



॥ तमसो मा ज्योतिर्गमय ॥

VISION

To provide equal opportunities for value based global education for creating an Enlightened Society

MISSION

To establish and facilitate educational institutions in the region for providing affordable value based global education to all who aspire to study and to create opportunities to educators, social workers and philanthropists to serve society



**SARVAJANIK
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

creating an enlightened society...

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PROGRAM REGULATION

"MASTER OF BUSINESS ADMINISTRATION (MBA)"

w.e.f. Academic Year 2024-'25


(v4.2)

Constituent Institute:
**S. R. LUTHRA INSTITUTE OF
MANAGEMENT
(SRLIM)**



Program Regulation
Master of Business Administration


The Program Regulation for Master of Business Administration proposed and drafted by **Academic and Curriculum Committee of Management (MBA)** under the Faculty of Management in the meeting held on 08-04-2024 and recommended to 'BOARD OF STUDIES' for approval.

Prof. Ravi Vaidya <u>Chairman, Academic</u> <u>& Curriculum Committee</u> <u>Management (MBA)</u>	Place of the meeting <u>S. R. Luthra Institute of</u> <u>Management</u>	 <u>Sign</u>
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The proposed Program Regulation was approved by **Board of Studies; Management** under the Faculty of Management in the meeting held on 15-04-2024 and was recommended to the 'FACULTY' for approval.

Prof. Jimmy Kapadia <u>Chairman,</u> <u>Board of Studies -</u> <u>Management</u>	Place of the meeting <u>S. R. Luthra Institute of</u> <u>Management</u>	 <u>Sign</u>
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The Program Regulation was approved by the **Faculty of Management** in the meeting held on 15-04- 2024 and was recommended to 'ACADEMIC COUNCIL' for approval.

Prof. Jimmy Kapadia <u>Chairman &</u> <u>Dean,</u> <u>Faculty of Management</u>	Place of the meeting <u>S. R. Luthra Institute</u> <u>of Management</u>	 <u>Sign</u>
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The Program Regulation was approved by the 'Academic Council of Sarvajanik University' in the meeting held on 25-04-2024.

Prof. Persi Engineer <u>Chairman, Academic Council</u> <u>& Hon'ble Provost, Sarvajanik</u> <u>University</u>	Place of the meeting <u>Sarvajanik University</u>	 <u>Sign</u>
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**LIST OF AMENDMENTS INTRODUCED IN PROGRAM REGULATIONS v4.1 OF
MASTER OF BUSINESS ADMINISTRATION, AS PER THE ACADEMIC COUNCIL
MEETING OF 3RD JANUARY 2024.**

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The Program Regulation was approved by the 'Academic Council of SarvajaniK University' in the meeting held on 03-01-2024.

Prof. Persi Engineer
Chairman, Academic Council
& Hon'ble Provost, SarvajaniK
University

Place of the meeting
SarvajaniK University


Sign





**LIST OF AMENDMENTS INTRODUCED IN PROGRAM REGULATIONS v4.2 OF
MASTER OF BUSINESS ADMINISTRATION, AS PER THE ACADEMIC COUNCIL
MEETING OF 26th FEBRUARY 2024.**

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The Program Regulation was approved by the 'Academic Council of SarvajaniK University' in the meeting held on 26-04-2024.

Prof. Persi Engineer
Chairman, Academic Council
& Hon'ble Provost, SarvajaniK
University

Place of the meeting
SarvajaniK University


Sign



Sarvajanik University

S. R. Luthra Institute of Management

Program Regulations

**Master of Business Administration
(M.B.A.)**

(From Academic Year 2024-2025 onwards)

**S. R. Luthra Institute of Management
M.T.B. College Campus, Athwalines,
Surat – 395001**

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Version History:

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1	v1	10 th December 2021
2	v2	3 rd March 2022
3	v3	10 th August 2022
4	v4	10 th February 2023
5	v4.1	3 rd January 2024
6	v4.2	25 th April 2024

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SRLIM

Established in 1999 under Sarvajanik Education Society

Recognized by AICTE, New Delhi

A Constituent Institute of

Sarvajanik University

VISION

*Aspiring to become a global leader in imparting ethical and holistic
'Management Education' for fair business practices and efficient
organization, creating an equitable society.*

MISSION

*M1 – Educate and equip knowledge, skills, attitudes and competencies through
experiential learning in a multi-cultural and global business domain.*

*M2 – Inspire ethical and socially conscious leadership in diverse business
environments.*

*M3 – Inculcate a spirit of innovation and entrepreneurship through continuous
learning and practical exposure.*

Program Regulations: M.B.A. Program, S. R. Luthra Institute of Management

MB 1.0	Short Title and Commencement
	<p>a) The Regulations listed herewith shall be known as “Program Regulations for the Two Year (Four Semesters) Full-Time M.B.A. Program, S. R. Luthra Institute of Management at Sarvajanik University”.</p> <p>b) The Program Regulations shall be applicable from Academic Year 2023-24.</p>
MB 2.0	Definitions
	<p>a) “ACPC” means the Admission Committee for Professional Courses;</p> <p>b) “Academic Council” means Academic Council of Sarvajanik University;</p> <p>c) “Academic Year” means the One Year Period commencing from 1st July of the current year to 30th June of the succeeding year; and comprising of one odd and one even semester;</p> <p>d) “Answer scripts” means test, assignment or examination answer sheet or booklet;</p> <p>e) “AICTE” means The All-India Council for Technical Education;</p> <p>f) “CGPA” means Cumulative Grade Point Average, which is the average of grade points obtained by a student in all the courses;</p> <p>g) “Credit” means the unit by which coursework is measured;</p> <p>h) “Credit Point” means the product of grade points and the number of credits for a course;</p> <p>i) “Faculty” means the Faculty of Management;</p> <p>j) “Full-Time student” means a student who is spending his / her full time on campus for a program;</p> <p>k) “Grade Point” means a numerical weight allotted to each letter grade on a 10-point scale;</p> <p>l) “Institute” means S. R. Luthra Institute of Management;</p> <p>m) “I-SIP” means International SIP (Summer Internship Project)¹;</p> <p>n) “Letter Grade” means an index of the performance of students in a said course. Grades are denoted by AA, AB, BB, BC, CC, CD, FF, PP, NP² and NA;</p> <p>o) “M.B.A.” means Master of Business Administration;</p> <p>p) “P.G.” means Post Graduate;</p> <p>q) “Program” means a set of courses a student is required to complete to become</p>

¹Introduced in v2

²Introduced in v2

	<p>eligible for the award of M.B.A. Degree;</p> <p>r) “SGPA” means Semester Grade Point Average, which is the weighted average of the grade points obtained in all the courses and projects during the semester;</p> <p>s) “Semester” means 15-18 weeks of academic work equivalent to 90 actual teaching days;</p> <p>t) “University” means the SarvajaniK University, Surat.</p>
MB 3.0	Academic Program
	The Regulations laid down herewith pertain to the Two-Year Full-Time Master of Business Administration (M.B.A.) Program.
MB 3.1	Nomenclature of the Program
	<p>The nomenclature and the abbreviation as given below shall be used for the Two-Year Full-Time M.B.A. program offered by the University:</p> <p style="text-align: center;"><i>Master of Business Administration (M.B.A.)</i></p>
MB 3.2	Eligibility for Admissions
	<p>a) Admission to the Two-Year Full-Time M.B.A. program shall be conducted as per the guidelines/norms prescribed by Admission Committee for Professional Courses (ACPC), Ahmadabad; and as per the directives of the Board of Management of the University.</p> <p>b) The entry-level qualifications required for getting admitted to the Two Year Full-Time M.B.A. program shall be as per the norms established by The Government of Gujarat / Department of Technical Education / Admission Committee for Professional Courses (ACPC) from time to time.</p> <p>c) Selected candidates shall complete the admission procedure within the prescribed date by paying the prescribed fees and completing all other admission formalities notified by the University; which is mandatory for the confirmation of admission.</p>
MB 3.2.1	³Transfer of Students from Other Universities to SarvajaniK University⁴
	<p>A student pursuing a Two-Year Full-time M.B.A. from any other Indian University can opt for admission to the M.B.A. Program of SarvajaniK University, subject to the following conditions:</p> <p>a) The transfer and subsequent admission can only be undertaken if there is a vacancy of seats available in the Third Semester of the M.B.A. Program of</p>

³Introduced in v2

⁴ Modified in v4.1, in Amendments

Sarvajanik University.

- b) The transfer from an M.B.A. Program of another Indian University to the M.B.A. Program of Sarvajanik University can only be undertaken in the Third Semester⁵ of the Program. The student should have completed the first two semesters of the First Year of the M.B.A. Program of another Indian University, and it should be an approved Program.
- c) The results of the first two semesters should have been declared and the student must not have any backlog in the First Two Semesters of the M.B.A. Program.
- d) The student’s application for seeking admission to the Third Semester of the M.B.A. Program at Sarvajanik University shall be subjected to scrutiny by a Competent Authority of the University responsible for certifying the equivalence.
- e) The student shall be required to pay all applicable fees of the Program, irrespective of the category of admission.
- f) The student shall have to apply for seeking admission, as per the rules laid down by the University and shall have to pay the applicable fees.

MB 3.2.2 Enrolment Number

- a) Once the student is admitted to the Program, the student shall be awarded and identified with an enrolment number which shall remain unchanged throughout the duration of the Program.
- b) The Enrolment number shall comprise 11 digits, which are coded as under:

Table 1: Enrolment Number Schema

Institute	Year of admission	Faculty	Program	Student’s role number
LM	21	MG	MB	001

Where,

LM – Luthra Management (S.R. Luthra Institute of Management)

21 – Year of admission, short for **2021**

MG- M = Master’s Program, G= Management Faculty

MB – M.B.A. Program

001 – Role number of 1st student of the batch

⁵Modified in v2



MB 3.2.3	Leave of Absence (LOA)
	<p>a) Due to unavoidable circumstances, if students are compelled to suspend their studies, they may apply for a Leave of absence (LOA).</p> <p>b) Only those students who have completed ATLEAST their FIRST SEMESTER are eligible to apply for a Leave of absence (LOA).</p> <p>c) The Leave of absence shall only be granted in exceptional circumstances involving reasons such as financial, medical, social etc.; by competent University authorities, on a case-to-case basis.</p> <p>d) The Leave of absence shall be granted for ONE FULL ACADEMIC YEAR, only once.</p> <p>e) Students will have to apply for the LOA to the University by filling up the prescribed form and payment of applicable fees.</p>
MB 3.2.4	6Withdrawal from the Program
	<p>a) A student undergoing the program is allowed to withdraw at any point during the program of study after submitting a request to the Registrar.</p> <p>b) Permission to withdraw shall be given by the Registrar after obtaining the approval of the Dean of the concerned Faculty.</p> <p>c) Any fees and other charges collected for that semester shall not be refundable.</p> <p>d) At the student's request, a Certificate will be issued for the courses completed.</p>
MB 3.2.5	7Termination from the Program
	<p>A student will be directed to discontinue the program and leave the University on the following grounds:</p> <p>a) Failure to meet the standards of discipline as prescribed by the University from time to time;</p> <p>b) Failure to complete the program within the prescribed maximum duration permitted by the University's Regulations;</p> <p>c) Violating the code of conduct.</p> <p>In case of termination, there shall be no refund of any kind of fees whatsoever, paid by the student to the Institute or the University.</p>
MB 3.3	Medium of Instruction
	The predominant medium of instruction for the M.B.A. program shall be the English

