



MIT

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Deemed to be University under section 3 of UGC Act, 1956)

Angallu, NH-42, Madanapalle -517325, Annamayya Dist., Andhra Pradesh, India.

Phone : 08571 - 280255, 280706, Fax : 08571 - 280433. www.mits.ac.in

DEPARTMENT OF MANAGEMENT STUDIES

Academic Regulations (R25) For the students admitted to

M.B.A. Regular Two Year P.G. Degree Programme from the Academic Year 2025-26



MASTER OF BUSINESS ADMINISTRATION

ACADEMIC REGULATIONS (R25) (2025-26)

Applicable for students admitted to Master of Business Administration from 2025-26 batch onwards

1. Admission Procedure

Admission to the M.B.A Programme shall be made subject to the eligibility, qualifications and specialization prescribed by the University for MBA Programme, from time to time.

2. Program of Study

The M.B.A Programme is offered with the approval from AICTE.

3. Programme Pattern

- 3.1 The medium of instruction, examinations and project reports shall be English.
- 3.2 The entire program of study is for two academic years. All two academic years shall be on semester pattern.
- 3.3 A student admitted to a program should complete it within a period equal to twice the prescribed duration of the program from the date of admission.
- 3.4 The minimum instruction days for each Semester shall be 90.
- 3.5 A student eligible to appear for the end examination in a course, but absent or has failed in the end examination may appear for that course at the next supplementary examination when offered.
- 3.6 When a student is detained due to lack of credits/shortage of attendance he/she may be re-admitted when the semester is offered after fulfillment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted.
- 3.7 The curriculum of M.B.A. program is designed to have a total of 86 credits for the award of M.B.A. degree.
- 3.8 Each course is assigned certain number of credits which will depend upon the number of lectures per week. In general, credits are assigned to the courses based on the following contact hours per week per semester.
 - a. For Theory Courses: One credit for 1 Lecture/Tutorial hour per week
 - b. For Practical Courses: One credit for 2 Practical hours per week

4. Award of M.B.A Degree

A student will be declared eligible for the award of the M.B.A. Degree if he/she fulfils the following academic regulations:

- 4.1 Pursue a program of study for not less than two academic years and in not more than four academic years.
- 4.2 Register for 86 credits and secure all 86 credits.
- 4.3 Student should pass all the Audit courses (Non-credited).
- 4.4 Students, who fail to fulfill all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit their seat in M.B.A Programme and their admission stands cancelled.

5. Attendance Requirements:

- 5.1 A student shall be eligible to appear for Semester End examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the courses in a semester.
- 5.2 Shortage of Attendance below 65% in aggregate shall in NO case be condoned.
- 5.3 Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the Vice Chancellor/CoE for reasons such as met with accident/ severe illness leading to hospital admission subject to submission of discharge summary/ death in family.
- 5.4 Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that Semester and their registration shall stand cancelled.
- 5.5 A student will not be promoted to the next semester unless he/she satisfies the attendance requirements of the present semester, as applicable. They may seek readmission for that semester when offered next.
- 5.6 A stipulated fee shall be payable towards condonation of shortage of attendance to the University.

6. Weightage for Continuous Internal Evaluation (CIE) and End Semester Examination(ESE)

- a. The performance of a student in each semester shall be evaluated course-wise.
- b. Performance evaluation in each course (theory/ practical) shall be based on a total of 100 marks, of which the relative weightage for internal evaluation and end semester examination shall be 40 marks and 60 marks respectively.
- c. However, Audit courses shall be evaluated entirely on the basis of internal evaluation.

