

**REGULATIONS FOR 2020-2021**

**HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**(An Autonomous Institution Affiliated to Anna University)**  
Coimbatore, Tamil Nadu, India

**REGULATIONS 2020 (Choice Based Credit System)**  
**For**  
**Master of Business Administration (MBA)**

The regulations here under are effective from the academic year 2020-2021 and applicable to students admitted in Hindusthan college of Engineering and Technology, an Autonomous Institution Affiliated to Anna University, Chennai and subject to amendments as may be made by the Academic Council of the Institution from time to time. Any or all such amendments will be effective from such date to such batches of students (including those already in the middle of the course) as may be decided by the Academic Council.

**1.0. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In this Regulation, unless the context otherwise specifies

- i. **“Programme”** means Degree Programme, i.e. MBA Degree Programme.
- ii. **Choice Based Credit System** : The choice based credit system provides a ‘cafeteria’ type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.
- iii. **“Specialization”** means a discipline of MBA Programme like Marketing, Finance, HR etc.
- iv. **“Course”** means a theory or practical subject like Organizational Behavior, Human Resource Management, etc. that is normally studied in a semester.
- v. **“Head of the Institution”** and **“Chairman- Academic Council”** mean the Principal of the College.
- vi. **“Head of the Department”- HoD** means head of the Department concerned.
- vii. **“Controller of Examinations”- CoE** means the authority who is responsible for all activities of the End Semester Examinations.

## 2.0. CONDITIONS FOR ADMISSION

Students are admitted to the Programme as per the procedures and norms prescribed by the Government of Tamil Nadu and Anna University.

## 3.0.MEDIUM OF INSTRUCTION

The medium of instruction for written examinations and project reports is English.

## 4.0. PROGRAMMES OFFERED

A student may be offered admission to the following full time MBA program.

## 5.0.DURATION OF THE PROGRAMME

Program	Minimum number of semesters	Maximum number of semesters
MBA	4	8

Each semester will normally have 90 working days.

## 6.0. STRUCTURE OF THE PROGRAMMES

Every Program will have a curriculum with syllabi consisting of Theory courses, Practical courses, Employability Enhancement Courses prescribed by the respective Board of Studies from time to time.

### 6.1. Categorization of Courses

The following are the broad divisions of the various theory and practical courses:

- i. **Professional Core Course (PCC)** include the core courses of MBA
- ii. **Professional Elective Core (PEC)** courses include the elective courses relevant to the chosen specialization.
- iii. **Employability Enhancement Courses (EEC)** include Project Internship, Summer Internship, Management Practice, Managerial Skill development, Seminar, Professional Practices, Social Immersion Project, Rural Innovation Project, Business Application Lab, Data analysis and Business Modelling Lab, Online Certification Programs.

**6.2. Project work:** Every student is required to undertake a suitable project work **independently** in Industry/ Department in consultation with the faculty guide and Head of the Department and submit the project report on dates specified by the Department.

- (a) Project work shall be carried out under the supervision of a faculty having PG degree with atleast THREE years of teaching experience / Ph.D. degree in the Department concerned.
- (b) A student may, however, in certain cases, be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the Project work shall be jointly guided by a supervisor of the department and an expert as joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- (c) The Project work for **MBA** is to be undertaken during the final semester.
- (d) The Project work for **MBA** shall be pursued for a period of 12 weeks during the final semester.
- (e) The deadline for submission of final Project Report for **MBA** is **30** calendar days from the last working day of the **FINAL** semester.

The students may be encouraged to publish his/her project work in a reputed National / International journal before the viva voce examinations.

**6.3. Electives:** Every student shall opt electives from the list of electives related to his/her degree program in consultation with the Faculty Advisor and the Head of the Department. The following table shows the number of electives to be opted by the students of the respective program.

