

# KALASALINGAM UNIVERSITY

## REGULATIONS

### MBA

#### R.1.0 Admission

##### R.1.1 Eligibility

The Kalasalingam University offers management courses leading to the award of M.B.A Degree. Candidates who have already obtained any bachelor's degree in Engineering/Technology/Arts and Science or any Master's degree in Engineering/Technology/Arts and Science are eligible to apply for admission to the M.B.A Programme offered by the Kalasalingam University.

R.1.2 Announcement for admission to M.B.A programme will be made by the Kalasalingam University and the candidates are required to submit their applications in the prescribed application form on or before the dates specified in the announcement by the University.

R.1.3 Admission to the M.B.A programme will be made by the procedure given below:

(i) The applicants to the course will have to qualify in the Kalasalingam University Management Entrance Test (KUMGET) conducted in the month of April/May of that academic year by the University. The candidates qualified in the GMAT (General Management Aptitude Test) / KUMGET will be called for group discussion and interview and the final selection will be based on

- the marks obtained in the entrance test,
- their performance in the interview and group discussion and
- their work experience, if any.

(ii) **Sponsored Candidates:** Sponsored candidates from company or any other institution should forward their application through proper channel. They are exempted from Entrance test. However they must have a minimum work experience of one year in the sponsoring organization. They will be selected on the basis of

- a separate written test and
- their performance in interview, group discussion

**(iii) NRIs and Foreign Nationals:** NRIs and Foreign Nationals should forward their application through proper channel. **Foreign Nationals**, whose applications are received through Indian Council or Cultural Relations, Government of India, are also eligible for admission. They are also eligible under self-financing scheme for which applications are to be submitted through their embassy. They are exempted from Entrance test, Interview and Group Discussion.

They will be selected on the basis of

- academic record
- letters of reference and
- work experience (if any)

They also have to submit copies of documents related to their citizenship while applying for the programme.

R.1.4 The Academic Council of the University will decide on the number of seats to be allotted for the MBA programme.

R.1.5 The Post-graduate Admissions Committee constituted by the Chairman, Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.

R.1.6 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director (Academic) may revoke the admission of the candidate and report the matter to the Academic Council.

R.1.7 **In all matters concerning selection of candidates, the decision of the Chairman, Academic Council or his nominee viz. Chairman, Post Graduate Admission Committee is final.**

R.1.8 In addition to the conditions given in the information brochure for MBA Admission sent along with the application forms, the selected candidates should satisfy the other admission requirements indicated in the letter of offer of admission and then only he/she will be admitted to the MBA Programme after payment of the prescribed fees. However, if at any time the Director (Academic) finds any of the requirements not fulfilled by the candidate, the Director (Academic) may revoke the admission of the candidate to the Programme.

## **R.2.0 Structure of the M.B.A Programme**

R.2.1 The programme of instruction will consist of the following Cumulative Grade Point Average (CGP) courses viz,

- i. Core courses

- ii. Elective courses
- iii. Laboratory courses
- iv. Summer project and
- v. Industrial project

In addition to the above a student should satisfactorily complete the minimum number of Non -CGPA courses as stipulated in Table 2 of R.2.5.

R.2.2 A course can be either lecture based or laboratory based.

R.2.3 The complete programme will normally consist of four semester duration. The academic programme in each semester shall consist of course work including laboratory/workshop based courses in all the four semesters.

In addition there will be a summer project at the end of the first year. The industrial project will be carried out in the fourth semester.

R.2.4 The M.B.A programme will have a curriculum and course contents approved by the Academic Council. The curriculum is designed to have a minimum number of 100 credits (90 CGPA credits and 10 Non – CGPA credits) as shown in Table 1 and Table 2 of R.2.5 for successful completion of the MBA Program.

R.2.5 (a) Credits for the CGPA courses will be assigned based on the following pattern:

- (i) One credit for each lecture period
- (ii) One credit for each tutorial period
- (iii) One credit for each laboratory or practical session of three periods
- (iv) Credit for the summer project and Industrial Project will be as specified in the curriculum, approved by the Academic Council.