⁶ Modified in v4.1, in Amendments

⁷ Modified in v4.1, in Amendments

	language.
MB 3.4	M.B.A. Program Structure
	<p>a) The M.B.A. program of S.R. Luthra Institute of Management shall be as per the semester pattern, with four semesters constituting two academic years, each academic year having two semesters (First/ Odd and Second/ Even semesters).</p> <p>b) Each semester shall be of 15-18 weeks' duration (inclusive of mid-term and semester-end examinations) with a minimum of 90 working days.</p> <p>c) The Academic Calendar of the Institute will be synchronized with admission notification and allotment of candidates by ACPC, the Government of Gujarat in each academic year.</p>
MB 3.4.1	Program Duration
	<p>a) The normal duration of the M.B.A. Full-Time Program shall be Two years.</p> <p>b) The maximum duration which a student is allowed to complete the Two Year Full-Time M.B.A. Program shall be double the normal duration of the Program, i.e. FOUR years for Full-Time students.</p> <p>c) A student shall not take more than four academic years to fulfill all the academic requirements for the award of an M.B.A. degree from the date of commencement of the first-year first semester.</p> <p>d) Any provision to extend the duration of the M.B.A. Program beyond the maximum allowed duration of FOUR Years shall be considered by the Board of Management / Academic Council of the University.</p>
MB 3.4.2	Credit Scheme and Credit Structure
	<p>a) One credit is equivalent to 10 contact hours of 60 minutes each for theory classes.</p> <p>b) Other student activities such as study tours, guest lectures, conference/ workshop participation, technical paper presentations and identified mandatory courses (non-credit courses), if any, shall not carry credits.</p> <p>c) A student is required to earn a total of 112 credits to become eligible for the award of the M.B.A. Degree.</p>
MB 3.4.3	Curriculum Framework
	<p>a) The curriculum framework of the Two-Year Full-Time M.B.A. Program at S. R. Luthra Institute of Management is mentioned in Annexure- I.</p> <p>b) The curriculum offers choice-based credit courses to all students of the M.B.A.</p>

	<p>Program.</p> <p>c) The course classification matrix and detailed description of each type, of each course, is mentioned in Annexure-II.</p> <p>d) The teaching scheme of all four semesters mentioning the details of marks, credits and course codes is mentioned in Annexure III.</p> <p>e) The Institute shall offer a specialization or elective course if the number of students registered for the course is not less than 10 % of batch strength, subject to availability of resources during the prevailing semester/year.</p>
<p>MB 3.4.4</p>	<p>Program Educational Objectives and Program Outcomes</p>
	<p>a) Program Educational Objectives are broad statements that describe the career and professional accomplishments that the program is preparing students to achieve.</p> <p>b) The Program Educational Objectives (PEOs) of the Two Year Full-Time M.B.A. Program offered at S. R. Luthra Institute of Management are as under:</p> <hr/> <p>Program Educational Objectives</p> <hr/> <ul style="list-style-type: none"> • Professional Competency <ul style="list-style-type: none"> ○ Successfully synthesize knowledge of diverse functional areas to respond to current and emerging business situations. • Global Leadership <ul style="list-style-type: none"> ○ Competent to lead globally with cross-cultural adaptability. • Entrepreneurship <ul style="list-style-type: none"> ○ Identifying innovative opportunities leading to sustainable business ventures. • Ethics and Social Responsibility <ul style="list-style-type: none"> ○ Inculcate socially responsible and ethical behaviour in professional and personal life. <hr/> <p>c) Program Outcomes (POs) represent the knowledge, skills and attitudes the students should possess at the end of a Program.</p> <p>d) The Program Outcomes (POs) of the Two Year Full-Time M.B.A. Program offered at S. R. Luthra Institute of Management are as under:</p> <hr/> <p>Program Outcomes</p> <hr/> <ul style="list-style-type: none"> ○ Apply knowledge of management theories and practices to solve business problems.

	<ul style="list-style-type: none"> ○ Foster Analytical and critical thinking abilities for data-based decision making. ○ Ability to develop Value based Leadership ability. ○ Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business. ○ Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment. ○ Develop entrepreneurial competency for innovative and sustainable solutions.
MB 3.5	Attendance Requirements
	<ol style="list-style-type: none"> a) Attendance is the physical presence of the student in the classroom/laboratory/fieldwork /online sessions, etc. b) Students must earnestly strive to attend and diligently participate in all academic, co-curricular and extra-curricular activities to maximize their yield out of the Program. c) The minimum overall required attendance including the attendance of the mid-term examination is 75%. d) Roll call of each student shall be recorded in each class of each course, and also during each activity, by the concerned faculty. Attendance shall be consolidated and communicated to students periodically by the Institute. e) One period of attendance for each theory course shall be considered if, the student appears for the mid-term examination of that course. f) Students shall also be required to take part in any other academic and co- extra-curricular activities and attend as and when arranged by the Institute during the Academic Year. Attendance will be credited to compensate for the requirement of mandatory attendance. g) Any planned leave of absence by a student should be communicated in writing through an application letter addressed to the Director of the Institute well in advance for approval. h) Any sudden cause of absence such as illness, accident or any other unforeseen event should be immediately communicated to the Director of the Institute. i) Students desirous of continuous leave for less than two weeks during a semester shall apply for it in advance to the Director of the Institute providing reasons and supporting documents, if any and get it approved.

	<p>j) Continuous absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make a prior application, may be condoned by the Director of the Institute after proper verification.</p> <p>k) The Director of the institute shall be the Authority for sanctioning the leave of students outside clauses (i) and (j) above, after receiving their applications along with recommendations of the Attendance Committee.</p> <p>l) A student shall not be permitted to appear for the semester-end examinations (SE) if his attendance is less than 75%.</p> <p>m) It is the responsibility of every student to monitor the percentage of attendance and ensure that it satisfies the attendance norms prescribed by the University. If the student finds any discrepancy in the attendance status, it should be immediately brought to the notice of the concerned faculty.</p>												
MB 3.5.1	Condoning of shortfall of attendance												
	Condoning of shortfall of attendance below 75% shall be considered by the Director of the Institute only in genuine cases such as medical reasons, participation in co-curricular and extra-curricular activities.												
MB 4.0	Academic Requirements												
	<p>The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in MB 3.5., for the successful completion of the Program.</p> <p>a) Each course of the Program shall be denoted by a Course Code of 9 digits as under:</p> <p style="text-align: center;">Table 2: Course Code Structure Schema</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Faculty</th> <th>Program</th> <th>Version</th> <th>Course type</th> <th>Semester</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>MG</td> <td>MB</td> <td>1</td> <td>8</td> <td>1</td> <td>01</td> </tr> </tbody> </table> <p>Where, MG- M=Master’s Program, G= Management Faculty MB – M.B.A. Program 1– Version (First Version of syllabus) 8 – Course Type (8-Transdisciplinary Open elective)</p>	Faculty	Program	Version	Course type	Semester	Course Code	MG	MB	1	8	1	01
Faculty	Program	Version	Course type	Semester	Course Code								
MG	MB	1	8	1	01								

1-Semester (First Semester)

01- Course Code (01-Accounting for Managers)

- b) Each course in each semester shall have Continuous Evaluation (CE), Mid-Semester Examination (ME) and Semester End Examination (SE) components for evaluation and assessment (Except for LSLS, TOE and IE courses).
- c) Each LSLS and TOE course shall be assessed only through the Semester End Examination (SE) component.
- d) Each Industry Exposure course shall be assessed through the Continuous Evaluation (CE) and Viva (V) components.
- e) The Continuous Evaluation (CE) component (theory) shall carry a weightage of 40 marks.
- f) The Mid-Semester Examination (ME) component (theory) shall carry a weightage of 30 marks.
- g) The Semester-end Examination (SE) component (theory) shall carry a weightage of 50 marks.
- h) The ratio of continuous (formative/internal) assessment to semester-end (summative/external) assessment shall be in the ratio of 70 marks: 50 marks.
- i) For theory courses, the performance of the student in each semester shall be evaluated course-wise, with a maximum of 120 marks based on Continuous Evaluation (CE), Mid-Semester Examination (ME) and Semester-end Examination (SE).
- j) For Industry Exposure courses, the performance of the student in each semester shall be evaluated course-wise, with a maximum of 200 marks per course based on Continuous Evaluation (CE) and Viva (V).
- k) A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each theory course if the student secures not less than 40% of marks (20 out of 50 marks) in the Semester End (SE) Examination; (16 out of 40 marks) in the Continuous Evaluation (CE) and (12 out of 30 marks) in the Mid Semester Examination. Thus, the student is required to secure a minimum of 40% of marks in each component of a theory course. The student shall be deemed to have 'passed' in a course only if the student has 'passed' in all the components of the theory course.
- l) A student shall be deemed to have satisfied the academic requirements and earned

	<p>the credits allotted to each Industry Exposure course if the student secures not less than 50% of marks (50 out of 100 marks) in the Continuous Evaluation (CE) and (50 out of 100 marks) in the Viva (V) Examination. Thus, the student is required to secure a minimum of 50% of marks in each component of an IE course. The student shall be deemed to have ‘passed’ in a course only if the student has ‘passed’ in all the components of the IE course.</p>
<p>MB 4.1</p>	<p>Evaluation- Distribution and Weightage of Marks</p>
	<p>a) Mid-Semester examinations shall be conducted in the middle of the Semester.</p> <ol style="list-style-type: none"> i. The student shall be considered “Pass” in the Mid Semester Exam (ME) if the student secures 40% marks, i.e. 12 marks out of 30 marks. ii. If the student fails to secure 40% marks or was absent during the mid-semester exam, he/she shall have to re-appear for the “Mid Semester Remedial Exam” which shall be conducted at the end of the prevalent semester before the Semester End Exam (SE). iii. If the student fails to secure 40% in the Mid Semester Remedial exam too, then the student will be considered to have acquired a ‘backlog’ in that particular course and shall be required to appear for the Backlog exam of that course in the subsequent semester. iv. The maximum marks a student can attain in a mid-semester remedial exam shall be 50%⁸, irrespective of the marks obtained by the student in the remedial exam or the backlog exam. v. Even if a student was absent “NA” in the mid-semester examination, the same rules of the remedial exam would apply. vi. A student who fails in Mid Semester Exam shall be allowed to appear for Mid Semester Remedial Exam. However, if a student has not appeared in the Mid Semester Exam and has not communicated the genuineness of absence, the student may not be allowed to appear for Mid Semester Remedial Exam. <p>b) The Continuous Evaluation (CE) shall be the total of the marks secured in the continuous evaluation assessments which would comprise of assessment tools best suited to the course.</p>

⁸ Modified in v3

- i. There shall be continuous assessment tools that shall measure the learning outcomes after the completion of each module of a theory course.
 - ii. Thus, there shall be periodic⁹ assessments for each theory course. The assessment tool can be a quiz, role-play, simulation, software-based exercise, written test, open-book test, seminar or any other innovative tool deemed appropriate by the course faculty.
 - iii. The student shall have to secure 40% (16 out of 40 marks) in the CE. Failure to do so would attract additional assignments or any other such assessment deemed appropriate by the course faculty.
- c) The Semester End (SE) Examination shall carry a weightage of 50 marks for theory courses.
- i. The student shall have to secure at least 40% (20 out of 50 marks) in the SE as part of the requirement to successfully pass the course.
 - ii. If the student fails in the Semester End Examination of a theory course, the student can appear for ~~Remedial~~¹⁰/Backlog Examination as per the provisions mentioned in 4.2.1.
- d) There shall be a Summer Internship Project Viva-Voce after Semester II and before the beginning of Semester III. The Summer Internship Project Report and Viva-Voce are intended to assess how the students adapted themselves according to the organizational dynamics, comprehended the significance of interpersonal and inter-departmental relationships with peers and seniors, and secured hands-on learning of the organizational policies, processes, structure and culture. Students can also opt for undergoing I-SIP¹¹:
- i. The Summer Internship project can also be done in an organization / educational institute located out of India. In such a case, it would be termed as International SIP (I-SIP).
 - ii. I-SIP can be undertaken in any foreign university with which the Institute/ University has an agreement for a student exchange program.
 - iii. The policy, procedure and norms for I-SIP shall be announced periodically by the Institute / University.