Sl.No	Program	No of Professional Electives
2	MBA	13

#### 6.4. Online courses

A student has a choice to study online courses conducted by agencies such as state and central government educational institutions like IIT, Anna University and other reputed universities, edX, Coursera, IIMBx,NPTEL etc, for which certificates are provided by the agencies offering the courses.

#### 6.5. Self- study courses

A student can opt for self- study courses, provided the student does not have current arrears and has earned a CGPA of 8.0 and above. **The self-study course must be an elective course listed in the curriculum but it is not taught by the department in the semester.** The purpose of the self - study course is to permit the student to study an elective of his/her choice for third and fourth semester.

#### 7.0. EXTRA CREDIT COURSES

A PG student can earn maximum of **FIVE** extra credits other than the total credits required for

obtaining a degree during the course of study through one credit courses, Online courses, Self study courses etc.,

### 8.0. VALUE ADDED/ONE CREDIT COURSES

Value Added/One credit or two credit Course is an optional course and after the successful completion a maximum of 2 credits per course or 2 one credit per course will be given.

HODs of all disciplines may prepare a list of Value Added/One credit or two credit Courses which are relevant to their department and submit a copy to COE office.

Value Added/One credit or two credit Courses will be handled by the department/Placement Cell. At the end of the Course completion, the COE will conduct an exam for the students. If the students pass in the exam, the credits will be given and mentioned in the certificate and otherwise, it will not be mentioned therein.

### 9.0. CREDIT ASSIGNMENT

Each course is assigned certain number of credits based on the following:

S.No	Contact period per week	Credits
1	1 Lecture Hour	1
2	2 Tutorial Hour	1
3	2 Practical hours (Laboratory/Seminar/Project work etc.,)	1

The minimum prescribed credits required for the award of the degree is specified below:

Programme	Prescribed Credit range
MBA	94

### 10.0. COURSE ENROLLMENT AND REGISTRATION

A student shall normally be permitted to appear for ESE of the current semester if he / she has satisfied the semester completion requirements (refer exam regulation Clause 5.0) and has registered for examination in all courses of that semester by paying the prescribed fee.

### 11.0. WEIGHTAGE OF ASSESSMENT COMPONENTS OF A COURSE

Performance in each course of study shall be evaluated based on

- i. Continuous Internal Assessments (CIA) throughout the semester and
- ii. ESE at the end of the semester.

The following table shows the weightage of CIA and ESE to various courses of the PG programmes.

S.No	Category of courses	CIA	ESE
1	Theory Courses	40	60
2	Laboratory Courses	50	50
3	Summer Internship	100	0
3	Project Work	100	100

**12.0. CONTINUOUS INTERNAL ASSESSMENT:** The performance of students in each course will be continuously assessed in the following components by the respective faculty as per the guidelines given below:

### 12.1. Distribution of Marks

#### (i) Theory Courses

##### Programmes

S. No.	Category	Maximum Marks
1.	Assignment/Technical quiz/Presentation/Seminar/ any other mode fixed by the concerned course faculty	20
2.	Attendance	5
3.	Internal tests (Five marks each for first two higher marks of 3 internal tests and five marks for mid semester examination)	15
<b>Total</b>		40

##### MBA Programme

S. No.	Category	Maximum Marks
1.	Any Two Components for 10 marks each to be selected from the components listed below (2 components x 10 marks). Components can be increased based on concerned faculty need to four components of 5 marks each.	20
2.	Internal Test I (5 marks), For mid semester examination (10 marks) and Internal Test II (5 marks)	20
<b>Total</b>		40

**List of Internal Components**

<b>S.No</b>	<b>Components</b>
1.	Multiple Choice Questions
2.	Quiz
3.	Video Teach
4.	UT – Unannounced Test
5.	Role Play
6.	Co-operative or Collaborative Learning
7.	Mini Project
8.	Case Study Presentation
9.	Seminar
10.	Management Games