6.1 Continuous Internal Evaluation (CIE)

- 6.1.1 The total internal weightage for theory courses is 40 marks with the following distribution.
 - a. 25 marks for Mid-term tests.
 - b. 10 Marks for Assignments
 - c. 5 Marks for Quiz/Project based learning (PBL)/Seminar etc. This is at the discretion of the faculty (subject to the approval of HoD/Dean). All the evaluation pattern which shall be in the course plan to be submitted at the beginning of the semester.
- 6.1.2 For all theory courses including audit courses there shall be two mid- term tests in each semester. The duration of mid-term test shall be 2 hours. Each mid-term test shall be conducted for 50 marks. There shall be in total 6 questions of 10 marks each. Out of the first five questions (Q. No 1 to 5) a student needs to answer any four question. The the 6th is a compulsory question on a case study. First mid-term test shall be conducted for Unit-I & II of syllabus and second mid-term shall be conducted for Unit-III, IV & V. Final Mid-term marks shall be arrived by taking the average of the two mid test marks. Further the final mid-term test mark is multiplied with (1/2) or 0.5 for scaling it down to 25 marks.
- 6.1.3 In case any student is unable to appear for both mid-term tests for genuine reasons (met with accident, severe illness leading to hospital admission subject to submission of discharge summary, death in family), the Vice Chancellor at his discretion on the recommendation of Dean/Head of the department and concerned course handling faculty may permit to re-conduct the mid-term tests.
- 6.1.4 The 10 marks allotted to assignments in each theory course shall be based on evaluation of

two assignments (5marks each), on topics relevant to that particular course. The first assignment is to be submitted before I mid-term test and the second assignment is to be submitted before II mid-term test.

- 6.1.5 For courses with an L-T-P-C structure (which include both lecture and practical components) such as 2-0-2-3 or 3-0-2-4, the CIE, shall be for 40 as per following assessment pattern.

Mid 1 & 2	:	20 Marks each
Assignments (5+5)	:	10 Marks
Day- to-Day assessment of Record	:	10 marks

- 6.1.6 The Mid-term tests for the courses with L-T-P-C 2-0-2-3 & 3-0-2-4 shall be conducted in the laboratory. There shall be in total 5 questions, where the 5th question shall be a case study which is compulsory for 10 marks. In the Question numbers 1 to 4, student shall answer any three questions for 10 marks each. Students are allowed to use prescribed software on the systems and take the printout of the output to attach with the main answer script for evaluation by the examiners. Final Mid-term marks shall be arrived by considering the average of the two mid-term test marks. Further the final mid-term test mark is multiplied with (1/2) or 0.5 for scaling it down to 20 marks.

- 6.1.7 The End Semester examination for the L-T-P-C 2-0-2-3 & 3-0-2-4 shall be conducted in the laboratory for 100 marks with the following pattern:

The question paper pattern shall have 5 questions with internal choice of 16 marks each and 6th question in case study for 20 marks without any choice.

Relevant software and printer shall be made available to the students in the laboratory to take printouts and attach to the answer scripts.

6.2 Skill Enhancement Courses:

Courses with an L-T-P-C structure of 1-0-2-2 shall be evaluated in accordance with the following assessment pattern.

1. **Data Analytics Using Excel & GS**
2. **Corporate Communication**

6.2.1 Data Analytics Using Excel & GS

For the above-mentioned course with L-T-P-C structure 1-0-2-2 as part of Continuous Internal Evaluation, 40 marks shall be assessed which will be based on the following term test pattern.

Mid 1 & 2	:	20 Marks each
Assignments (5+5)	:	10 Marks
Day-to-day Record	:	10 Marks

The Mid-term tests for the above-mentioned courses with L-T-P-C 1-0-2-2 shall be conducted in the laboratory for a duration of 2 hours. There shall be in total 5 questions, where the 5th question shall a case study which is compulsory for 10 marks. In the Question numbers 1 to 4, student shall answer any three questions for 10 marks each. Students are allowed to use prescribed software on the systems and take the printout of the output to attach with the main answer script for evaluation by the examiners. Final Mid-term marks shall be arrived by considering the average of the two mid-term test marks. Further the final mid-term test mark

is multiplied with (1/2) or 0.5 for scaling it down to 20 marks.

The End Semester examination for the above course with L-T-P-C 1-0-2-2 shall be conducted in the laboratory for 100 marks for the duration of 3 hours with the following weightage:

The question paper pattern shall have a total of 6 questions of 16 marks each. Out of which Question number 1 to Question number 5 with internal choice shall be from each of the 5 units & Question Number 6 which is a case study is compulsory for 20 marks.