⁹Modified in v2

¹⁰ Deleted in v4.2

¹¹ Introduced in v2

	<p>e) There shall be a Multidisciplinary Action Project Viva-Voce at the end of the IIIrd Semester. The Multidisciplinary Action Project Report and Viva-Voce are intended to assess the student's ability to undertake action-based projects and deliver solutions through the integrated applications of multiple disciplines studied by the student.</p> <p>f) There shall be a Capstone Project Viva-Voce at the end of the IVth Semester. The Capstone Project Report and Viva-Voce are intended to assess in the most comprehensive manner possible, the student's understanding and implementation of function-specific techniques and knowledge for delivering innovative and sustainable solutions for superior business value.</p> <p>g) The examination and assessment procedure for all the three Industry Exposure courses – Summer Internship Project, Multidisciplinary Action Project and Capstone Project shall be uniform, which is as under:</p> <ol style="list-style-type: none"> i. The Institute shall arrange for the conduct of Summer Internship Project Viva-Voce / Multidisciplinary Action Project Viva-Voce / Capstone Project Viva-Voce by an Internal Examiner (Continuous Evaluation of 100 marks) and an External Examiner (Viva-Voce of 100 marks). ii. The External Examiner shall be appointed by the Controller of Examination, from a list of potential examiners recommended by the Dean. The external examiner shall be an eminent academician/industry representative. iii. A student has to secure a minimum of 50% of marks in both components – Continuous Evaluation (CE) and Viva Voce (V) individually to be declared successfully passed in the Industry Exposure Course. If the student fails to obtain the minimum marks, the student will have to re-submit the revised Industry Exposure in the subsequent semester and will have to re-appear for Summer Internship Project Viva-Voce / Multidisciplinary Action Project Viva-Voce / Capstone Project Viva-Voce.
<p>MB 4.1.1</p>	<p>Massive Online Open Courses (MOOCs)¹²</p>
	<p>a) The Institute shall offer Massive Open Online Courses (MOOCs) offered by Study Webs of Active Learning for Young Aspiring Minds (SWAYAM); as per the prevailing directives and guidelines of Ministry of Education and UGC.</p>

¹² Introduced in v4.2

- b) The Institute shall offer MOOCs in the third and fourth semester of the Program. A student can opt for MOOC in lieu of any elective course in the third and fourth semester. Only a course designated as a course meant for the Post Graduate level on the SWAYAM portal shall be offered by the Institute, with the approval of the Dean / Principal.
- c) A student can opt up to 1 MOOC each in the third and fourth semester.
- d) The MOOC Course shall be implemented as per the guidelines and regulations of Sarvajanik University.

MB 4.2 Promotion Rules

Each M.B.A. student once admitted to the First Semester shall be promoted to subsequent semesters as mentioned below:

Table 3: Academic Progression/Promotion Eligibility Conditions

No.	Promotion	Conditions to be fulfilled
1	First Year First Semester to First Year Second Semester	Regular course of study of the first-year first semester and all attendance requirements.
2	First Year Second Semester to Second Year First Semester	Regular course of study of first-year second semester and all attendance requirements. Must have secured at least 34 credits out of 56 credits [Semester I (28 credits) and Semester II (28 credits)] i.e., 60% credits up to first-year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
3	Second Year First Semester to Second Year Second Semester	Regular course of study of the second-year first semester and all attendance requirements.

- a) When a student is detained due to lack of Credits in the first year, the student may be readmitted after fulfillment of the Academic Requirements, with the Academic Regulations of the Batch into which the student gets readmitted.
- b) ¹³When a student is detained due to lack of Credits in the first year, the norms concerning Summer Internship Project (SIP and I-SIP) shall be as under:
 - i. If the student has successfully completed the SIP/I-SIP work, the student’s work may be considered in the next/subsequent year when the student becomes eligible to be promoted to the Second Year / First Semester and the student fills up the University examination form for Semester III Examinations.

¹³ Introduced in v3



	<p>ii. The Continuous Evaluation and Semester End Evaluation (Viva) of SIP / I-SIP shall be conducted when the student becomes eligible and fills up the University examination form for Semester III Examinations.</p>
<p>4.2.1</p>	<p>^{14, 15} Remedial Exam and Backlog / A.T.K.T. Exam Rules</p>
	<p>a) A student who fails or is absent in the Semester End (SE) examination can apply for seeking permission in the prescribed form to appear for the ‘Remedial Exam’, subject to the following:</p> <ol style="list-style-type: none"> i. The student can apply for the Remedial Exam for ONLY THREE COURSES even if he/she is failing / absent in all courses of Semester End (SE) examination in any semester¹⁶. The student has the option to proceed with rechecking/reassessment before applying for the Remedial Exam, on payment of prescribed fees for rechecking/reassessment. ii. The permission to appear for the Remedial Exam shall be granted by the Director. The permission shall be granted based on the genuineness of the reasons mentioned in the application. <ol style="list-style-type: none"> a. The application has to be accompanied by certified documentary evidence of the reasons for absenteeism. b. For all foreseeable, planned and predictable circumstances, prior written intimation and permission has to be sought, or else the application for Remedial Exam shall not be entertained. c. In case of medical/other emergencies, a written letter/e-mail along with documentary proof has to be sent to the Institute at the earliest. iii. The student shall have to pay the applicable Remedial Exam fees once permission is granted to appear for the Remedial Exam. iv. The Remedial Exam for such courses shall be communicated by the University. v. The student can apply and appear in the Remedial Exam only once per course. vi. The result obtained in the Remedial Exam shall be considered final and valid. vii. If the student fails in a course in the Remedial Exam, he/she will have to

¹⁴ Modified in v4.1, in Amendments

¹⁵ Modified in v4.2, in Amendments

¹⁶ Modified in v3

	<p>appear for the Backlog / A.T.K.T. exam in the succeeding semester.</p> <p>b) –deleted¹⁷-</p> <p>c) If the student is still failing in a course(s) even after rechecking/reassessment and remedial examination¹⁸, the student will have to reappear for the Backlog / A.T.K.T. Exam in subsequent semesters. The Degree of M.B.A. shall only be awarded when the student has cleared all the courses and has obtained all the credits of the program.</p> <p>d) ¹⁹For any medal/scholarship, the eligibility of a student who has appeared for Remedial or A.T.K.T. exams shall be as per the prevailing University norms.</p>
4.2.2	Gracing
	A student is eligible for gracing of 03 (Three) marks in the Semester End Exam (50 Marks), only ONCE per semester, in ONLY ONE course, provided the student is failing in only ONE course.
MB-4.3	²⁰ Unfair Means (UFM)
	<p>Provisions for Unfair means during all examinations shall be as per the regulations by the University from time to time.</p> <p>a) No student shall use unfair means or indulge in disorderly conduct at ME or SE examinations. In the case of unfair means/malpractices observed by Invigilator/Squad/Course Instructor, the respective Answer Script shall be sealed along with the concerned material belongings in a sealed envelope with the undertaking signed by the student and overleaf signed by Invigilator/Squad/Course Instructor. Such sealed envelope(s) labeled in a specific format shall be submitted to the Examination Authority of the University. All submitted envelopes shall be filed and stored in lock and key for presenting them to the Competent Authority of the University.</p> <p>b) The Competent Authority shall conduct a meeting and call every accused student to listen. After listening to all the arguments and deliberations, the decisions of the committee shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.</p>

¹⁷ Deleted in v3

¹⁸ Modified in v3

¹⁹ Introduced in v2

²⁰ Modified in v4.1, in Amendments

MB 4.3.1	²¹What constitutes an Unfair Mean (UFM)?
	<p>The unfair means/malpractices shall include the following:</p> <ol style="list-style-type: none"> a) During examination time having in possession or access to <ol style="list-style-type: none"> i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination. ii. Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, shall potentially be used for communication or copying. iii. Anything which is written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned. iv. Anything was written or signs made on the body of the student or his/her clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course. v. Anything was written on the question paper which may have relevance to the syllabus of the examination of the concerned course. b) Giving or receiving assistance in answering the question papers to or from any other student /person in the examination hall or outside during the examination hours. c) Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator. d) Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material. e) Impersonating any student or getting impersonated by any person for taking the examination.
MB 4.3.2	²²UFM Punishment
	<p>A student found using unfair means/malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to the Competent Authority of the University. The Authority after consideration of the case shall decide punishment as one or more of the following:</p>

²¹ Deleted in v4.1

²² Deleted in v4.1

- a) Cancellation of the examination of the course in respect of which the students are found to have been guilty; and/or
 - b) Cancellation of the examination of the semester examination for which the student has participated and/or debarred from the examination for the future semester(s).
 - c) Any other punishment deemed suitable by the Competent Authority of the University.
- ²³The penalty and punishment details for Unfair Means shall be as per the guidelines of the University.

MB 4.3.3 ²⁴UFM Rules for Mid Semester Examinations²⁵

Identifying and defining the unfair means and practices done for the M.B.A program applicable on Mid Semester Regular and Mid Semester Remedial Examinations taken by the institute.

Table 4: Unfair Means by Student and Punishments

Sr. No.	Unfair Means & Misconduct by Students during Exams	Type of Punishment
1.	Copying from or referring to any material other than the question paper or answer book of the candidate himself during the course of examination. The material could be a piece of paper/cloth, calculator, mobile phones, benches in the examination hall/ labs, washroom, any area within the Institute’s premise of the Institute or different parts of the human body such as hands, arms, feet etc.	Cancellation of the examination of that particular course and the student shall be awarded grade FF in that component. Student shall be allowed to appear for the subsequent exam of that course in that semester or next semester whichever is applicable.
2.	Bringing to the examination hall any material with the intention to use it in attempting the questions.	
3.	A student is found having in his/her possession of any electronic device/gadget or has accessed any app or devices during the exam duration.	
4.	Taking help from the peer examinees in the form of verbal conversation or seeing /showing the answer book of/ to other	

²³Modified in v2

²⁴ Introduced in v4

²⁵ Modified in v4.1, in Amendments



	examinees with or without their consent.	
5.	Misbehaving or creating disturbance of any kind in and around the examination hall or organizing a walk out or instigating other to walk out.	
	If a student commits any UFM mentioned in Pts. 1 to 5 more than once, i.e., the student is a repeat offender.	Cancellation of the examination of that particular course and the student shall be awarded grade FF in that component in that semester. Student shall not be allowed to appear for the subsequent exam of those courses in that semester. The student shall have to appear for that course as backlog exam in next semester.

* For all other type of offences, misconduct, and unfair means not mentioned above, the Director of the Institute shall initiate / prescribe necessary disciplinary action.