**(ii) Question Paper pattern for Internal Test –MBA Program**

<b>Maximum Marks: 50</b>
<b>Part A</b> : 4(Q) x 3 = 12 marks (Any four questions out of six questions to be answered)
<b>Part B</b> : 2 (Q) x 14 = 28 marks (Either or Pattern)
<b>Part C</b> : 1 (Q) x 10 = 10 marks (Case study Compulsory)

### 13.0. Declaration of the marks of Continuous Internal Assessment:

Mark secured by a student in each evaluation component such as Internal Tests and Internal Components, shall be displayed by the course Faculty at the end of the semester. Further the course Faculty shall tabulate marks allotted to students for CIA, display it on notice board with the signature of the concerned HoD for students' reference and rectify grievances if any, and then the CIA mark is to be finalized. Course coordinator/ faculty shall enter CIA marks in the Examination Management System (EMS) and display it on notice board and hand over the copy of the same to the Department coordinator/HoD. He/she shall collect the marks for all Courses in all Semesters, compile them semester wise, and hand over the copy of the same to OCoE.

### 13.0. ASSESSMENT OF ESE AND PASSING REQUIREMENTS

The courses offered fall under the following categories:

- Theory courses
- Practical courses
- Project works

#### 13.1 Theory Courses

ESE will be held at the end of each semester for each course. The question paper is set for a maximum of 100 marks. A student who secures not less than 50% of total marks prescribed for the course ( CIA + ESE ) with a minimum of 50% of the marks prescribed for the ESE shall be declared to have passed in the examination.

If a student fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course when examination is conducted in that course by the OCoE. He/she should continue to register and reappear for the examination till he / she secures a 'pass'.

**Note: The CIA marks obtained by a student in the first appearance shall be retained only for three successive appearances. After that, a student has to secure 50% marks in the ESE so as to declare him/her 'pass' in the course concerned.**

#### Question Paper pattern of Midterm test and ESE for MBA Program

<b>Maximum Marks : 100</b> <b>(No. of Questions x Mark = Total marks)</b>
<b>Part A:</b> 5(Q) x 3 = 15 marks (Any five questions out of 8 questions to be answered)
<b>Part B:</b> 5 (Q) x 14 = 70 marks (Either or Pattern)
<b>Part C:</b> 1 (Q) x15=15 marks (Case Study Compulsory)



### 13.2 Practical Courses:

**Laboratory Courses:** The maximum marks for each laboratory is 100. The performance of the student shall be continuously assessed throughout the semester for 50 marks based on Rubrics and the remaining 50 marks for the ESE. The ESE is conducted for 100 marks and scored mark is reduced for 50. A student who secures not less than 50% of total marks prescribed for the course (CIA + ESE) with a minimum of 50% of the marks prescribed for the ESE shall be declared to have passed in the examination.

#### Mark distribution for End Semester Practical examination

Component	Experiment Preparation/ Program Structure	Process of the Experiment/ Program Coding & Execution	Result/ Output	Viva Voce	Total
Marks	20	50	15	15	100

### 13.3. (ii) Evaluation of project work

There will be a Project evaluation and vice-voce examination during the ESE conducted by a Committee consisting of the supervisor, internal examiner and an External examiner. The External examiner shall be appointed by the Controller of Examination.

The Project report shall be prepared and submitted as per the guidelines as given by the Head of the Department and duly signed by the supervisor(s).

- If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.
- If a student fails in the ESE of the Final Project work of M.B.A, he/she shall resubmit the Project Report within 60 Calendar days from the date of declaration of the results and the same will be considered for assessment in the subsequent semester. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee.
- A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college.
- The project work of M.B.A shall be done in the respective semester(s) and marks

shall be allotted as per the weightages given in the following table.