(b) All the Non-CGPA courses are of Pass/Fail type. At the completion of each Non-CGPA courses, the performance of each student will be evaluated by the respective Course Coordinator of the Non-CGPA course, and if it is found satisfactory and conforming the requirements of the course, the student will be awarded with full credit assigned to the course as given in Table 2.

**Table 1 - CATEGORY OF COURSES WITH CGPA CREDITS**

<b>DESCRIPTION</b>	<b>TOTAL CREDITS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>Core</b>	<b>42</b>	<b>18</b>	<b>18</b>	<b>3</b>	<b>3</b>
<b>Electives</b>	<b>36</b>	<b>-</b>	<b>-</b>	<b>18</b>	<b>18</b>
<b>Laboratory</b>	<b>04</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>-</b>
<b>Summer / Industrial Project</b>	<b>08</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>5</b>

<b>TOTAL CGPA CREDITS</b>	<b>90</b>	<b>20</b>	<b>20</b>	<b>24</b>	<b>26</b>
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**Table 2 - CATEGORY OF COURSES WITH NON CGPA CREDITS**

<b>S. No.</b>	<b>DESCRIPTION</b>	<b>TOTAL CREDITS</b>	<b>MINIMUM CREDIT REQUIREMENTS</b>
1.	Paper Presentation in other colleges / Management meet	3	<b>10</b>
2.	Industrial Lectures	2	
3.	Publications in Journal	4	
4.	Participation in any event in Management Meet	2	
5.	Research Based Projects	4	
6.	Extra Curricular Activities	3	
7.	Sports	2	
8.	Participation in Entrepreneurship Programs	2	
9.	Preparation of Business Plan	2	
10.	Voluntary Services	2	
	<b>Total Non CGPA Credits</b>	<b>26</b>	

**Minimum credit requirement: 100 (90 CGPA +10 Non- CGPA)**

R.2.6 A student will have to register in all the core courses listed in the curriculum and successfully complete all of them.

R.2.7 Electives will have to be taken from the courses offered by the Department in that particular semester from among the list of approved courses. Three electives from any two among the five areas of specialization are to be chosen by the students for the III Semester and the same specialization has to be taken in the IV Semester with three electives.

R.2.8 To complete the curriculum, a candidate shall

1. Satisfy all the requirements prescribed by the Regulations of the Academic Council
2. Complete all the courses as specified in the syllabus, within a minimum period of two years or a maximum of four years (including the duration of withdrawal from the course on medical grounds etc.,) from the date of his/her enrolment.

R.2.9 The medium of instruction, examination and project reports will be English.

**R.3.0 Requirement of Non-CGPA credit courses**

R.3.1 All students admitted to the MBA programme must earn a minimum of 10 credits out of 26 credits under the non-CGPA credit courses mentioned under Table 2 of R2.5.

- R.3.2 Each student in consultation with his/her faculty advisor will plan the non-CGPA courses which are normally offered during the semester and/or during the vacations either during the University working hours and/or after the working hours.
- R.3.3 The list of non-CGPA courses and the course schedule will be displayed at the office of the Director (Academic) before the end of every semester. The students can register and enroll their names for the courses at the time of registering and enrolling for the regular CGPA courses.
- R.3.4 The student's performance will be assessed by the respective course coordinator of each non-CGPA course and the result will be declared along with the results for the CGPA courses.
- R.3.5 The minimum attendance requirement is 75% in all the non-CGPA courses and as stipulated in the regulation **R.13.0**.

#### **R.4.0 Faculty Adviser**

- R.4.1 To help the students in planning their courses of study and for getting general advice on academic programme, the concerned department will assign a certain number of students to a faculty member who will be called as their faculty adviser.

#### **R.5.0 Class Committee**

- R.5.1 For each semester of the M.B.A programme there shall be a class committee, constituted by the Head of the Department as follows:

- (i) One Professor preferably not offering courses for that class as the Chairman,
- (ii) Course teacher / coordinators of all the subjects,
- (iii) Four student members, two from toppers and two from others and
- (iv) Faculty Adviser.