MB 4.4

²⁶Examinations and Assessment – The Grading System

- a) Grades shall be awarded to indicate the performance of each student in each Theory Course based on the % of marks obtained cumulatively in CE + ME + SE (Continuous Evaluation + Mid Semester Examination + Semester End Examination, taken together), and a corresponding Letter Grade shall be awarded.
- b) Grades shall be awarded to indicate the performance of each student in each Industry Exposure Course based on the % of marks obtained cumulatively in CE + V (Continuous Internal Evaluation + Viva Examination, taken together), and a corresponding Letter Grade shall be awarded.
- c) As a measure of the student’s performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed²⁷:

Table 5: Conversion of marks to grade for course components

% of Marks Secured in a Course Component (Class Intervals)	Letter Grade	Grade Points (Used in SGPA)
85% and above (85%, ≤ 100%)	AA (outstanding)	10
Below 85% but not less than 75%	AB (Excellent)	09

²⁶ Modified in v4.1, in Amendments

²⁷ Modified in v2



(75%, < 85%)		
Below 75% but not less than 65% (65%, < 75%)	BB (Very Good)	08
Below 65% but not less than 55% (55%, < 65%)	BC (Good)	07
Below 55% but not less than 45% (45%, < 55%)	CC (Above Average)	06
Below 45% but not less than 40% (40%, < 45%)	CD (Average)	05
Below 40% (< 40%)	FF (Fail)	00
LSLS and TOE Subjects	PP / NP ²⁸ (Pass / Not Pass)	00
Absent	NA	00

- d) A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks.
- e) A student obtaining an 'FF' Grade in any course is deemed to have 'failed' and can apply for rechecking/reassessment as per Point 4.2.1. The student can then apply for the Remedial Exam as per Point 4.2.1 (a). If the student is not eligible for Remedial Exam and/or the student secures an 'FF' grade in the Remedial Exam, then the student needs to appear for the Backlog / A.T.K.T. Semester End Examination (SE), as and when conducted. In such cases, his Internal Marks (CE + ME Marks) in those courses shall remain as obtained earlier.
- f) If a student has not appeared for the examinations, 'NA' Grade (NA indicates Absent) shall be allocated to the student and the student shall be considered 'fail'. The student can then apply for the Remedial Exam as per Point 4.2.1 (a). If the student is not eligible for Remedial Exam and/or the student secures an 'FF' grade in the Remedial Exam, then the student needs to appear for the Backlog / A.T.K.T. Semester End Examination (SE), as and when conducted.
- g) The 'NA / FF' grade once awarded stays in the record of the student and is deleted when the student completes the course successfully. The new grade acquired by the student will be indicated in the grade sheet of the appropriate academic year with an indication of the month and year of the passing of that course.
- h) In general, a student shall not be permitted to repeat any Course (s) only for the

²⁸Modified in v2

sake of ‘Grade Improvement’ or ‘SGPA/ CGPA Improvement’.

i) A student earns Grade Point (GP) in each Course, based on the Letter Grade obtained by the student in that Course. The corresponding ‘Credit Points’ (CP) is computed by multiplying the Grade Point with Credits for that particular Course.

Credit Points (CP) = Grade Point (GP) x Credits For a Course

MB 4.4.1 Computation of Semester Grade Point Average (SGPA)

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, rounded off to TWO Decimal places. SGPA is thus computed as

$$SGPA (Si) = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

where

- ‘i’ is the Course indicator index (taking into account all Courses in a Semester),
- ‘n’ is the no. of Courses ‘REGISTERED’ for the Semester (as specifically required and listed under the Course Structure of the Program),
- C_i is the no. of Credits allotted to the ith course, and
- (GP)_i represents the Grade Points (GP) corresponding to the Letter Grade awarded for that ith Course.

Table 6: Illustration of calculation of SGPA:

Semester 1:

Course / Course	Credits	Letter Grade	Grade Points	Credit Points
Course 1	4	BB	8	4*8 = 32
Course 2	4	AA	10	4*10 = 40
Course 3	4	CC	6	4*6 = 24
Course 4	4	CC	6	4*6 = 24
Course 5	4	AB	9	4*9 = 36
Course 6	4	CC	6	4*6 = 24
Course 7	4	CC	6	4*6 = 24
Course 8	0	PP	0	0
	28			204

SGPA = 204 / 28 = 7.28

MB 4.4.2 Computation of Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative



performance of a student over ALL Semesters considered for registration. The CGPA is the ratio of the Total Credit Points secured by a student in ALL registered Courses in ALL Semesters, and the Total Number of Credits registered in ALL the Semesters. CGPA is rounded off to TWO Decimal Places. CGPA is thus computed from the 1st Year Second Semester onwards, at the end of each semester, as per the formula:

$$CGPA = \frac{\sum_1^r C_i \times S_i}{\sum_1^r C_i}$$

where

- C_i is the sum of credits in 'i' semesters
- S_i is the Semester Grade Point Average earned in an ith semester
- r = number of semesters under consideration

Table 7: Illustration of calculation of CGPA:

Semester	Credits	SGPA	Credits*SGPA
Semester I	28	7.0	28*7 = 196
Semester II	28	7.5	28*7.5 = 210
Semester III	34	6.5	34*6.5 = 221
Semester IV	22	7.0	22*7 = 154
	112		781

$$CGPA = 781 / 112 = 6.97$$

For converting Cumulative Grade Point Average to percentage, the conversion factor will be ²⁹(CGPA – 0.5) * 10. For e.g., Percentage = (6.97 – 0.5) * 10 = 64.7%

MB 4.5 Class / Distinction³⁰

Class/distinction will be awarded to the students after they complete the M.B.A. Program as per the norms stipulated in the following table:

Table 8: Class / Distinctions

CGPA	Class
≥ 7.1 ³¹	First Class with Distinction
≥ 6.5 & < 7.1 ³²	First Class
≥ 5.5 & < 6.5	Second Class
< 5.5	Pass Class

²⁹Modified in v2

³⁰Modified in v2

³¹ Modified in v3

³² Modified in v3



MB 4.6	Announcement of Results
	The office of the Registrar will announce the results of the students on the Faculty notice board as well as on the University and Institute website.
MB 4.6.1	³³Reassessment and Re-checking
	Students can apply for reassessment and re-checking in any course semester-end examination as per the prevailing norms of the University.
MB 4.6.2	Withholding of Results
	Students' results may be withheld if the student: <ul style="list-style-type: none"> a) Has been subjected to disciplinary action and a decision is pending; b) Is in debt to the University; c) Has failed to meet the academic requirements All pending results will be announced as soon as the issue in question is resolved to the satisfaction of the University.
MB 5.0	³⁴Code of Conduct and Ethics for Students
	All students must know that they must abide by this Code of Conduct and Ethics and the rights, responsibilities including the restrictions flowing from it. This code is to pioneer and administer a student's discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system that promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.
MB 5.1	³⁵Conduct and Ethics
	<ul style="list-style-type: none"> a) This Code shall apply to all kinds of conduct of students that occur on the Institute premises including in University-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation. b) Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

³³ Refer Annexure IV, introduced in v4.1

³⁴ Modified in v4.1, in Amendments

³⁵ Modified in v4.1, in Amendments

- c) All students must deter from indulging in any and all forms of misconduct including behaviours or participating in any activity on or off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
- i. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - ii. Any act of disrespect or insubordination or physical or mental mistreatment towards any staff members of the institute under any circumstances.
 - iii. Intentionally damaging or destroying Institute infrastructure or physical property or property of other students and/or faculty members
 - iv. Any disruptive activity in a classroom or an event sponsored by the Institute.
 - v. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
- d) Behaviours or participating in activities include:
- i. Organizing meetings and processions without permission from the Institute.
 - ii. Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
 - iii. Unauthorized possession, carrying or use of any weapon, or potential weapons, fireworks, contrary to law or policy.
 - iv. Unauthorized possession or use of harmful chemicals and banned drugs.
 - v. Possessing, consuming, distributing, selling alcohol or any such addictive substances in the Institute and/or throwing empty bottles on the campus of the Institute.
 - vi. Parking a vehicle in a no-parking zone or area earmarked for parking other types of vehicles.
 - vii. Rash driving on the campus may cause any inconvenience to others.
 - viii. Theft or unauthorized access to others' resources.
 - ix. Mis-behaviour at the time of student body elections or during any activity

	<p>of the Institute.</p> <ul style="list-style-type: none"> x. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute. <p>e) Students are not expected/ permitted:</p> <ul style="list-style-type: none"> i. to interact, on behalf of the Institute, with media representatives or invite media persons onto the campus without the permission of the Institute authorities. ii. to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission. iii. to provide audio and video clippings of any activity on the campus to media without prior permission. iv. to post derogatory comments about other individuals from the Institute on social media or indulge in any such related activities having grave ramifications on the reputation of the Institute. v. to make a video/audio recording, take photographs, or stream audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person’s knowledge and express consent. vi. to indulge in any form of harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on a person’s race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.
<p>MB-5.2</p>	<p>³⁶Breach of Code of Conduct</p>
	<p>If there is a case against a student for a possible breach of code of conduct, then the matter shall be referred to the relevant committee of the Institute, which shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct:</p> <ul style="list-style-type: none"> a) WARNING- Indicating that the action of the said delinquent student was in

³⁶ Modified in v4.1, in Amendments

	<p>violation of the Code and any further acts of misconduct shall result in severe disciplinary action.</p> <p>b) RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus or classes for a specified period.</p> <p>c) COMMUNITY SERVICE - For a specified period to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.</p> <p>d) MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific period.</p> <p>e) SUSPENSION- A student may be suspended for a specified period which will entail prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.</p> <p>f) EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.</p> <p>g) INELIGIBILITY TO REAPPLY for admission to the Institute for three years, and</p> <p>h) WITHHOLDING THE GRADE CARD or degree certificate for the courses studied or work carried out</p>
<p>MB-5.3</p>	<p>³⁷Appeal</p>
	<p>If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:</p> <p>a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or</p>

³⁷ Modified in v4.1, in Amendments



	<p>b) Refer the case back to the committee for reconsideration.</p> <p>In any case, the Director’s decision is final and binding in all the cases where there is possible misconduct by a student.</p>
MB 5.4	³⁸Academic Integrity
	<p>Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.</p>
MB 5.5	³⁹Anti-Ragging
	<p>Ragging in any form is a criminal and non-bailable offence in our country. The current State and Central legislations provide stringent punishments including imprisonment. Once the involvement of a student is established in ragging, offending fellow students/staff, harassment of any nature to the fellow students/staff etc.; the student(s) will be liable to be dismissed from the Institute, as per the laid down procedures of the UGC / Govt. /Institute. Every student of the Institute, along with their parent, shall give an undertaking every year in this regard and the same should be submitted at the time of Registration.</p> <p>The Institute has a coherent and effective Anti-Ragging Policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.The UGC Regulations have been framed because of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.</p> <p>The Anti-Ragging Committee, as constituted and headed by the Director shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The Anti-Ragging Committee of the Institute shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.</p> <p>A student found guilty by the committee will attract one or more of the following</p>