After the average mark is computed, the final end semester examination mark is multiplied with (3/5) or 0.6 for scaling it down to 60 marks.

Any fractional value arriving after calculating the average mark shall be rounded up to the next higher integer value.

6.2.2 Corporate Communication

For the course Corporate Communication, the following assessment pattern shall be followed.

Continuous Internal Evaluation (40Marks): The below weightage of marks shall be followed

20 Marks	:	Two Mid-term tests for 20 marks each.
10 Marks	:	Two assignments of 5 marks each
10 Marks	:	Day to day evaluation/Record

The mid-term test pattern shall have 4 theory questions for 10 marks each without any choice. Final Mid-term marks shall be arrived by taking the average of the two mid-term test marks. Further the final mid-term test mark is multiplied with (1/2) or 0.5 for scaling it down to 20 marks.

End Semester Assessment (100 Marks): It shall be conducted for a duration of 3 hours with the below weightage of marks.

40 Marks	:	Conduct of Experiment.
40 Marks	:	Conduct of Activity
20 Marks	:	Conduct of Viva

The final end semester examination mark is multiplied with (3/5) or 0.6 for scaling it down to 60 marks.

Any fractional value arriving after calculating the average mark shall be rounded up to the next higher integer value.

6.3 End Semester Examination

End semester examination of theory courses shall have the following pattern:

- 6.3.1 The end semester examination shall be conducted for a maximum of 100 marks for a duration of 3 hours.
- 6.3.2 There shall be 6 compulsory questions. The Q.No. 1 to 5 shall be for 16 marks each of either or type. The 6th question shall be a case study for 20 marks without any choice.
- 6.3.3 Each of these questions from 1 to 5 (with internal choice) shall cover one unit of the syllabus.
- 6.3.4 Generally, two sets of the question paper are set by external experts for the end semester examination. Out of the two papers one is randomly selected by the CoE for printing and distribution to the examination halls.
- 6.3.5 Double evaluation system shall be followed for evaluating the theory course answer scripts.

- 6.3.6 While one evaluator shall be from within the University the other shall be from outside the University.
- 6.3.7 In case of unavailability of either of the evaluator, the answer book shall be double evaluated where both evaluators shall be from within or outside of the University.
- 6.3.8 If the obtained difference between the marks of the two evaluators is less than or equal to 15% of the maximum marks, the final mark shall be arrived by taking the average of the two marks.
- 6.3.9 In case, the obtained difference of the marks awarded by the two examiners exceeds 15% the Controller of Examinations shall appoint the third evaluator for evaluating the answer script. Of the three marks available thereafter, the average of the closest mark to the third evaluator mark and third evaluator mark shall be taken as final mark.
- 6.3.10 If the mark of internal evaluator and external evaluator are at equal difference with the third evaluator mark, then the highest two shall be considered for average.
- 6.3.11 After the average mark is computed, the final end semester examination mark is multiplied with (3/5) or 0.6 for scaling it down to 60 marks.
- 6.3.12 Any fractional value arriving after calculating the average mark shall be rounded up to the next higher integer value.

6.4 Dual Specialization

The student can have single or dual specialization, i.e. (i) major specialization; and (ii) minor specialization. In all there are Six specialization modules offered by the University Viz: Financial Management, Marketing Management, Human Resource Management, Strategic Management, Analytics and Banking & Insurance. If the student wants to opt single specialization, then they will take any one specialization as both major and minor. If the student opts for dual specialization, then they will take one specialization as Major and the other specialization as minor.

6.5 Rural Immersion Project:

- 6.5.1 A group of maximum of 5 students shall take up the Rural Immersion Project in I Year II Semester.
- 6.5.2 Every project group required to submit a topic that should be approved by the department.
- 6.5.3 Two reviews shall be conducted for Rural Immersion Project by guides or coordinators
- 6.5.4 Each student shall be allowed to take viva-voce examination of the Rural Immersion Project, after fulfilling the attendance requirements.
- 6.5.5 If the report of the supervisor is satisfactory, viva-voce examination shall be conducted by a board consisting of the Guide, Head of the Department and the examiner who adjudicate the Rural Immersion Project Report/ dissertation.
- 6.5.6 If the result of the viva-voce is either Grade F or Ab the candidate shall retake the viva- voce examination after three months. If he/she fails to get a satisfactory result at the second viva-voce examination, he/she will not be eligible for the award of the degree, unless he/she is permitted by the Internal Departmental Committee & Registrar/VC to revise and resubmit the Rural Immersion Project Report.

