



Hindusthan

College of Engineering and Technology

(An Autonomous Institution Affiliated to Anna University | Approved by AICTE, New Delhi)

Accredited with 'A' Grade by NAAC | Accredited by NBA (ECE, MECH, EEE, IT & CSE)

Coimbatore 641 032

REGULATIONS 2020 (PG)

MBA

(With Amendments)

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 Behaviour, 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

- Continuous Internal Assessments (CIA) throughout the semester and
- 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 |
| 4 | 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

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 |
| | Total | 40 |

List of Internal Components

| S.No | Components |
|------|--|
| 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) Practical Courses

| S. No. | Category | Maximum Marks |
|--------|---|---------------|
| 1. | Average of each experiment based on Rubrics | 25 |
| 2. | Model Exam | 25 |
| | Total | 50 |

(iii) Question Paper pattern for Internal Test MBA Program

| |
|--|
| Maximum Marks: 50 |
| Part A : 4(Q) x 5 = 20 marks (Answer all questions to be answered) |
| Part B : 2 (Q) x 10 = 20 marks (Either or Pattern) |
| Part C:1 (Q) x 10 = 10 marks (Case study Compulsory) |

12.2 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

| |
|--|
| Maximum Marks : 100 |
| (No. of Questions x Mark = Total marks) |
| Part A: 5(Q) x 5 = 25 marks (Any all questions) |
| Part B: 4 (Q) x 15 = 60 marks (Either or Pattern) |
| Part C: 1 (Q) x15=15 marks (Case Study Compulsory) |

Note: The Unit from which Part C Question is taken, (that unit) should not be considered in Part B.

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. 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

| Review I (20 Marks) | | Review II (40 Marks) | | Review III (40 Marks) | |
|--|------------|--|------------|--|------------|
| 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

| Report Evaluation (40 Marks) | Viva – Voce (60 Marks) | |
|---------------------------------|---------------------------|-------------------|
| 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. These 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 TRAININGFOR 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 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 are 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.
- iii) 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 | 91 – 100 |
| A + (Excellent) | 9 | 81 – 90 |
| A (Very Good) | 8 | 71 – 80 |
| B + (Good) | 7 | 61 – 70 |
| B (Above Average) | 6 | 50 – 60 |
| RA (Reappearance) | 0 | |
| Absent | 0 | |
| Withdrawal | 0 | |
| With Held | 0 | |

RA – 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.

SGPA = Sum of the product of the GP by the corresponding credit of the courses offered in that semester

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

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

CGPA of the entire programme

= -----

Sum of the credits of the courses of the entire programme

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

where,

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

$G P_i$ 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 3 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 3 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 **arrear 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 enrolment, 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**.

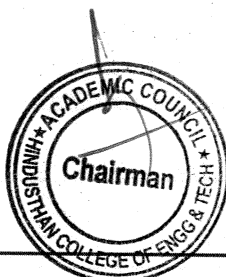
31.0. REVISION OF REGULATIONS AND CURRICULUM

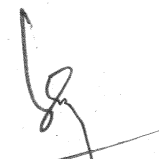
The standing committee/Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

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.


Dean (Academics)
HICET




PRINCIPAL
Hindustan College of Engineering & Technology
COIMBATORE - 641 032

As per the Anna University communication Letter No.5883/AU/CAC/Rel.Grading/2022, dated on 26.09.2022, Uniform evaluation method of students based on relative grading has been revised for the students who have been admitted in the AY 2021-2022 onwards in Clause 11 and 22. The same has been submitted to the 11th ACM and approved.

AMENDMENTS IN PG REGULATION 2020

(Amendment to the Regulation 2020 (CBCS) for M.B.A degree Programme applicable for the students admitted in 2021 – 2022 onwards)