³⁸ Modified in v4.1, in Amendments

³⁹ Modified in v4.1, in Amendments

	<p>punishments, as imposed by the Anti-Ragging Committee:</p> <ol style="list-style-type: none"> a) Suspension from attending classes and academic privileges. b) Withholding/ withdrawing scholarship/ fellowship and other benefits. c) Debarring from appearing in any test/ examination or other evaluation processes. d) Withholding results. e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work. f) Suspension/ expulsion from the hostels and mess. g) Cancellation of admission. h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment. j) If need be, considering the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.
MB-5.6	⁴⁰Sexual Harassment
	<p>Students should note that “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:</p> <ol style="list-style-type: none"> a) physical contact and advances; or b) a demand or request for sexual favours; or c) making sexually coloured remarks; or showing pornography; or any other unwelcome physical, verbal or non-verbal conduct of sexual nature; <p>Where such conduct amounts to misconduct, appropriate disciplinary action would be initiated by the relevant committee of the Institute in accordance with those rules.</p> <p>Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.</p>
MB-5.7	⁴¹Student Grievance Redressal
	Any student of the Institute aggrieved by any acts of sexual harassment, misconduct

⁴⁰ Modified in v4.1, in Amendments

⁴¹ Modified in v4.1, in Amendments

	<p>or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Committee of the Institute. Further, any student who is aware of any violations must report the same to the Committee. The Committee shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Committee shall take cognizance of the grievance and ensure necessary Redressal of the grievance.</p>
<p>MB-5.8</p>	<p>⁴²Mobile Phone Policy</p>
	<p>This policy aims to ensure effective teaching and learning environment in the institute.</p> <ol style="list-style-type: none"> a) Phones can disrupt effective teaching and learning. Institute expects that phones shall be switched off and kept in bags during the classes to avoid disrupting teaching and learning. b) Students must not indulge in any active or passive usage of the phones during the classes in the Institute. This means that phones must not be used for: <ol style="list-style-type: none"> i. making calls, ii. checking the time, iii. texting or chatting c) Mobile phones/headphones etc. must not be visible at all during the classes. It must be switched off and stored in the students' bag. d) Headphones must not be worn during or between classes, for reasons of safety and courtesy; except when an individual member of staff may permit the use of a device for a specific educational purpose. e) Students must not use phones or MP3 players to broadcast music or transfer inappropriate material. No device should be used in the Institute to photograph or video students or staff without the authority of the Director. f) If there is an emergency that requires urgent communication, students should take prior permission from the faculty. g) In an emergency parents/guardians should call the institute office and the message shall be immediately communicated to the student. h) In case, if students fail to adhere to the above-mentioned rules, their mobile phones will be confiscated immediately by any staff member who detects the

⁴² Modified in v4.1, in Amendments

	<p>violation.</p> <p>i) If a student persists to breach the rules as laid out in this policy, then the parents/guardians and the student will have to attend a meeting with the Director to discuss the issue.</p>
MB 5.9	Committees
	<p>The Institute shall be executing and implementing various statutory, regulatory and developmental considerations through various committees:</p> <ul style="list-style-type: none"> ➤ Internal Quality Assurance Cell ➤ Anti-ragging committee ➤ Internal Complaint Committee ➤ Grievance Redressal Cell for Staff ➤ Student Grievance Redressal Committee ➤ Industry Institute Cell ➤ Women Empowerment Cell ➤ Innovation Cell ➤ SC / ST Committee ➤ Fit India Youth Club Committee
MB 6.0	Award of Degree
	<p>A student shall be declared to be eligible for the award of the MBA Degree if the student has</p> <ol style="list-style-type: none"> a) Registered and completed the courses and projects as per the curriculum and obtained an aggregate of learning credits totaling 112. b) Has successfully acquired the required credits as specified in the curriculum; corresponding to the branch of his/her study within the stipulated time duration. c) Obtained a CGPA of ≥ 5.00 at the end of the semester in which the student completes all the requirements for the award of the P.G. Degree. d) No disciplinary action is pending against him/her. e) Paid all the dues to the Institute including, the Department, Hostel, Library and other units.
MB 6.1	Statement of Learning and Achievement (Grade sheet)
	<p>a) Every student will be issued a Statement of Learning and Achievement (Grade sheet) at the end of each semester and subsequently at the end of the program</p>

	containing the program code, program title, grades and credits earned, grade awarded, class awarded and result.
MB 6.2	Degree Certificate
	The Degree certificate, issued under the University seal, will have the student's name, Enrolment Number, name of the degree awarded and class.
MB 6.3	Convocation
	<p>a) A Convocation ceremony will be held once every year.</p> <p>b) Students will be conferred their Degree by the Provost or his/her nominee (normally the Dean of the concerned Faculty) during the convocation ceremony.</p> <p>c) The degree will be awarded in the presence of the University's Mace.</p> <p>d) Graduating students who are unable to attend the convocation, in person, can apply for the award of the degree in absentia after paying the prescribed fee.</p>
MB 6.4	Corrections in Statement of Learning & Achievement (Grade Sheet)
	Students can apply for correction in any transcript/grade sheet and degree certificate issued as per the norms specified by the University.
MB 6.5	Transcript
	Based on the above recommendations on Letter grades, grade points, SGPA and CGPA, the University may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.
MB 6.6	Duplicate Transcripts and Degree Certificate/Grade Sheet
	In the event of a student losing the original transcripts or degree certificate/grade sheet, the student can apply for the issue of re-printed documents. Re-printed documents will be issued against payment of the prescribed fee as per the norms of the University. The reprints will carry the caption "Duplicate".

Amendments in Program Regulations: Version 4.1

MB 3.2.1	Transfer of Students from Other Universities to Sarvajanic University
	<p>a) The transfer from another university is allowed only in the UG/PG courses as per provisions in Table no. 9.</p> <p>b) Upon accepting the transferred students in the concerned academic year and course, the total number of students should not exceed the total sanctioned intake.</p> <p>c) The inter-university transfer will not be entertained in the TFW (Tuition Fee Waiver) category. The student with a TFW category in an earlier university who wishes to transfer to any faculty of Sarvajanic University will be considered under the normal category and has to pay the full fees as decided by the Fee Regulatory Committee and/or Sarvajanic University</p> <p>d) Applicants interested in transfer must have cleared/passed all the subjects in all semesters at the earlier university i.e. such student shall not have any standing backlog / ATKT etc.</p> <p>e) Students with any backlog/ATKT or any pending credits to be acquired from a previous institution/university may not be transferred to Sarvajanic University.</p> <p>f) The syllabus of all the course types of all the previous semesters of both the universities (earlier and Sarvajanic University) shall be evaluated for equivalence. If the syllabus is found to be equivalent at an acceptable level, then the committee may recommend the transfer to the University. The committee for recommending the transfer after evaluating the equivalence shall comprise of Dean of Faculty, Principal, HOD of the department offering program, dean-academics at the institute and at least 4 senior faculties, with a minimum of two from the respective/relevant branch/domain where the applicant is seeking admission. The transfer shall be considered final only after the approval by the Hon'ble Provost.</p> <p>g) The committee may suggest/recommend additional courses to satisfy the equivalence, to meet the prerequisites and/or the required credits. The committee can also recommend/suggest exemptions for certain courses wherever applicable. The applicant needs to earn total minimum credits for earning a degree as mentioned in UG/PG program regulation including their accepted credits at Sarvajanic University by the committee.</p> <p>h) The applicant can learn the course recommended by the committee from the online open-source platforms or as a self-study mode but needs to pass the</p>

evaluation/exam suggested by the committee or the University (At least 50% of Semester Study at Sarvajanic University).

- i) A Student who is admitted under this category needs to fulfil the attendance criteria from the day he/she is admitted to the institute. The transfer/admissions under this mode in a given semester are to be discouraged after 4 weeks of the commencement of the semester unless otherwise seen justified and after pre-approval of University authorities.
- j) Student must apply for the transfer in the prescribed format with necessary details/documents like
 - i. No objection certificate from the earlier university on the letterhead with the signature and stamp of the Principal/Director/Head of the Institute with the name of the signatory printed below the signature. The dean/registrar may wave off the requirement of such NOC if the previous university refuses to issue NOC to the student opting for transfer to our university. (Optional).
 - ii. Transfer Certificate/Migration Certificate / AIU equivalence (as applicable). (Optional).
 - iii. Copy of the letter of approval from AICTE/UGC/COA/BCI for the respective institute/university, if required.
 - iv. Details of the Program in which the student is enrolled in the earlier university.
 - v. Curriculum/Syllabus of the program of the earlier university.
 - vi. Grade Sheets/Results of all semesters at the earlier university.
 - vii. Standard 10th /12th Mark sheets/ Undergraduate mark sheets.
 - viii. Diploma mark sheets (if applicable).
 - ix. Mentioning the Course/Program in which the student wants to enroll at Sarvajanic University.

Table 9: University Transfer Criteria

Name of the Program/Course	Admission in the Semester/Year number	Merit to be considered	Minimum Eligibility Criteria	Remark
Master of Business Administration	Semester III / Year 2	CGPA of First year / CGPA of Graduation Grades / Marks of 12th	No Backlog in the First two Semesters	Vacancy in 3 rd semester



MB 3.2.4	Withdrawal
	<p>Students can withdraw himself/herself from an exam or a term due to whatever reasons and he/she can join again in the upcoming cycle of academics. In this case, the student's enrolment number shall remain the same. The same terminology and rule shall be applied in case of leave of absence for medical reasons.</p>
MB 3.2.5	Suspension of Enrolment / Termination of Enrolment
	<p>a) The enrolment of any student shall be terminated or suspended later, in case; the student had supplied false information or suppressed some relevant information while securing admission at the institute.</p> <p>b) All students enrolled at Sarvajanik University have to abide by the code of conduct for the students of the university. The Institute reserves the right to terminate the enrolment of the student if the student has been found guilty of:</p> <ul style="list-style-type: none"> • violating the code of conduct, or • ignoring the code of conduct or • indulging in any misconduct/misbehavior against the prescribed norms <p>c) In all the above cases students may have a Suspension of Enrolment which contains a short-term to a year suspension along with other types of disciplinary actions (Penalty, Assignment submission, Project, Rejection of exam papers, decrement in grade etc.) and Termination of Enrolment which lead to students to cancellation of admission.</p> <p>d) In case of termination of enrolment, there will be no refund of any kind of fees, whatsoever, paid by the student to the institute or the Sarvajanik University.</p> <p>e) The registration/enrolment of any student may be cancelled or changed during the semester according to the norms laid down by the institute or Sarvajanik University from time to time.</p>
MB 4.2.1	Remedial, Re-Exam and Backlog Exam⁴³
	<p>a) A remedial exam will be conducted for those students who failed in the current (i.e. regular) semester SE component and want to re-appear for the same. Remedial shall be conducted after the declaration of the result and completed preferably within 4 weeks.</p> <p>b) The students are allowed to appear in remedial for a maximum of three courses in any semester.</p>