Continuous Internal Evaluation	: 40 Marks
End Semester Examination	: 60 Marks

6.6 Internship

The internship either onsite or virtual with a minimum of six weeks during the break between the 2nd and 3rd semesters, is compulsory for the students. The Internship shall be carried out either on general topics or in areas of their specialization(s), preferably in collaboration with industry, such as banking and financial services, consulting firms, manufacturing companies, FMCG organizations, IT and ITES companies, retail businesses, or logistics and supply chain firms.

Evaluation of the internship shall be through the departmental committee. A student will be required to submit two copies of internship report to the concerned department and appear for an oral presentation before the departmental committee comprising of Head of the Department, supervisor of the internship and a senior faculty member of the department. A certificate from the industry shall be included in the report. The Internship shall be evaluated for 100 marks, of which 40 marks are allotted for continuous internal assessment based on reviews and student regularity, and 60 marks (40 marks for viva, 20 marks for report submission) are allotted for the end-semester viva examination to be conducted in the Department. Attendance in the viva examination is mandatory. A student who fails to clear the Internship shall attend the supplementary examination as and when conducted.

6.7 Capstone Project:

- 6.7.1 Students shall carry out their Capstone Project in Department/Industry/research organization in consultation with Head of the Department (HoD) and faculty guide and submit the Dissertation/Project report thereon at the end of the semester. Students shall also be encouraged to do internship for a minimum period of 6/8 weeks preferably offline in such companies where they may get employment after their course. Students will go for such internship after spending 8/9 weeks in the department for successfully completing the course
- 6.7.2 Students carrying out Capstone Project /Internship in Industry/Research organization should complete their report in II year II semester.
- 6.7.3 Every candidate shall be required to submit the thesis after taking up a topic approved by the University. /Industry/Research organization.
- 6.7.4 Out of a total of 100 marks for the dissertation, 40% weightage shall be for internal evaluation and 60% weightage for the end semester examination. The end semester examination (viva- voce) shall be conducted by an external examiner nominated by the Vice Chancellor/ Controller of Examinations, HOD and Supervisor as a committee. The evaluation of thesis shall be conducted at the end of the IV semester. The internal evaluation shall be made by the departmental committee, on the basis of the three reviews given by the student on the topic of his/her thesis.
- 6.7.5 An Internal Departmental Committee (IDC) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the major project.
- 6.7.6 The work on the project shall be initiated in the penultimate semester and the duration of the project is for one semester.
- 6.7.7 The student must submit status report at least in two different phases during the project work period. These reports must be approved by the Internal Departmental Committee (IDC) before submission of the Project Report.

- 6.7.8 A candidate shall be allowed to take viva-voce examination of the project, after fulfilling the attendance requirements.
- 6.7.9 Two copies of the thesis certified in the prescribed form by the supervisor & HOD shall be submitted to the Department. Further, Soft copy of the report should be submitted to the Department.
- 6.7.10 The Department shall submit a panel of experts to conduct viva-voce examination to the office of the Controller of Examinations consisting of Industry expert and academicians. The dissertation will be adjudicated by one examiner for every 20 students nominated by the Vice Chancellor.
- 6.7.11 If the report of the viva-voce is either Grade F or Ab (Absent), the candidate shall retake the viva-voce examination after three months. If he/she fails to get a satisfactory report at the second viva- voce examination, he/she will not be eligible for the award of the degree, unless he/she is permitted by the IDC to revise and resubmit the project.
- 6.7.12 Students shall be encouraged to publish their Project Work in ABDC/Scopus/Peer Reviewed Journals.

6.8 Audit Courses:

An audit course is an educational term for the completion of a course of study for which a nominal assessment of the performance of the student is made without awarding grades. In this case, 'audit' indicates that the individual merely has received teaching and achieved a given standard of knowledge of the subject, rather than being evaluated. A student who audits a course does so for the purpose of self- enrichment and academic exploration.