**CIA – 100 Marks**

<b>Review I (20 Marks)</b>		<b>Review II ( 40 Marks)</b>		<b>Review III ( 40 Marks)</b>	
Review Committee (Excluding Supervisor)	Supervisor	Review Committee (Excluding Supervisor)	Supervisor	Review Committee (Excluding Supervisor)	Supervisor
10	10	25	15	25	15

**ESE – 100 Marks**

**(i) For MBA Programme**

<b>Report Evaluation (40 Marks)</b>	<b>Viva – Voce (60 Marks)</b>	
External Examiner	External Examiner	Internal Examiner
40	30	30

**14.4. ONLINE COURSES**

Students may be permitted to earn extra credit for online courses to a maximum of 5 credits (which are provided with certificate) with the approval of Head of the department. This credits can be considered over and above the credits for the award of degree. The Head of the Department may identify a faculty member as coordinator for the course, who is responsible for evaluation process. For the successful students the subject details will be mentioned in the mark sheet under the heading online courses.

The details regarding completion of online courses taken up by students shall be sent to the Controller of Examinations (Autonomous).

**14.5. SELF- STUDY COURSES**

A student can opt for one self- study courses from the Profession Elective pertaining to his/her department with 3 credit weight age. Self Study Courses can be done only by the students who are having more than 8.00CGPA.

If such course is opted by a student, he/she will be monitored by the faculty coordinator of the department. The student is evaluated for 40 marks as per the CIA components mentioned in 12.1(i). He / She have to register that self study course for ESE along with the other courses of

the semester.

A student who successfully completes a **Self Study course** may obtain exemption from studying one elective course and the credit points earned in the self study will be included for the calculation of CGPA. That is, the self-study course is considered as an equivalent to studying one elective course.

**Note: A student can do more than one self-study course only to earn extra credits.**

### **15. SUMMER INTERNSHIP TRAINING FOR MBA**

Summer internship training for a period of **FOUR weeks** is mandatory for a MBA student during the vacation period between second and third semesters and the assessment of the same will be done by an internal committee constituted by the Head of the Department.

### **16. EVALUATION OF SUMMER INTERNSHIP TRAINING REPORT**

After the completion of summer internship training a student shall submit the internship training report together with the certificate issued by the organization where he/she has undergone Summer Internship Training. The same should be submitted within **TWO WEEKS** from the date of commencement of the third semester. The assessment and evaluation of the report will be done by the Department Committee constituted by the Head of the Department which includes Viva-Voce Examination.

Assessment of the report	Presentation skill	Viva voce
60	30 Marks	10 Marks

### **17.0. ONE CREDIT EMPLOYABILITY ENHANCEMENT COURSES FOR MBA**

In order to enhance the employability skills and managerial skills one credit courses have been included in the curriculum. The assessment of such courses is done internally by the Department Committee constituted by the Head of the Department which includes Viva-Voce Examination.

Assessment of the report	Presentation skills	Viva-voce
60 Marks	30 Marks	10 Marks

### **18.0. PROVISION FOR WITHDRAWAL FROM EXAMINATION**

- i) A student may, for valid reasons be permitted to withdraw from appearing for the ESE in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application for the same shall be sent to Principal through HoD with required documents.
  
- ii) Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made prior to the commencement of the examination in that course or courses and also recommended by the respective HoD and the Principal of the Institution.
  
- i) Withdrawal shall not be construed as an appearance for the eligibility of a student for First Class with Distinction.

### **19.0. TEMPORARY BREAK OF STUDY FROM A PROGRAMME**

1. A student is permitted to go on temporary break of study for a maximum period of one year, once in the entire duration of the programme. However, if a student intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill-health) and wishes to rejoin the programme in a later semester he / she shall apply to the Head of the Institution in advance as per the procedures and norms prescribed by the college authority.
2. The student permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
3. The duration specified for passing all the subjects for the purpose of classification shall be extended if such break of study is approved by competent authorities.
4. The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified irrespective of the period of break of study in order that he / she may be eligible for the award of degree.
5. If any student is detained for want of required attendance, progress or conduct, the period spent in that semester shall not be considered as permitted “Break of Study” is not applicable for this case.

