{th} course

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

Where n = number of courses

The Cumulative Grade Point Average CGPA shall be calculated in a similar manner, considering all the courses enrolled from first semester.

"I" and "W" grades will be excluded for calculating GPA .

"U", "I", "AB" and "W" grades will be excluded for calculating CGPA.

The formula for the conversion of CGPA to equivalent percentage of marks shall be as follows:

Percentage Equivalent of Marks = CGPA X 10

- 16.4** After successful completion of the programme, the Degree will be awarded with the following classifications based on CGPA.

Classification	CGPA
First Class with Distinction	8.50 and above and passing all the courses in first appearance and completing the programme within the Prescribed period of 4 semesters
First Class	6.50 and above and completing the programme within a maximum of 6 semesters
Second Class	Others

However, to be eligible for First Class with Distinction, a student should not have obtained 'U' or 'I' grade in any course during his/her study and should have completed the U.G. programme within a minimum period (except break of study). To be eligible for First Class, a student should have passed the examination in all the courses within the specified minimum number of semesters reckoned from his/her commencement of study. For this purpose, the authorized break of study will not be counted. The students 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 students and ranking, CGPA will be considered up to three decimal places.

17.0 COURSE REPETITION AND ARREARS EXAMINATION

- 17.1** A student should register to re-do a core course wherein "I" or "W" grade is awarded. If the student is awarded "I" or "W" grade in an elective course either the same elective course may be repeated or a new elective course may be taken.
- 17.2** A student who is awarded "U" or "AB" grade in a course shall write the semester-end examination as arrear examination, at the end of the next semester, along with the regular examinations of next semester courses.
- 17.3** A student who is awarded "U" or "AB" grade in a course will have the option of either to write semester end arrear examination at the end of the subsequent semesters, or to redo the course whenever the course is offered. Marks earned during the redo period in the continuous assessment for the course, will be used for grading along with the marks earned in the end-semester (re-do) examination.

18.0 ONLINE / SELF STUDY COURSES / COURSE OF INDEPENDENT STUDY

Students are permitted to undergo department approved online courses under SWAYAM up to 20% of credits of courses in a semester with the recommendation of the Head of the Department / Dean of School and with the prior approval of Dean Academic Affairs during his/ her period of study. The credits earned through online courses ratified by the respective Board of Studies shall be transferred following the due approval procedures. The online courses can be considered in lieu of or in addition to core courses and elective courses.

Students shall undergo project related online course on their own with the mentoring of the faculty member.

Apart from the above the students who have opted for Strategy focus are allowed to take a maximum of two courses on need basis as Course of independent study (CIS) subject to the approval of Dean and the same is not mandatory.

19.0 SUPPLEMENTARY EXAMINATION

Final Year students can apply for supplementary examination for a maximum of three courses thus providing an opportunity to complete their degree programme. Like wise students with less credits can also apply for supplementary examination for a maximum of two courses to enable them to earn minimum credits to move to higher semester. The students can apply for supplementary examination within three weeks of the declaration of results.

20.0 ELIGIBILITY FOR THE AWARD OF THE MASTERS DEGREE

20.1 A student shall be declared to be eligible for the award of MBA degree provided the student has:

- i) successfully completed all the required courses specified in the programme curriculum and earned the number of credits prescribed for the specialization, within a maximum period of 6 semesters from the date of admission, including break of study
- ii) no dues to the Institution, Library, Hostels
- iii) no disciplinary action pending against him/her.

20.2 The award of the degree must have been approved by the Institute.

21.0 POWER TO MODIFY

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