⁴³ Modified in v4.2, in Amendments as per 12th AC

- c) Remedial exam shall be held as per dates notified in the Academic Calendar and/or announced by the university.
- d) Remedial examination shall be extended to only those students who have failed in the current semester.
- e) Remedial shall not be available for the 'Backlog' courses. A 'Backlog' for a course means the student has failed that Course in the earlier semester(s) and could not clear in the additional opportunity provided in the form of a Remedial exam/Re-Examination during that semester.
- f) The students intending to benefit from the facility shall have to register for the remedial courses by paying the prescribed fees by the university within the stipulated time as notified.
- g) At the end of every semester, the students can appear for the backlog examinations of all the failed theory and industry exposure courses (SE and V) of earlier semesters. The students have to apply for the backlog examination and shall pay the fees as prescribed by the university. The students, who have dropped the course(s) or have been detained for any reason in the course(s), shall NOT be allowed to take the Remedial of the respective course(s).
- h) Re-examination is only for the students who have not attended the term-end examination (For any odd or even semester) due to reasons permitted by the University like representation of the University by the student at various levels (Sports, Cultural, and Co-Curricular activity etc.), such permissions for absence should be pre-approved by the University on recommendations by the respective heads/deans. Students with Medical Severity and/or injury that may have occurred in the Institution/University campus where the University may be responsible for the occurrence of mishap shall also be granted permission for Re-exam by the University after properly ascertaining the reasons for such mishaps/sickness. Such incidents may be recommended for re-exam by the heads/dean. Students allowed or specially permitted by Deans/Principal; then, shall be given permission to apply for any number of courses (courses for which they have not appeared due to genuine reasons) in Re-Examination. For such re-exams, students do not have to pay any additional fees.
- i) A student, who is caught in UFM or against whom some disciplinary action is taken in regular SE, shall not be allowed to appear in Remedial.
- j) The remedial examination shall be conducted only for those courses/subjects whose examination is conducted by the University. For subjects/courses conducted by MOOC/SWAYAM/ONLINE courses etc. shall not be given the opportunity of the

- exam.
- k) The standard of conducting the Re-examination/Remedial examination shall be the same as the normal SE of the main semester.
 - l) The grade range used for the course shall be the same as that of the SE of the main semester. After the conduction and evaluation of Remedial, the University shall award the appropriate grade to the student for the concerned course. The remedial exam ensures that the students have one more opportunity to clear the course and improve their performance in the same semester.
 - m) Students with Grade 'NA', and not appearing for remedial, shall be automatically converted into grade FF for SE, after the declaration of results of the remedial. ME and CE grades will remain the same and unaffected if awarded.
 - n) Remedial students will not be eligible for an award of medals or any special recognition like top ranking.
 - o) Re-exam approval on valid reasons should be entertained just once in the entire course duration/ Semester unless it is permitted by the Dean /Principal under special circumstances.
 - p) In case of students' examination record like backlog etc. is from the older version of the curriculum due to any approved revision of curriculum by Academic Council and Whenever the structure/ Curriculum of the respective program changes and/or in case of non-availability of the failed course(s) for re-registration, the equivalent course(s) in the new structure/ Curriculum shall be decided/Proposed by the respective board of studies and faculty and shall be approved by Academic council.

MB 4.3 Guidelines against Unfair means/ Malpractice

Student shall be entitled to have following punishments if he/she is found practicing unfair means or malpractice during conduction of examinations. Students are advised not to indulge in such act.

Table 10: Punishment Details for Unfair means

Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
1.	A student is found having in his/her possession any material relevant to the syllabus of the concerned course of examination but was not copied from or used it.	Cancellation of the examination of that particular course and the student shall be awarded grade FF in that course. However, if the material found in the possession of the student is insignificant, the nature of the punishment may be relaxed to the extent that the student shall be given a chance to appear in the Remedial/Backlog . In such a



		case, the student will be awarded one grade less than he/she actually obtained, limited to a 'CD' grade.
2.	A student is found to have copied from or used the material during examination/evaluation,	Cancellation of the examination of that particular course and grade 'FF' shall be awarded.
3.	The behavior of a student on being caught is unsatisfactory/no cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions.	The above punishments (Sr. No. 1 and 2) may be enhanced according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination.
4.	A student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator	Discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents.
5.	A student is found reading or possessing some incriminating material relevant to the syllabus of the course in the corridor, urinal etc.	Cancellation of the examination of that particular course and grade FF shall be awarded in that course.
6.	A student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours.	Cancellation of the examination of that particular course and grade FF shall be awarded in that course.
7.	A student is found in damaging/tampering/scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation.	Cancellation of the examination of that particular course and he/she shall be awarded Grade FF in that course with all the consequences to follow.
8.	A student impersonates any other student in connection with the examination or during the examination,	Cancellation of the examination of both the students of the present semester and both shall be awarded grade FF in all the courses of that semester and a year down (Student should be debarred from semester, hence will be detained so, Student has to join next year again in same semester so it is written year down.) of both the students.
9	A student takes allotted or additional answer script outside the examination hall or replace the allotted answer script with another answer script during examination or replace the evaluated answer script with another answer script while showing	Cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.

	answer script to the student after the answer script evaluation,	
10.	A student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script or changes marks assessment inside and or outside of answer script or forges signature of the Course Instructor/Invigilator while showing answer script to the student after evaluation,	Cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
11.	For combination(s) of unfair means/malpractices from serial No. 1 to 7 or repetition of any unfair means/malpractices from serial No. 1 to 7 by a student more than once,	Cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester and a year down of the student.
12.	For combination(s) of unfair means/malpractices from serial No. 8 to 10 or repetition of any unfair means/malpractices from serial No. 8 to 10 by a student more than once,	Cancellation of the admission of the student from the said program.
13.	A student is found active/inactive part of any social media means used for unfair means/malpractices in the examination,	A fine of Rs. 5,000/- for inactive students and for an active student, one step shall be downgraded in terms of the grade earned to a minimum of CD grade for maximum three high scoring courses. If found appropriate to supervisor- exam coordinator then his/her exam should be cancelled and awarded FF grade.
14.	A student's mobile phone or programmable calculator or any other electronic gadgets of a student is confiscated during the examination,	A fine of Rs. 2,000/- and the confiscated item shall be returned only after the last day of scheduled semester examination. Cancellation of the examination of that particular course, if supervisors convinced that it was not accidental but kept intentionally and to achieve undue advantage.
15	Student found prancing UFM in re-examination and backlog examination	That particular exam of all courses should be cancelled and awarded FF grades in all courses including for which he/she had already appeared

All other type of offences, misconduct, and unfair means not mentioned above, shall be presented to Disciplinary Committee for Examination. Controller of examination in

accordance to the norms of Sarvajanic University shall decide process of formation of Disciplinary Committee for Examination, taking evidence etc. Disciplinary committee should comprise of exam coordinator, TWO senior faculty members, and a representative of SU exam section.

MB 4.3.3 UFM Rules for Mid-Semester Examinations

Identifying and defining the unfair means and practices done for the M.B.A program applicable on Mid Semester Regular and Mid Semester Remedial Examinations taken by the institute.

Table 11: Unfair Means by Student and Punishments

Sr. No.	Unfair Means & Misconduct by Students during Exams	Type of Punishment
1.	Copying from or referring to any material other than the question paper or answer book of the candidate himself during the course of examination. The material could be a piece of paper/cloth, calculator, mobile phones, benches in the examination hall/labs, washroom, any area within the Institute's premise of the Institute or different parts of the human body such as hands, arms, feet etc.	Cancellation of the examination of that particular course and the student shall be awarded grade FF in that component. The student shall not be allowed to appear for the mid-semester remedial exam of that course in that semester.
2.	Bringing to the examination hall any material with the intention to use it in attempting the questions.	
3.	A student is found having in his/her possession of any electronic device/gadget or has accessed any app or devices during the exam duration.	
4.	Taking help from the peer examinees in the form of verbal conversation or seeing /showing the answer book of/ to other examinees with or without their consent.	
5.	Misbehaving or creating disturbance of any kind in and around the examination hall or organizing a walk out or instigating other to walk out.	

MB 4.4 Examinations and Assessment – The Grading System

- a) Grades shall be awarded to indicate the performance of each student in each Theory Course based on the % of marks obtained cumulatively in CE + ME + SE (Continuous Evaluation + Mid Semester Examination + Semester End Examination, taken together), and a corresponding Letter Grade shall be awarded.
- b) Grades shall be awarded to indicate the performance of each student in each Industry Exposure Course based on the % of marks obtained cumulatively in CE + V (Continuous Internal Evaluation + Viva Examination, taken together), and a corresponding Letter Grade shall be awarded.
- c) As a measure of the student’s performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed⁴⁴:

Table 12: Conversion of marks to grade for course components for theory courses

% of Marks Secured in a Course Component (Class Intervals)	Letter Grade ⁴⁵	Grade Points
85% and above (85%, ≤ 100%)	AA (Exceptional)	10
Below 85% but not less than 75% (75%, < 85%)	AB (Outstanding)	09
Below 75% but not less than 65% (65%, < 75%)	BB (Excellent)	08
Below 65% but not less than 55% (55%, < 65%)	BC (Very Good)	07
Below 55% but not less than 45% (45%, < 55%)	CC (Good)	06
Below 45% but not less than 40% (40%, < 45%)	CD (Fair)	05
Below 40% (< 40%)	FF (Fail)	00
LSLS and TOE Subjects	PP / NP ⁴⁶ (Pass / Not Pass)	00
Absent	NA	00

- d) Example: Grade Calculation of Theory Courses

Table 13: Marks obtained in the exam converted into Grades and points.

No.	Semester End (SE – 50)			Mid Semester (ME – 30)			Continuous Evaluation (CE – 40)		
	Marks obtained (50)	Grade	Grade Point	Marks obtained (30)	Grade	Grade Point	Marks obtained (40)	Grade	Grade Point

⁴⁴Modified in v2

⁴⁵ Modified as per 11th AC

⁴⁶Modified in v2



1	SE	SE	SE	ME	ME	ME	CE	CE	CE
e.g.	31	BC*	7	25	AB*	9	30	BB*	8

* As per Table 12

Table 14: Calculation of course grade from sub-component of the course using weighted grade point

Sr. No.	Courses having theory component	
	Weighted grade point	Grade
1	$= (SE*50 / 120) + (ME*30 / 120) + (CE*40 / 120)$ $= (7*50 / 120) + (9*30 / 120) + (8*40 / 120)$ $= 7.83$ will be up converted as 8	Letter grade of Grade point BB*

* As per Table 18

e) Example: Grade Calculation of Industry Exposure Courses

Table 15: Conversion of marks to grade for course components for Industry Exposure Courses

% of Marks Secured in a Course Component (Class Intervals)	Letter Grade ⁴⁷	Grade Points
85% and above (85%, ≤ 100%)	AA (Exceptional)	10
Below 85% but not less than 75% (75%, < 85%)	AB (Outstanding)	09
Below 75% but not less than 65% (65%, < 75%)	BB (Excellent)	08
Below 65% but not less than 55% (55%, < 65%)	BC (Very Good)	07
Below 55% but not less than 50% (50%, < 55%)	CC (Good)	06
Below 50% (< 50%)	FF (Fail)	00
Absent	NA	00

Table 16: Marks obtained in the exam converted into Grades and points.