6.9 Regulations for Audit Courses:

- 6.9.1 Institution intends to encourage the students to do one audit course in I year I & II semester of their program. The students shall have the choice to opt for one audit course from the list given by the University.
- 6.9.2 Audit Courses shall bear no credits.
- 6.9.3 The details of audit courses shall be reflected in Grade card of the successful students
- 6.9.4 Attendance for audit courses is compulsory and shall be considered while calculating the aggregate attendance.
- 6.9.5 There shall be only internal assessment/evaluation for audit courses. The student shall be declared passed in audit courses when he/she secures 50% marks or above in the internal evaluation. If any student does not attain the required pass percentage, student needs to reappear for the mid-term tests, as and when the college conducts them in subsequent semesters.

6.10 Massive Open Online Courses (MOOCS)

The University, in alignment with advancements in Learning Management Systems (LMS), encourages students to enroll in Massive Open Online Courses (MOOCs). The primary objective of introducing MOOCs is to provide students with broader learning opportunities through online tutorials, self-paced learning, interactive quizzes, and engagement with professors from reputed institutions worldwide. Upon successful completion, students are expected to obtain a certificate from the respective MOOC provider.

Regulations for MOOCs:

- 6.10.1 Institution intends to encourage the students to pursue MOOC's as per the provisions given in the curriculum structure.
- 6.10.2 The respective departments shall give a list of standard MOOCs providers including SWAYAM whose credentials are endorsed by the Dean/HoD.
- 6.10.3 In general, MOOCs providers provide the result in percentage. The following grade table shall be used, while allotting letter grade for the MOOCs. If MOOCs provider declares a student as passed, the institution shall consider the same.

Letter Grade	Grade points	Absolute marks
O(Outstanding)	10	90 - 100
A+(Excellent)	9	80 -89
A(Very Good)	8	70 - 79
B+ (Good)	7	65 - 69
B(Above Average)	6.5	60 - 64
C(Average)	6	55 - 59
P(Pass)	5.5	40 - 54
F(Fail)	0	< 40
A (Absent)	0	

- 6.10.4 In case of any deviation in the above clause, the committee appointed by the Vice Chancellor shall take a decision for converting MOOC results in to the relevant grade points.
- 6.10.5 The Credits for MOOC(s) shall be transferred same as given for the respective discipline or open electives.
- 6.10.6 Each department shall appoint Coordinators/Mentors and allot the students to them who shall be responsible to guide students in selecting online courses and provide guidance for the registration, progress and completion of the same.
- 6.10.7 In case a student fails to complete the MOOCs he/she shall re-register for the same with any of the providers from the list provided by the department. Still if a student fails to clear the course/s, the Institution shall evaluate for the said course/s for 60 marks (scaled up to 100 marks), as per the MOOCs syllabi during the final year.
- 6.10.8 In case a provider fails to offer a MOOC in any semester, then in all such cases the University shall conduct the end semester examinations for the same as per the University end semester examination pattern. The syllabi for the supplementary examinations shall be same as that of MOOCs. There shall be no internal assessment however the marks obtained out of 60 shall be scaled up to 100 marks and the respective letter grade shall be allotted.
- 6.10.9 The details of MOOC(s) shall be displayed in Grade card of a student, provided he/she submits the proof of completion of it or them to the department concerned through the Coordinator/Mentor, before the end semester examination of the particular semester.

7. Supplementary Examinations

- a) At the end of each Semester there will be regular examinations for the current Semester. Those students who could not clear their courses in their previous attempt can appear for the examinations under supplementary category along with the regular students after registering

themselves at the examination section. Supplementary examinations for all other Semesters, other than the current one will be conducted during the same period.

- b) A student who could not pass a theory course due to his/her CIE marks being less than or equal to 25, can re-take only the mid-term tests for such courses. This provision may be availed in the next semester or when notified by the University. Whenever the student passes any such course, he shall no longer be allowed to avail this provision. This process shall be carried out under the purview of the Dean/Head of Department.