#### **R.5.2 The basic responsibilities of the class committee are:**

- (a) To review periodically the progress of the classes
- (b) To discuss problems concerning curriculum and syllabus and the conduct of the classes for both CGPA and Non-CGPA courses.
- (c) To finalize the type of assessment for the course by the teacher in consultation with the class committee and it will be announced to the students at the beginning of the semester.
- (d) To communicate its recommendations to the Head of the department and the Director (Academic).

(e) The class committee without the student members will also be responsible for the finalization of the semester results.

R.5.3 The class committees shall meet at least thrice in a semester, once at the beginning of the semester, once after the II Sessional Examination and once (without the student members) at the end of the semester to finalize the grades.

#### **R.6.0 Registration and Enrolment**

R.6.1 Except for the first semester, registration of a semester will be done during a specified week before the end semester examination of the previous semester. **Late Registration/enrolment** will be permitted with a fine of Rs.2500/-upto two weeks from the last date specified for registration. The registration form will give details of the core and elective courses and project to be taken in a semester with the number of credits. The student can make the choice of course in consultation with his/her Faculty Adviser.

R.6.2 From the second semester onwards all students have to enroll on a specified day at the beginning of each semester. A student will become eligible for enrolment only if he/she satisfies R.9.1 and in addition he/she has cleared all dues to the University, Hostel and the Library up to the end of the previous semester and also he/she is not debarred from enrolment by the Discipline and Welfare Committee (vide R.12.2). At the time of enrolment a student can drop a course registered earlier and also substitute it by another course for valid reasons with the consent of the faculty adviser.

R.6.3 If a student find his/her load is heavy in any semester, or for any other valid reason, he/she may drop courses with in two weeks from the date of commencement of the semester with the written approval of his/her Faculty Adviser and Head of the Department. The number of registered courses remaining after withdrawal should enable the student to earn the minimum credits required to continue the studies as indicated under R.9. 0. Courses withdrawn will have to be taken when they are offered next, if they belong to the list of core courses (compulsory courses).

#### **R.7.0 Summer Term Course**

R.7.1 All Summer Term Courses (STC) will be announced by the office of Academics on the recommendation of the Departmental Consultative Committee.

A Summer Term Course is open to those students who had taken the course earlier and failed and special cases recommended by the respective faculty advisers.

No student should register for more than two courses during a summer term, including contact course during summer.

R.7.2 Summer term courses will be announced by the office of Academics at the end of the even semester before the commencement of the end semester examinations. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.

R.7.3 The number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure in a summer term course will also be similar to the procedure for a regular semester course.

R.7.4 Withdrawal from a summer term course is not permitted. No make up examination (see **R.17.0**) will be given for a summer term course ordinarily.

R.7.5 Students who has not completed the registered courses are not eligible to register for four courses in Summer Term Course.

### **R.8.0 Contact Courses**

R.8.1 A Contact Course may be offered during the regular semester by the department

- to final year students who have obtained "**U**" **grade** in a CORE course.
- The course will be offered only on the recommendation of the department with a mutual agreement of the teacher and the student.

R.8.2 **A student cannot register for more than two contact courses during the semester.**

R.8.3 The contact course will not be offered if a semester course is offered on the same subject during that period.

R.8.4 Such final year students, who wish to take contact courses, should apply to the Director (Academic) before the commencement of the semester in which the contact course is to be taken.

R.8.5 The assessment procedure for the contact course will be similar to the procedure for the regular semester course.

R.8.6 **Withdrawal from a contact course is not permitted.**

### **R.9.0 Minimum Requirement to continue the Programme**

R.9.1 A student should have earned not less than **12 successful credits** in the first semester, **26 successful credits** at the end of second semester and **42 successful credits** at the end of third semester. Failing to satisfy the requirement, the student will be asked to leave the Programme. The student is expected to complete the required non-CGPA courses before they take up the final year project work

Students who do not fulfill the minimum required credits in the odd semester will be issued with a warning and their names may be removed from the rolls at the end of the even semesters if the same students do not fulfill the minimum required credits at the end of odd and even semesters put together.