	Viva (V – 100)			Continuous Evaluation (CE – 100)		
	Marks obtained (100)	Grade	Grade Point	Marks obtained (100)	Grade	Grade Point
1	V	V	V	CE	CE	CE
e.g.	75	BB*	8	62	BC*	7

* As per Table 15

Table 17: Calculation of course grade from sub-component of the course using weighted grade point

⁴⁷ Modified as per 11th AC

Sr. No.	Courses having theory component	
	Weighted grade point	Grade
1	$= (V*100 / 200) + (CE*100 / 200)$ $= (8*100 / 200) + (7*100 / 200)$ $= 7.5 \text{ will be up converted as } 8$	Letter grade of Grade point BB*

* As per Table 18

- f) The Weighted Average Grade Point for each course (theory and industry exposure) shall be converted into the letter grade as per the following table for calculating all Course Grades:

Table 18: Letter Grade and Grade Points for the course

% of Marks	Grade Points	Letter Grade	Description of Performance
≥ 90	10	AA	Exceptional
≥80	9	AB	Outstanding
≥ 70	8	BB	Excellent
≥ 60	7	BC	Very Good
≥ 50	6	CC	Good
≥ 40	5	CD	Fair
<40	0	FF	Fail
	-	NA	Not appeared, and internal is completed
	-	WD	Withdrawal
	-	LA	less attendance/term work not completed hence detained
	-	PP (Only for non-credit courses)	Pass
	-	AU (Audit Course)	Witnessed
	-	NP (Only for non-credit courses)	Not Pass

- g) A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks.
- h) A student obtaining an ‘FF’ Grade in any course is deemed to have ‘failed’ and can apply for rechecking/reassessment as per Point 4.2.1. The student can then apply for the Backlog⁴⁸ Exam as per Point 4.2.1 (b). If the student is not eligible for Backlog Exam and/or the student secures an ‘FF’ grade in the Backlog Exam, then the student needs to appear for the Backlog Semester End Examination (SE), as and

⁴⁸ Modified in v4.2

	<p>when conducted. In such cases, his Internal Marks (CE + ME Marks) in those courses shall remain as obtained earlier.</p> <p>i) If a student has not appeared for the examinations, ‘NA’ Grade (NA indicates Absent) shall be allocated to the student and the student shall be considered ‘fail’. The student can then apply for the Backlog Exam as per Point 4.2.1 (b). If the student is not eligible for Backlog Exam and/or the student secures an ‘FF’ grade in the Backlog Exam, then the student needs to appear for the Backlog Semester End Examination (SE), as and when conducted.</p> <p>j) The ‘NA / FF’ grade once awarded stays in the record of the student and is deleted when the student completes the course successfully. The new grade acquired by the student will be indicated in the grade sheet of the appropriate academic year with an indication of the month and year of the passing of that course.</p> <p>k) In general, a student shall not be permitted to repeat any Course (s) only for the sake of ‘Grade Improvement’ or ‘SGPA/ CGPA Improvement’.</p> <p>l) A student earns Grade Point (GP) in each Course, based on the Letter Grade obtained by the student in that Course. The corresponding ‘Credit Points’ (CP) is computed by multiplying the Grade Point with Credits for that particular Course.</p> <p style="text-align: center;"><u>Credit Points (CP) = Grade Point (GP) x Credits For a Course</u></p>
MB 5.0	Code of Conduct and Ethics for Students
	All students are expected to abide by the code of conduct and ethics as mentioned herewith.
MB 5.1	Object
	All students must know that it is mandatory for them to abide by this Code of Conduct and Ethics and the rights, responsibilities including the restrictions flowing from it. This code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system that promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.
MB 5.2	Conduct and Ethics
	a) This Code shall apply to all kinds of conduct of students that occur on the Institute premises including in university sponsored activities, functions hosted by other

recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

- b) At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that he/she shall be regular and must complete his/her studies in the Institute.
- c) Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- d) All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
- e) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- f) Any act of disrespect or insubordination or physical or mental mistreatment towards any staff members of the institute under any circumstances intentionally damaging or destroying Institute infrastructure or physical property or property of other students and/or faculty members
- g) Any disruptive activity in a classroom or an event sponsored by the Institute
- h) Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- i) Participating in activities including Organizing meetings and processions without permission from the Institute
- j) Accepting membership of religious or terrorist groups banned by the Institute/Government of India
- k) Unauthorized possession, carrying or use of any weapon, or potential weapons, fireworks, contrary to law or policy.
- l) Unauthorized possession or use of harmful chemicals and banned drugs
- m) Possessing, consuming, distributing, selling of alcohol or any such addictive substances in the Institute and/or throwing empty bottles on the campus of the Institute. Parking a vehicle in a no-parking zone or area earmarked for parking another type of vehicles

- n) Rash driving on the campus may cause any inconvenience to others
- o) Theft or unauthorized access to others resources
- p) Misbehavior at the time of student body elections or during any activity of the Institute.
- q) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- r) Students are not expected/ permitted:
- s) To interact, on behalf of the Institute, with media representatives or invite media persons onto the campus without the permission of the Institute authorities.
- t) To either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
- u) To provide audio and video clippings of any activity on the campus to media without prior permission.
- v) Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- w) Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- x) Damage to, or destruction of, any infrastructure or property of the Institute, or any property of others on the Institute premises.
- y) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- z) Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

MB 5.3	Breach of Code of Conduct
	<p>If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.</p> <ol style="list-style-type: none"> <li data-bbox="395 636 1458 831">i. WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action. RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus or classes for a specified period of time. <li data-bbox="395 846 1458 1041">ii. COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion. <li data-bbox="395 1057 1458 1144">iii. MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period. <li data-bbox="395 1160 1458 1464">iv. SUSPENSION- A student may be suspended for a specified period of time which will entail a prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties. <li data-bbox="395 1480 1458 1621">v. EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc. <li data-bbox="395 1637 1458 1724">vi. INELIGIBILITY TO REAPPLY for admission to the Institute for a period of three years, and <li data-bbox="395 1740 1458 1827">vii. WITHHOLDING THE GRADE CARD or degree certificate for the courses studied or work carried out.
MB 5.4	Appeal
	<ul style="list-style-type: none"> <li data-bbox="411 1912 1458 1957">• If the delinquent student is aggrieved by the imposition of any of the

	<p>aforementioned penalties, he/she may appeal to the principal. The principal may decide on one of the following:</p> <ul style="list-style-type: none"> • Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or Refer the case back to the committee for reconsideration. • In any case, the principal’s decision is final and binding in all the cases where there is possible misconduct by a student.
<p>MB 5.5</p>	<p>Academic Integrity</p>
	<p>Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.</p>
<p>MB 5.6</p>	<p>Anti-Ragging</p>
	<p>a) The Institute has a coherent and effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.</p> <p>b) The Anti-Ragging Committee, as constituted and headed by the principal shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The Anti-Ragging Committee of the Institute shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.</p> <p>c) A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti- Ragging Committee:</p> <ol style="list-style-type: none"> Suspension from attending classes and academic privileges. Withholding/ withdrawing scholarship/ fellowship and other benefits. Debarring from appearing in any test/ examination or other evaluation

	<p>processes.</p> <p>iv. Withholding results.</p> <p>v. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.</p> <p>vi. Suspension/ expulsion from the hostels and mess.</p> <p>vii. Cancellation of admission.</p> <p>viii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.</p> <p>ix. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment. If need be, in view of the intensity of the act or ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.</p>
MB 5.7	Sexual Harassment
	<p>a) The Institute’s Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall be applied. Students should note that “sexual harassment” includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:</p> <ul style="list-style-type: none"> • Physical contact and advances • A demand or request for sexual favors • Making sexually colored remarks; or • Showing pornography • Any other unwelcome physical, verbal or non-verbal conduct of sexual nature <p>b) Where such conduct amounts to misconduct, appropriate disciplinary action should be initiated by the Anti-Sexual harassment committee in accordance with those rules.</p> <p>c) Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.</p>
MB 5.8	Student Grievance Redressal
	<p>Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance</p>

	<p>Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.</p>
<p>MB 5.10</p>	<p>Mobile phone policy</p>
	<p>a) This policy aims to ensure effective teaching and learning environment in the institute. Phones can disrupt effective teaching and learning. Institute expects that phones shall be switched off and kept in bags during the classes to avoid disrupting teaching and learning.</p> <p>b) Students must not indulge in any active or passive usage of the phones during the classes in the college. This means that phones must not be used for: Making calls, checking the time, Texting or used as a calculator.</p> <p>c) Mobile phones/headphones etc. must not be visible at all during the classes. Equipment must be switched off and stored in the students' bag.</p> <p>d) Headphones must not be worn during or between lessons, for reasons of safety and courtesy. Where appropriate, an individual member of staff may give permission for the use of a device for a specific educational purpose.</p> <p>e) Students must not use phones or MP3 players to broadcast music or transfer inappropriate material. No device should be used in the school to photograph or video students or staff without the authority of the principal. 6.9.5. If there is an emergency that requires communication with home, students must speak to a member of staff who will deal with the matter.</p> <p>f) In an emergency, parents/guardians should call the institute office and a message will be taken immediately to the student.</p> <p>g) In case, if students fail to adhere to the above-mentioned rules, their mobile phones will be confiscated immediately for thirty days by any staff member who detected the violation. If the student needs their device earlier than thirty days, they shall pay a fine as the per the rules mentioned below:</p> <p>h) The student who needs the device on the same day as of confiscation, they shall pay a ₹500 fine in the college administration office along with an apology letter.</p> <p>i) The student who needs the device after 7 days of confiscation, they shall pay a ₹300</p>

fine in the college administration office along with an apology letter.

- j) If a student persists to breach the rules as laid out in this policy, then the parents/guardians and the student will be requested to attend a meeting with the principal to discuss the issue.

Amendments in Program Regulations: Version 4.2

MB 4.2.1	Backlog Exam
	<p>a) The new norms for Backlog exams shall be applicable to all current and new students with effect from Academic Year 2024-25. The provision of remedial / re-examination in semester end examination shall be discontinued from Academic Year 2024-25.</p> <p>b) All students who failed or were absent in a regular semester end examination shall be allowed to appear for backlog exams which shall be held preferably within a month after the declaration of the final results of the semester end examination.</p> <p>c) These backlog exams are allowed to only those students who were found eligible, whose term was granted and who were eligible for appearing in the examination and who have filled up their examination form with prescribed fees for the examination. All those students, whose term is not granted earlier of who decided to take a drop or who have not filled up their examination form with prescribed fees shall not be eligible for this backlog examination.</p> <p>d) The same backlog exam rules shall also apply to students who remain absent for any examination and/or are given permission to remain absent from appearing in the examination due to participation in activities (sports, cultural, etc.) on behalf of the University.</p> <p>e) At the end of every semester, the students can appear for the backlog examinations of all the failed theory and industry exposure courses (SE and V) of earlier semesters. The students have to apply for the backlog examination and shall pay the fees as prescribed by the university.</p> <p>f) The standard of conducting the Backlog Exam shall be the same as the normal SE of the main semester.</p> <p>g) Backlog students will not be eligible for an award of medals or any special recognition like top ranking.</p> <p>h) In case of students' examination record like backlog etc. is from the older version of the curriculum due to any approved revision of curriculum by Academic Council and Whenever the structure/ Curriculum of the respective program changes and/or in case of non-availability of the failed course(s) for re-registration, the equivalent course(s) in the new structure/ Curriculum shall be decided/Proposed by the respective board of studies and faculty and shall be approved by Academic council.</p>

ANNEXURE I (Curriculum Framework)										
FACULTY OF MANAGEMENT @ S. R. LUTHRA INSTITUTE OF MANAGEMENT - SRLIM										
Professional Com Courses	YEAR 1 (Foundation)					YEAR 2 (Exploration)				
	Managerial Foundation		Business Foundation			Strategic Outlook		Professional Competence		
	SEM 1	Credits	SEM 2	Credits	SEM 3	Credits	SEM 4	Credits	Credits	%
Core	1. Managerial Economics 2. Organizational Behaviour 3. Business Ethics and Corporate Governance	12	1. Entrepreneurship 2. International Business	8	Strategic Management	4	---	---	34	21.43%
	Office Automation Skills: 1. Spreadsheet 2. Documentation 3. Presentation Skills	0	Strategic & Teaching Skills: 1. Academic Task 2. Business Writing 3. Design Thinking	0	1. Summer Internship Project 2. Multi-Disciplinary Action Project	4	1. Comprehensive Project 2. Universal Human Values	6	16	14.29%
Industry Exposure										
Liberal Studies & Life Skills										
Foundation	1. Informal Systems & Business Analytics 2. Accounting for Managers 3. Business Statistics	12	1. Corporate Finance 2. Marketing Management 3. Production and Operations Management 4. Human Resource Management	18	---	---	---	---	28	25.00%
Marketing*										
Finance*										
Human Resource*										
ELECTIVE	Functional Electives**									
	Sectoral Electives**									
PAECC	Transdisciplinary Open Elective**									
	Professional Ability Enhancement Compulsory Courses (PAECC)									
CREDS I COMBET No. of Courses		9		9		9		6	22	11.2
		28		28		34		22	112	0.00%

* Student has to opt any one specialization in Semester 3 and, from Semester 4 onwards, from Semester 4 onwards, from Semester 4 onwards.
 ** Student has to select any one elective from Functional Electives AND any one from Sectoral Electives.
 *** Student of 3rd SEM shall be eligible for Transdisciplinary Open Electives offered by other Institutes of Sarvagana University in Semester 1 and 2 only.