8. Minimum Academic Requirements:

Students need to acquire the attendance requirements mentioned in Sec No 5 to get promoted to the subsequent semester.

- 8.1 The minimum letter grade required for pass in each Theory/Practical/Seminar/Major Project is “P” grade (internal evaluation + End Semester Examination). However, a minimum of 40% marks in each theory/practical in end semester examination have to be secured.
- 8.2 Students, who fail to earn 86 credits as indicated in the course structure within four academic years from the year of their admission, shall forfeit their seat in M.B.A. Programme and their admission shall stand cancelled.

9. Transitory Regulations

Discontinued, detained or failed candidates are eligible for readmission as and when the semester is offered after fulfillment of academic regulations. Candidates who are detained due to shortage of attendance or for not fulfilling academic requirements or failed after having undergone the program in earlier regulations or have discontinued and wish to continue the program are eligible for admission into unfinished Semester from the date of commencement of class work with the same or equivalent courses as and when such courses are offered and they will be in the academic regulations into which they get readmitted.

10. Withholding of Results

If the candidate has any dues to the institution or any case of indiscipline or malpractice pending against him/her, the result of the candidate shall be withheld and he/she shall not be allowed/promoted to the next semester. The issue of awarding degree is liable to be withheld in such cases.

11. Grading System

11.1 Letter Grade

- 11.1.1 Based on the student’s performance during a given Semester, the students are awarded a final letter grade at the end of the Semester in each course. The letter grades and the corresponding grade points are as follows:

Letter Grade	Grade points	Absolute marks
O (Outstanding)	10	90 - 100
A+ (Excellent)	9	80 -89
A (Very Good)	8	70 - 79
B+ (Good)	7 10	65 - 69

B (Above Average)	6.5	60 - 64
C (Average)	6	55 - 59
P (Pass)	5.5	50 - 54
F (Fail)	0	< 50
Ab (Absent)	0	

11.1.2 A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than F and Ab in that course. A letter grade F or Ab in any course implies that the candidate is yet to clear that course.

11.1.3 A course successfully completed cannot be repeated.

11.1.4 A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA shall be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

11.1.4 Where 'n' is the number of courses registered for the semester, 'ci' is the number of Credits allotted to a particular course, and 'gi' is the grade points carried by the letter corresponding to the grade awarded to the student for the course. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refer

Starting from the second semester at the end of each semester S, a Cumulative Grade Point

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Average (CGPA) will be computed for every student as follows:

Where 'm' is the total number of courses the student has registered from the first semester onwards up to and including the semester S, 'ci' is the number of Credits allotted to a particular course 'si' and 'gi' is the grade-point carried by the letter corresponding to the grade awarded to the student for the course 'si'. CGPA will be rounded off to the second place of decimal and recorded as such. The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

The CGPA, SGPA and the grades obtained in all the courses in a semester will be communicated to every student at the end of every semester.

When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

Cumulative grade point average [CGPA] averaged over all the courses are calculated for the award of class.

12. Award of Class

The following Class is awarded to the student on successful completion of the M.B.A Degree. Programme depending upon the CGPA obtained;

Class	CGPA	Based on the aggregate of grades secured from the total Credits.
First Class with Exemplary	≥ 9.5 & < 10.0	
First Class with Distinction	≥ 7.5 & < 9.5	
First Class	≥ 6.5 & < 7.5	
Second Class	≥ 5.5 & < 6.5	

In case of a specific query by students/employers regarding Semester Grade Point Average (SGPA)/ Cumulative Grade Point Average (CGPA) into percentage, the following formulae will be adopted for **notional conversion of SGPA/CGPA** into percentage.

$$\text{SGPA to Percentage} = (\text{SGPA} - 0.5) \times 10$$

$$\text{CGPA to Percentage} = (\text{CGPA} - 0.5) \times 10$$

13. Recounting

- 13.1 Students can apply for recounting of marks for any number of theory/practical courses.
- 13.2 A candidate shall submit an application for recounting with the prescribed fee within the specified date as per the notification issued by Controller of Examinations.
- 13.3 A candidate shall be awarded corrected grade after the recounting. However, if the candidate secure lesser grade than the awarded grade, the original grade shall be retained.