- R.9.2 In addition to the above, to continue the Programme the student **should have a minimum GPA of 5** in each semester with overall **CGPA of 5.5** in subsequent semesters, calculated according to the formula in **R.22.2**. However, in calculating the CGPA for eligibility to continue the Programme, only courses the student has successfully completed up to the point under consideration will be taken into account. **If the CGPA of any student so calculated falls below 5.0, the student will be issued a warning in the odd semester and if he/she does not make it up above 5.5 in the following even semester then he/she will be asked to leave the Programme.**

### **R.10.0 Maximum duration of the Programme**

- R. 10.1A student is ordinarily expected to complete the MBA Programme in four semesters.

In case of students who do not complete their project work in four semesters, they are permitted to submit the report in the fifth semester, the date of completion of the project work and the date of viva-voce examination will be indicated in the grade card for the fifth semester.

Under any circumstances student will not be permitted to spend more than **6 semesters** to complete the course work and **8 semesters** for the total Programme including the project work from the date of admission to the Programme.

### **R.11.0 Temporary Withdrawal from the Programme**

- R.11.1 A student may be permitted by the Director (Academic) to temporarily withdraw from the Programme for reasons of ill health or other valid reasons. Normally a student will be permitted to temporarily withdraw from the programme only for a maximum period of one semester continuously.

### **R.12.0 Discipline**

- R.12.1 Every student is required to observe discipline and decorous behaviour in all academic related activity.

- R.12.2 Any act of indiscipline related to academic activity of a student will be referred to a Discipline and Welfare Committee constituted by the Chairman of the Academic Council. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Director (Academic) will consider the recommendation of the Discipline and Welfare Committee and

take appropriate action. The Director (Academic) will report the action taken at the next meeting of the Academic Council.

### **R.13.0 Attendance**

R.13.1 Every teaching staff member handling a class will take attendance till the last instruction day in that semester and finalize the attendance secured by the student. The percentage of attendance, calculated up to this point, will be indicated by a code number/letter as follows:

<u>Attendance Rounded to</u>	<u>Code</u>
95 % and above	H
85% to 94%	9
75% to 84%	8
Below 75%	L

The particulars of all students who have attendance less than 75% in that course will be announced in the class by the teacher him/herself. Copies of the same should also be sent to the Director (Academic) and Head of the Departments concerned.

**R.13.2 A student, who has an attendance lower than 75%, will not be permitted to sit for the end semester examination in the course(s) in which the shortfall exists.**

R.13.3 If a student has an attendance less than 75% in a course, his/her registration for that course will be treated as cancelled and he/she shall be awarded “W” grade (where W stands for registrations cancelled for want of minimum attendance) in that subject. **This grade shall appear in the Grade Card till the course is successfully completed.**

R.13.4 A student who is awarded with “W” grade for a course must repeat the course as per the regulation R.21.0

R.13.5 For the non-CGPA courses the minimum attendance requirement is 75%. If a student falls short of the attendance requirement he/she should make up the deficiency as below:

- (i) If the absence is on valid grounds, the deficiency will be made up in the extra make-up programmes under the concerned non-CGPA courses to be offered during the Summer/Winter of the same year.
- (ii) If the absence is unauthorized, the deficiency will have to be made up during the following year when the concerned non-CGPA course offered.

**R.13.6 Condonation of Attendance:** Those students who have availed medical leave on valid grounds may be considered for condonation of attendance provided the percentage of attendance excluding the period of medical leave is not below 75% and their overall attendance including the period of illness does not fall below 65%. **The rule of Condonation of Attendance is not applicable to any of the non-CGPA Courses. All cases have to be referred to Discipline and Welfare Committee.**

#### **R.14.0 Assessment Procedure: Tests and Examinations**

R.14.1 For Lecture or Lecture and Tutorial based subjects a minimum of two sessional assessments will be made during the semester. The sessional assessment may be in the form of periodical tests, assignments or a combination of both, whichever suits the subject best. The assessment details as decided at the class committee will be announced to the student at the beginning of the semester by the teacher. There will be a continuous assessment of the laboratory-based courses.