## 20.0. FOR STUDENTS REJOINING THE PROGRAMME

A student who is required to repeat the study of any semester for want of attendance/ progress/conduct or who desires to rejoin the course after a period of discontinuance or who upon his/her own request is permitted by the authorities to repeat the study of any semester, may join the semester which he/she is eligible or permitted to join, only at the time of its normal commencement for a regular batch of students and after obtaining the approval from Directorate of Technical Education (DoTE) and Anna University, Chennai. No student will however be enrolled in more than one semester at any time.

In that case he/she has to come under the regulation which is being followed in that Academic year.

## 21.0. FOR TRANSFER STUDENTS

Students transferred from other Institutions may be admitted on obtaining the approval from DOTE and Anna University, Chennai. In that case he/she has to come under the regulation which is being followed in that Academic year and also should obtain equivalence from the Controller of Examinations.

## 22.0. AWARD OF LETTER GRADES

All assessments of a course shall be done on absolute marks basis. However, for the purpose of reporting the performance of a student, letter grades, each carrying certain points, will be awarded as per the range of total marks (out of 100) obtained by the student, as detailed below.

Letter Grade	Grade point	Range of marks
O(Outstanding)	10	90 - 100
<b>RA</b> A + (Excellent)	9	80 - 89
A (Very Good)	8	70 - 79
B + (Good)	7	60 - 69
B (Above Average)	6	50 - 59
RA (Reappearance)	0	
Absent	0	
Withdrawal	0	
With Held	0	

Reappearance

**AB** – Absent

—————> FAIL

**W-** Withdrawal from appearing for the examination in the course concerned

**WH** – Malpractice of any kind

After the results are declared, Grade Sheets will be issued to each student which will contain the following details. Grade Point Average (**GPA**) of a Semester (**SGPA**) and Cumulative Grade Point Average (**CGPA**) of a programme are calculated as follows.

$$\text{SGPA} = \frac{\text{Sum of the product of the GP by the corresponding credits of the courses offered in that Semester}}{\text{Sum of the credits of the courses of that Semester}}$$

$$\text{i.e. SGPA} = \frac{\sum_i C_i GP_i}{\sum_i C_i}$$

Sum of the product of the GPs by the corresponding credits of the courses offered for the entire programme

$$\text{CGPA of the entire programme} = \frac{\text{Sum of the product of the GPs by the corresponding credits of the courses offered for the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

Sum of the credits of the courses of the entire programme

$$\text{i.e. CGPA of the entire programme} = \frac{\sum_n \sum_i C_{ni} GP_{ni}}{\sum_n \sum_i C_{ni}}$$

where,

$C_i$  is the credit fixed for the course  $i$  in any semester

$GP_i$  is the grade point obtained for the course  $i$  in any semester

$n$  refers to the Semester in which such courses are credited

**Note:** RA grade will be excluded for calculating **GPA** and **CGPA**.

## 23.0. CLASSIFICATION OF THE DEGREE AWARDED

### 23.1. First Class with Distinction:

A student who satisfies the following conditions shall be declared to have passed the examination in **First Class with Distinction**:

- Should have passed the examination in all the courses of all the 4 semesters in the student's First Appearance within 2 years respectively, which includes authorized break of study of one year. If availed withdrawal from examination it will not be considered as an appearance.
- Should have secured a **CGPA** of not less than **8.50**
- Should **NOT** have been prevented from writing ESE due to lack of attendance in any of the courses.

### **23.2. First Class:**

A student who satisfies the following conditions shall be declared to have passed the examination in **First Class**:

- Should have passed the examination in all the courses of all the 4 semesters within 2 years, which includes one year of authorized break of study (if availed) or prevention from writing the ESE due to lack of attendance (if applicable).
- Should have secured **CGPA** of not less than **7.00**

### **23.3. Second Class:**

All the other students who qualify for the award of the degree shall be declared to have passed the examination in **Second Class**.