| CLAUSE NO. | EXISTING | REVISED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------|---------------------|-----|-----|---|----------------|----|----|---|--------------------|----|----|---|-------------------|-----|---|---|--------------|-----|-----|---|-------------|-------|---|--|--------------|----|---|----|--|--|--------------|----|---|----|----------------------------------|-------------|
| 11 | <p>11. WEIGHTAGE OF ASSESSMENT COMPONENTS OF A COURSE</p> <p>Performance in each course of study shall be evaluated based on</p> <ul style="list-style-type: none">i. Continuous Internal Assessments (CIA) throughout the semester andii. ESE at the end of the semester. <p>The following table shows the weightage of CIA and ESE to various courses of the PGprogrammes.</p> <table><tr><th>S.No</th><th>Category of courses</th><th>CIA</th><th>ESE</th></tr><tr><td>1</td><td>Theory Courses</td><td>40</td><td>60</td></tr><tr><td>2</td><td>Laboratory Courses</td><td>50</td><td>50</td></tr><tr><td>3</td><td>Summer Internship</td><td>100</td><td>0</td></tr><tr><td>3</td><td>Project Work</td><td>100</td><td>100</td></tr></table> | 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 | <p>11. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT</p> <p>For all theory, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below and should be approved by the respective board of studies for each and every course:</p> <p>11.1 Theory Courses</p> <p>Two assessments each carrying 100 marks shall be conducted during the semester by the Department concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer.</p> <p>Table 11.1.1 Procedure for Internal Assessment (Theory)</p> <table><tr><th>Description</th><th>Marks</th></tr><tr><td>Continuous Internal Assessment I</td><td></td></tr><tr><td>Written Test</td><td>60</td></tr><tr><td>Individual Assignment / Case Study / Seminar / Mini Project / any other experiential learning</td><td>40</td></tr><tr><td>Continuous Internal Assessment II</td><td></td></tr><tr><td>Written Test</td><td>60</td></tr><tr><td>Individual Assignment / Case Study / Seminar / Mini Project / any other experiential learning</td><td>40</td></tr><tr><td>Total Internal Assessment</td><td>200*</td></tr></table> | Description | Marks | Continuous Internal Assessment I | | Written Test | 60 | Individual Assignment / Case Study / Seminar / Mini Project / any other experiential learning | 40 | Continuous Internal Assessment II | | Written Test | 60 | Individual Assignment / Case Study / Seminar / Mini Project / any other experiential learning | 40 | Total Internal Assessment | 200* |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Marks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Continuous Internal Assessment I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Written Test | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Individual Assignment / Case Study / Seminar / Mini Project / any other experiential learning | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Continuous Internal Assessment II | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Written Test | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Individual Assignment / Case Study / Seminar / Mini Project / any other experiential learning | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Internal Assessment | 200* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

* The weighted average shall be converted into 40 marks for Internal Assessment.

Two internal assessments will be conducted as a part of a continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment / Case study / Seminar / Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in the written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

QUESTION PAPER PATTERN FOR INTERNAL & END SEMESTER

EXAM

ALL PG (M.C.A) Papers

| Internal Test I & II Maximum Marks : 100 | End Semester Exam Maximum Marks : 100 |
|--|--|
| Part A : 5 x 5 = 25 marks | Part A : 5 x 5 = 25 marks |
| Part B: 4 x 15= 60 marks (Either or Pattern) | Part B: 4 x 15= 60 marks (Either or Pattern) |
| Part C: 1 x 15 = 15 marks (Compulsory) | Part C: 1 x 15 = 15 marks (Compulsory) |

11.2 Laboratory Courses

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on the conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 100 are as follows: 75 marks shall be awarded for the successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Table 11.2.1 Procedure for Internal Assessment (Practical)

| Internal Assessment (100 Marks) * | | | |
|--|--|--|---------------------------|
| Evaluation of Laboratory Observation, Record | | | Test |
| 75 | | | 25 |
| * Internal assessment marks shall be converted into 60 marks | | | |
| End Semester Exam Maximum Marks : 100 | | | |
| Component | Experiment Preparation / Program / Structure | Process of the Experiment / Program Coding & Execution | Result / Output Viva Voce |
| Marks | 20 | 50 | 10 |
| | | | Total |
| | | | 100 |

11.3 Theory Courses with Laboratory Component / Laboratory Courses with Theory Component

The weightage of internal assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the internal assessments and end semester examination for different types of courses are provided in the table 11.3.1 & 11.3.2