#### **R.15.0 End-Semester Examination**

R.15.1 There will be one end semester examination of 3 hours duration in each lecture based subject.

In case of laboratory based subjects the assessment may be on the basis of sessional performance or on the basis of performances in the sessionals and the end semester examinations. In the case of projects, viva-voce examination will be conducted at the completion of the project work.

#### **R.16.0 Weightages**

R.16.1 The following will be the weightage for the Courses

**a. Lecture or lecture and tutorial based subjects:**

Sessional assessment : Minimum of 40%

End semester examination : Minimum of 40%

**b. Laboratory based subjects:**

Sessional work : 75% to 100%

End semester examination (if held) : 25% (Maximum)

R.16.2 The markings for all tests, tutorial assignments (if any), laboratory work and examinations will be on an absolute basis. The final percentage of marks is calculated in each subject as per the weightages given in R. 16.1.

#### **R.17.0 Make-up Examination**

R.17.1 Students who have missed the Sessional Examinations or end-semester examinations for valid reasons are eligible for a make-up examination.

Student who has missed Sessional Examination(s) and the end semester examination in the same course due to genuine reasons like illness etc. may be permitted to write make-up examination for the **missed end semester examination alone and awarded zero marks for the missed Sessional Examination(s)**, provided the student satisfies the attendance requirements.

They should make an application recommended by faculty adviser and Head of the department of concern department to the Director (Academic) **within one week from the date of the examination missed explaining the reasons for their absence**. Applications received after this period will not be entertained.

R.17.2 Official permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness.

**Students residing in the Hostels should produce a Medical Certificate issued by the Chief Medical Officer (CMO) of the University** that he / she was admitted in the Hospital during the period of the missed Sessional Examination /End Semester Examination. Students residing in the Hostels and taking medical consultation with outside Doctors are required to obtain written permission from the Medical Officer, of the University Hospital **before they proceed for consultation**.

**Students residing in the hostels but taking medical consultation with outside Doctors are required to obtain an endorsement on the certificate of treatment by the Medical Officer of the University Hospital.**

A student staying outside the Campus permanently / temporarily must produce a medical certificate from the Registered Medical Practitioner and the same **should be duly endorsed by parent / guardian and CMO of the University**.

R.17.3 **A single make-up examination will be held about two weeks after the end-semester examination for those who are permitted to take make-up examination.**

The question paper will be common to all the students taking make-up examinations in a given subject. However the question paper will be so structured that a student will be required to answer only parts of the paper carrying marks in proportion to the weightages of the tests / examinations missed by him / her.

## **R.18.0 Subject-Wise Grading of Students into Categories**

### **R.18.1 Letter Grades**

Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each subject. The letter grades and the corresponding grade points are as follows:

<u>Grade</u>	<u>Points</u>	
S	10	grade points
A+	9	“
A	8	“
B	7	“
C	6	“
D	5	“
E	4	“
U	0	“
W	0	Failure due to insufficient attendance in course.
I	0	Incomplete (Subsequently to be changed into pass (i.e.,S/A+/A/B/C/D/E) or U grade in the same semester).

R.18.2 A Student is deemed to have completed a subject successfully and earned the credit if he/she secures an overall letter grade other than U or W or I in that subject.

A letter grade U or W in any subject implies failure in that subject. A subject successfully completed cannot be repeated.

### **R.19.0 Method of Awarding Grades**

R.19.1 A final meeting of the class committee without the student members will be convened **within seven days after the last day of the end semester examination**. The letter grades to be awarded to the students for different subjects will be finalised at this meeting.

R.19.2 **Two copies** of the result sheets for each subject containing the final grade and attendance code and two copies with absolute marks, the final grade and the attendance code should be submitted by the teacher to the concerned Class Committee Chairman.

After finalisation of the grades at the Class Committee Meeting, one copy with the absolute marks and one without the absolute marks but having only the grades and the attendance code will be forwarded by the Class Committee Chairman to the Director (Academics).

One copy with absolute marks, the final grade and the attendance code will be sent to the Head of the Department in which the course is offered.