14. Re-evaluation

- 14.1 Students not satisfied with the grades awarded have the provision to apply for re-evaluation of any number of theory based end semester examinations.
- 14.2 Student needs to apply/submit an application as per the notification issued by CoE.
- 14.3 The application should be submitted within 7 days of publication of results to the Examination Section.

- 14.4 On receiving an application within the stipulated time, the CoE shall arrange for the re-evaluation for the course/s applied.
- 14.5 The evaluation shall be done by an appointed course expert, in the presence of the concerned Head of the Department.
- 14.6 Only if the marks obtained after re-evaluation are higher than the original marks, they shall be updated accordingly, else the original mark shall stay as it is.

15. Award of Ranks

- Ranks are awarded based on the CGPA secured by the candidates for all the courses from first to final year, Provided the candidate has:
- Completed the entire Programme in the college itself.
- Passed all the courses in first attempt only.
- Not discontinued the Programme for any period during the course of study.
- Not been awarded any punishment for being involved in malpractice or indiscipline during the course of study in the Institute.
- In case, more than one student secures same CGPA, then first rank shall be awarded based on:
- Student who secure more number of letter grade “O,” A+” and so on in decrementing order of grades.
- After applying the above clause, if a tie still exists, then all such students shall be awarded the same rank.
- Certificate and medal/award shall be given to such students as an appreciation for their achievement.

16. Multiple Entry / Exit Options

S.No	Academic Level	Qualifications for Entry	Qualifications for Exit	NCrF Level
1.	1 st Year of PG Degree	A candidate completing any 3-Year Bachelor Degree with 5.5 NCrF level	PGD (Post-Graduation Diploma)	6
		A candidate completing any 4-Year Bachelor Degree with 6 NCrF level.		6.5
		A candidate completing any 4-Year Bachelor Degree with Honours/Research with 6 NCrF level.	Master’s Degree	6.5
2.	2 nd Year of PG Degree	A candidate completing any 3-Year Bachelor Degree with 5.5 NCrF level	Master’s Degree	6.5
3.	2 nd Year of PG Degree	A candidate completing any 4-Year Bachelor Degree with 6 NCrF level.		7

17. General

- 17.1 The academic regulations should be read as a whole for purpose of any interpretation.
- 17.2 Malpractice rules nature and punishments are appended.
- 17.3 Where the words “he”, “him”, “his” occur in the regulations, they also include “she”, “her”, “hers”, respectively
- 17.4 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice Chancellor is final.
- 17.5 The University, with the approval of the Academic Council, may change or amend the academic regulations / structure / credits / syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the University.
- 17.6 In rare individual cases of deserving students, if the Vice chancellor feels that by giving some assistance/provision leads to the betterment in life for such students, he may put up to the Executive Council for further advice/suggestion/approval.

Disciplinary Action for Malpractices / Improper Conduct in Examinations

	Nature of Malpractices / Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers, blue tooth or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he/she will be handed over to the police and a case is registered against him.

2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from Examination hall. The candidate is also debarred for two consecutive Semesters from class work and all end Examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the Examination (including Practical and project work) already appeared and shall not be allowed to appear for Examinations of the remaining courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester End Examinations if his involvement is established. Otherwise the candidate is debarred for the next semester from class work and all end Examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. However, the final decision shall be taken by the Vice Chancellor based on the recommendations of a committee nominated by the Vice Chancellor. If the imposter is an outsider, he/she will be handed over to the police and a case is registered against him.

4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that course.
6.	Refuses to obey the orders of the any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in- charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that Semester. If candidate physically assaults the invigilator or/ officer in charge of the examination, then the candidate is also barred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.

7.	Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that

		Semester/year
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that Semester examinations depending on the recommendation of the committee.
	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Vice Chancellor for further action to award suitable punishment.	

Note: Whenever the performance of a student is cancelled in any course/ courses due to Malpractice, he/she has to register for the End semester examination in that particular course/s consequently and has to fulfill all the norms required for award of Degree.