Annexure-II

Sarvajani University
 S. R. Luthra Institute of Management
 M.B.A. Program

Course Classification Matrix

Sr. No.	Broad Course Classification	Course Category	Course Description
1	Professional Core Courses	Core Course (CC)	A course related to the parent discipline/department.
		Industry Exposure (IE)	Major project work
		Liberal Studies & Life Skills (LSLS)	Prepare for the world of work by providing them with an invaluable set of employability skills, including the ability to think for themselves, the skills to communicate effectively, and the capacity for lifelong learning.
		Foundation Course (FC)	A basic understanding of fields that are crucial in the MBA programme.
2	Doman / Technical Courses	Marketing Specialization	A course related to the specialization chosen, mandatory.
		Finance Specialization	A course related to the specialization chosen, mandatory.
		Human Resource Specialization	A course related to the specialization chosen, mandatory.
3	Elective Courses	Functional Elective	Accelerate the understanding and deepen the knowledge in the functional area

		Sectoral Elective	Apply knowledge and skills within and across industries and sectors.
		Transdisciplinary Open Elective (TOE)	Fostering collaborative knowledge creation across fields that would not necessarily occur in traditional, single-discipline courses and empowering students to create new solutions to industry and societal issues.
4	Professional Ability Enhancement Compulsory Courses	PAECC	Provides the opportunity and knowledge to develop and strengthen the necessary skills to gain, maintain, and advance in a chosen area.

Coding for Types of Courses:

Sr. No.	Course Category	Course identifier
1	Liberal Studies and Life Skills (LSLS)	0 (Zero)
2	Core Course (CC)	1
3	Foundation Course (FC)	2
4	Marketing Specialization Course	3
5	Finance Specialization Course	4
6	Human Resource Specialization Course	5
7	Functional Elective (FE)	6
8	Sectoral Elective (SE)	7
9	Transdisciplinary Open Elective (TOE)	8
10	Professional Ability Enhancement Compulsory Courses (PAECC)	9
11	Industry Exposure (IE)	X

Annexure III

Sarvajaniik University

S. R. Luthra Institute of Management

Master in Business Administration (M.B.A.) Program

Teaching Scheme – Curriculum



M.B.A. SEMESTER - 1 (WITH EFFECT FROM ACADEMIC YEAR 2023-24 ONWARDS)							
Course Category	Course Code	Course	SE	ME	CE	V	CREDITS
LSLS	MGMB10100	Office Automation Skills (OAS)	50	-	-	-	0
FC	MGMB12101	Accounting for Managers (AFM)	50	30	40	-	4
CC	MGMB11102	Business Ethics and Corporate Governance (BECG)	50	30	40	-	4
FC	MGMB12103	Business Statistics (BS)	50	30	40	-	4
FC	MGMB12104	Information Systems & Business Analytics (ISBA)	50	30	40	-	4
PAECC	MGMB19105	Managerial Communications (MC)	50	30	40	-	4
CC	MGMB11106	Managerial Economics (ME)	50	30	40	-	4
CC	MGMB11107	Organizational Behaviour (OB)	50	30	40	-	4
TOE		Transdisciplinary Open Elective (TOE)	50	-	-	-	0
							28

CC - Core Course

FC - Foundation Course

PAECC - Professional Ability Enhancement Compulsory Courses

LSLS - Liberal Studies and Life Skills

TOE - Transdisciplinary Open Elective

* The Grade sheet shall only reflect Pass / Not Pass (PP / NP) for LSLS and TOE courses. The marks/grades shall not be counted towards the calculation of SGPA.

Annexure III (contd...)

M.B.A. SEMESTER - 2 (WITH EFFECT FROM ACADEMIC YEAR 2023-24 ONWARDS)									
Course Category	Course Code	Course	SE	ME	CE	V	TOTAL MARKS	CREDITS	
L.SLS	MGMB10200	Professional Grooming (PGS)	50	-	-	-	50*	0	
PAECC	MGMB19201	Business Research (BR)	50	30	40	-	120	4	
FC	MGMB12202	Corporate Finance(CF)	50	30	40	-	120	4	
CC	MGMB11203	Entrepreneurship (ENT)	50	30	40	-	120	4	
FC	MGMB12204	Human Resource Management (HRM)	50	30	40	-	120	4	
CC	MGMB11205	International Business (IB)	50	30	40	-	120	4	
FC	MGMB12206	Marketing Management (MM)	50	30	40	-	120	4	
FC	MGMB12207	Production & Operations Management (POM)	50	30	40	-	120	4	
TOE		Transdisciplinary Open Elective (TOE)	50	-	-	-	50*	0	
							840	28	

CC - Core Course

FC - Foundation Course

PAECC - Professional Ability Enhancement Compulsory Courses

L.SLS - Liberal Studies and Life Skills

TOE - Transdisciplinary Open Elective

* The Grade sheet shall only reflect Pass / Not Pass (PP / NP) for L.SLS and TOE courses. The marks/grades shall not be counted towards the calculation of SGPA.





Annexure III (contd...)

M.B.A. SEMESTER - 3 (With effect from Academic Year 2023-24 Onwards)

Course Category	Course Code	Course	SE	ME	CE	V	TOTAL MARKS	CREDITS
L-SLS	MGMB10300	Social Skills (SS)	50	-	-	-	50*	0
IE	MGMB1X301	Summer Internship Project (SIP)	-	-	100	100	200	6
IE	MGMB1X302	Multidisciplinary Action Project (MAP)	-	-	100	100	200	4
CC	MGMB11303	Strategic Management (SM)	50	30	40	-	120	4
Elective (Functional) - FE	MGMB16301	Behavioural Finance (BF)	50	30	40	-	120	4
	MGMB16302	Digital and Social Media Marketing (DSMM)	50	30	40	-	120	4
	MGMB16303	Operations Research (OR)	50	30	40	-	120	4
	MGMB16304	Social Security Regulations (SSR)	50	30	40	-	120	4
	MGMB16305	Quantitative and Qualitative Research (QQR)	50	30	40	-	120	4
Elective (Sectoral) - SE	MGMB17301	Financial Markets and Services (FMS)	50	30	40	-	120	4
	MGMB17302	Management of Industrial Relations and Labour Laws (MIRLL)	50	30	40	-	120	4
	MGMB17303	Retailing & Franchising (R & F)	50	30	40	-	120	4
	MGMB17304	Export – Import Procedure (EIP)	50	30	40	-	120	4
Marketing	MGMB13301	Consumer Behaviour (CB)	50	30	40	-	120	4
	MGMB13302	Integrated Marketing Communications (IMC)	50	30	40	-	120	4
	MGMB13303	Sales and Distribution Management (SDM)	50	30	40	-	120	4
Functional Areas Specialization - SC	MGMB14301	Financial Derivatives (FD)	50	30	40	-	120	4
	MGMB14302	Insurance and Risk Management (IRM)	50	30	40	-	120	4
	MGMB14303	Security Analysis & Portfolio Management (SAPM)	50	30	40	-	120	4
Human Resource Management	MGMB15301	Change Management and Organization Development (CMOD)	50	30	40	-	120	4
	MGMB15302	Compensation Management (CM)	50	30	40	-	120	4
	MGMB15303	Human Resource Audit (HRA)	50	30	40	-	120	4
TOTAL MARKS & CREDITS OF SEMESTER 3							1120	34

Annexure III (contd...)

M.B.A. SEMESTER - 4 (With effect from Academic Year 2024-25 Onwards)									
Course Category	Course Code	Course	SE	ME	CE	V	TOTAL MARKS	CREDITS	
LSLS IE	MGMB10401	Universal Human Values (UHV)	50	-	-	-	50*	0	
	MGMB1X401	Capstone Project (CP)	-	-	100	100	200	6	
Elective (Functional) - FE	MGMB16401	Competency Mapping (CMP)	50	30	40	-	120	4	
	MGMB16402	Customer Relationship Management (CRM)	50	30	40	-	120	4	
	MGMB16403	Financial Planning & Taxation (FPT)	50	30	40	-	120	4	
	MGMB16404	Fintech (FT)	50	30	40	-	120	4	
	MGMB16405	Project Management (PRM)	50	30	40	-	120	4	
	MGMB17401	Banking (BN)	50	30	40	-	120	4	
Elective (Sectoral) - SE	MGMB17402	HR in Service Sector (HRSS)	50	30	40	-	120	4	
	MGMB17403	Logistics and Supply Chain Management (LSCM)	50	30	40	-	120	4	
	MGMB17404	Family Business Management (FBM)	50	30	40	-	120	4	
Functional Areas Specialization - SC	MGMB13401	Brand Management (BM)	50	30	40	-	120	4	
	MGMB13402	Services Marketing (SRM)	50	30	40	-	120	4	
Human Resource Management	MGMB14401	Financial Analysis and Modeling (FAM)	50	30	40	-	120	4	
	MGMB14402	International Finance (IF)	50	30	40	-	120	4	
	MGMB15401	Designing HRD Systems (DHRDS)	50	30	40	-	120	4	
	MGMB15402	Performance Management (PM)	50	30	40	-	120	4	
TOTAL MARKS & CREDITS OF SEMESTER 4							680	22	
TOTAL MARKS & CREDITS OF MBA PROGRAM							3480	112	

IE - Industry Exposure

CC - Core Course

LSLS - Liberal Studies and Life Skills

* The Grade sheet shall only reflect Pass / Not Pass (PP /NP) for LSLS courses. The marks shall not be counted towards the calculation of CGPA.

ANNEXURE IV: Guidelines for Rechecking/ Reassessment

- a) For reassessment, students must apply within 3 working days after the declaration of the results or within the timeline given by the university.
- b) Reassessment is permitted only in University Theory Exams and is not allowed for Internal, Viva, Practical, project evaluation, Term Work, different phases of PG Dissertation exams, etc.
- c) Reassessment for a maximum of 3 courses for a given semester is allowed, irrespective of the number of failures of the student in that particular semester.
- d) Rechecking is allowed for as many courses as the student wishes.
- e) Re-assessment and Rechecking are permitted in all semesters.
- f) A student can apply for rechecking & and reassessment of his/her answer books only.
- g) For reassessment and rechecking, no fee shall be refunded irrespective of whether the results are changed or not.
- h) The fees for rechecking, reassessment, and re-examination are Rs. 150/-, Rs. 300/-, and Rs. 750/- per course, respectively, and may change from time to time as determined by the university.
- i) No rechecking/reassessment will be done for remedial.