### **R.20.0 Declaration of Results**

R.20.1 As per R.18.1 the letter grades awarded to the students in each subject along with the attendance codes will be put up on the departmental notice boards soon after the final class committee meeting.

In case a student feels aggrieved, he/she can contact the concerned teacher for a second look at his/her performance but **not later than two weeks** from the commencement of the semester following the announcement of the results. The student shall have access to his/her answer paper/s in the end semester examination which may be shown to him/her by the teacher/s concerned.

If the teacher feels that the case is genuine he/she may re-examine and forward the revised grade, if any, to the Director (Academic) through the Chairman of the Class Committee with justification for the revision and with intimation to the Head of the Department.

R. 20.2 The U or W grade once awarded stays in the record of the student and is deleted when he/she completes the subject later, indicating also the numbers of attempts made in that course. The CGPA will be accordingly revised deleting the “U” or “W” as the case may be in the earlier attempts in that course. The grade acquired by the student later will be indicated in the grade card of the appropriate semester.

### **R.21.0 Course Repetition**

R.21.1 A student earning U or W grade in a core course has to repeat it compulsorily when the course is offered next. A student securing U or W grade in an elective course, may repeat it if he/she so desires to get a successful grade, otherwise may register for another elective (in place of the elective for which he/she is awarded U or W grade) and successfully complete the course. **A course successfully completed cannot be repeated.**

### **R.22.0 Grade Card**

R.22.1 The grade card issued at the end of the semester to each student will contain the following:

- a. the credits for each course registered for that semester.
- b. the performance in each subject by the letter grade obtained vide R.18.1.
- c. the attendance put in each course in the form of the code vide R.13.1.
- d. the total number of credits earned by the student up to the end of that semester.
- e. the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester is shown in the final semester grade card.

R.22.2 The GPA will be calculated according to the formula

$$GPA = \frac{\sum (C \times GP)}{\sum C}$$

Where C = credit for the course,

GP = the grade point obtained for the course and

$\sum C$  the sum is over all the courses taken in that semester, including those in which the student has secured U and W grades.

For the cumulative grade point average (CGPA) a similar formula is used where the sum is over all the courses taken in all the semesters completed up to the point in time.

**R.22.3 Degree Classification:** The Degree of Master of Business Administration will be awarded in three divisions with area of Specialization:

- 1) First Class with Distinction
- 2) First Class
- 3) Pass

For First class with Distinction the student must earn **90 CGPA credits and 10 Non CGPA credits within two years** from the time of admission and score a **minimum CGPA of 8.25** with all papers passed in first attempt.

For First class the student must earn **90 CGPA credits and 10 Non CGPA credits within two years** from the time of admission and score a **minimum CGPA of 6.75**.

Others who complete the **90 CGPA credits and 10 Non CGPA credits within four years** from the date of admission will be awarded a pass.

### **R.23.0 Eligibility for the Award of the M.B.A Degree**

R.23.1 A student shall be declared to be eligible for the award of MBA degree if he/she has

- a. registered and successfully completed all the core courses, elective courses and the projects,
- b. successfully acquired the minimum number of credits (both CGPA and Non CGPA) prescribed in the curriculum within the stipulated time vide **R.10.1**.
- c. no dues to the University, Library and Hostels and
- d. no disciplinary action is pending against him/her.

R.23.2 The final award of the Degree must be recommended by the **Academic Council** and approved by the **Board of Governors of the University**.

### **R.24.0 Power to Modify**

R.24.1 Notwithstanding all that has been stated above the Academic Council has the right to modify any of the above regulations from time to time.

# REGULATIONS

**M.B.A**



***KALASALINGAM UNIVERSITY***  
***ANAND NAGAR, KRISHNANKOIL-626 190***

Phone No.04563-289042

Fax No.04563-289322

Website: [www.kalasalingam.com](http://www.kalasalingam.com)

# REGULATIONS

## M.B.A



(Amendment incorporated up to 9.6.2007)

**KALASALINGAM UNIVERSITY**  
ANAND NAGAR, KRISHNANKOIL-626 190  
VIRUDHUNAGAR DISTRICT, TAMIL NADU

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