**Note:** A student who is absent in ESE in a course /project work after having registered for the same shall be considered to have appeared in the examination for the purpose of classification.

### **24.0. REQUEST FOR PHOTO COPY OF THE VALUED ANSWER SCRIPT / REVALUATION**

A student can apply for viewing of valued answer script and / or revaluation of his / her semester examination answer paper in theory courses, within FIVE working days from the declaration of results, and on the dates specified by the Controller of Examinations on payment of a prescribed fee along with proper application to the Controller of Examinations. The Controller of Examinations shall arrange for viewing / revaluation and the revaluation result shall be published soon after the revaluation process is completed.

### **25.0. SUPPLEMENTARY EXAMINATIONS**

After the publication of FINAL Semester ESE and the corresponding revaluation results if a student has **arrears in only one course** for the entire programme, he/she will be permitted to take

up the supplementary examination within one month after the publication of the revaluation results.

#### **26.0. PROVISION OF SCRIBE:**

- The Appointment of scribes for the students with disabilities shall be done by the Controller Office. In this connection the student shall submit her/his requisition through proper approval of HoD and Principal to CoE office well in advance prior to the examinations. (at least 15 days before the commencement of Examinations).
- However, students injured during the study holidays and in between the examination period and not able to write, on producing medical certificate from Civil Surgeon will be given Scribe.

#### **27.0. FACULTY ADVISOR**

To help students in planning their courses of study, the Head of the Department / Senior Faculty Advisor will allot a certain number of students to a teacher of the department who shall function as Faculty Advisor for those students allotted in the academic year. The faculty advisor will guide the student during enrollment, registration of courses and authorize the final registration of the courses at the beginning of each semester and monitor their attendance and counsel them periodically. If necessary, the Faculty Advisor may also inform the parents about the progress of the students.

#### **28.0. CLASS COMMITTEE**

Every class shall have a class committee consisting of **faculty members of the class** concerned, **six student representatives** (includes atleast one girl student). The class committee for a class is constituted by the Head of the department within the first week of each semester. The overall goal of the class committee is to improve the teaching-learning process. The functions of the class committee include:

- Clarifying the regulations of the degree programme and the details of rules therein.
- Resolving difficulties experienced by students in the classroom and in the laboratories.
- Informing the student representatives the academic schedule including the dates of assessments (Tests & Internal components) and the syllabus coverage for each assessment.
- Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.



- Identifying the slow learners, if any, and requesting the faculty handling the course to provide some additional help or guidance or coaching to such slow learners.
- The Principal may participate in any class committee meeting of the institution as and when required.
- The Chair person is required to prepare the minutes of the meeting, signed by the members and submit the same to HoD within two working days of the meeting. HoD will in turn forward the same to the Principal.
- If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Principal.
- The **first meeting** of the class committee shall be held within two weeks from the date of commencement of the semester, in order to inform the students about the nature and allocate on of marks for CIA within the framework of the regulations.
- The **second meeting** a week after the first test results.
- The class committee shall meet at least three times in a semester
- The **third meeting** before the last internal test of the semester.

Student representatives of the class committee should collect information regarding the teaching learning process of the class from the fellow students of the class before attending the class committee meeting. Also, during these meetings they shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

### **29.0. DISCIPLINE**

Every student is required to observe discipline and maintain decorum both inside and outside the college and not indulge in any activity which lowers the prestige of the Institute.

### **30.0. MALPRACTICE**

If a student indulges in malpractice in the ESE he / she shall be liable for punishment as prescribed in the book of **Examination Rules and Regulations**.

**31.0. REVISION OF REGULATIONS AND CURRICULUM**

The standing committee/Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

**32.0. SPECIAL CASES**

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretation/ clarifications/ amendments required for special case on such references and get them ratified in the next meeting of the academic council. The decision of the academic council is final.