Table 11.3.1 Procedure for the conduct of internal assessments for theory and laboratory components and end semester examination

| L | T | P | C | Internal | | End semester Examination |
|---|---|---|---|------------------|--------------|--------------------------|
| | | | | Assessment 1 | Assessment 2 | |
| 1 | 0 | 4 | 3 | Laboratory (25%) | Theory (25%) | Laboratory only (50%) |

| | | | | | | |
|---|---|---|---|------------------|------------------|----------------------------------|
| 1 | 0 | 2 | 2 | Laboratory (25%) | Theory (25%) | Laboratory only (50%) |
| 2 | 0 | 2 | 3 | Theory (25%) | Laboratory (25%) | Theory (25%) Laboratory (25%) |
| 3 | 0 | 2 | 4 | Theory (25%) | Laboratory (25%) | Theory (35%) Laboratory (15%) |
| 2 | 0 | 4 | 4 | Theory (25%) | Laboratory (25%) | Theory (15%) Laboratory (35%) |

If there is a theory course with a laboratory component, there shall be two assessments: the first assessment (Maximum mark is 100) will be similar to the assessment of the theory course and the second assessment (Maximum mark is 100) will be similar to the assessment of laboratory course / Project course respectively. The weighted average of these two assessments shall be converted into 50 marks and rounded to the nearest integer.

Table 11.3.2 Procedure for the conduct of internal assessments for theory and laboratory components

| Assessment I (40% weightage) (Theory Component) | | Assessment II (60% weightage) (Laboratory Component) | Total Internal Assessment |
|---|--------------|---|---------------------------|
| Individual Assignment / Case Study / Seminar / Mini Project | Written Test | Evaluation of Laboratory Observation, Record | Written Test |
| 40 | 60 | 75 | 25 |
| *The weighted average shall be converted into 50 marks for Internal Assessment. | | | 200* |

11.4 Project Work

The student shall register for Project Work-I in pre-final semester and

| | |
|--|--|
| | <p>Project Work-II in final semester. Project work may be allotted to a single student or to a group of students not exceeding 4 per group. Project Work-II may / may not be a continuation of Project Work - I. If Project Work - II is not a continuation of Project Work - I, then the topic and constitution of the project team members need not be the same.</p> <p>11.4.1 Project Work shall be carried out under the supervision of a “Qualified Teacher” in the Department concerned. In this context “Qualified Teacher” means the faculty member possessing (i) PG Degree or (ii) Ph.D. Degree.</p> <p>11.4.2 The Project Work - II carried out in industry / academic / research institutions need not be a continuation of Project Work - I. In such cases, Project Work - II shall be jointly supervised by a supervisor of the department and an expert as a 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. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and a suitable record of the meetings shall be maintained.</p> <p>11.4.3 The Head of the Institutions shall constitute a review committee for Project Work for each programme. The review committee consists of a supervisor, an expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the supervisor, then an alternate member shall be nominated. In the case of an Industrial Project, the review committee shall have the supervisor, the coordinator from the industry and the project coordinator from the Department.</p> |
|--|--|

There shall be three reviews during by the review committee. The student shall make a presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be reduced to 60 marks and rounded to the nearest integer (as per the scheme given in 11.4).

11.4.3 The project report shall carry a maximum of 20 marks. The project report shall be submitted as per the approved guidelines. The same marks shall be awarded to every student within the project group for the project report. The Viva-voce examination shall carry 40 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

Table 11.4.3.1 Procedure for Internal Assessment & End Semester Assessment (Project)

| Review I | Review II | Review III | End Semester Examinations | | | | |
|-------------|--------------|---------------|---------------------------|----------|-----------------------|----------|------------|
| | | | Project Report | | Viva-Voce Examination | | |
| | | | Internal | External | Internal | External | Supervisor |
| 10 | 15 | 15 | 10 | 10 | 10 | 20 | 10 |

11.4.4 The last date for submission of the project report is on the last working day of the semester. If a student fails to submit the project report on or before the specified deadline or the student has submitted the project report but did

| | | |
|--|--|--|
| | <p>not appear for the viva-voce examination, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester.</p> <p>11.5 Other Employability Enhancement Courses</p> <p>The Industrial / Practical Training, Summer Project, and Internship, shall carry 100 marks and shall be evaluated through an internal assessment only. At the end of the Industrial / Practical Training / Internship / Summer Project, the student shall submit an attendance certificate from the organization where he/she has undergone training and a brief report. The evaluation will be made based on this report and a viva-voce Examination, conducted internally by a three-member Departmental Committee constituted by the Head of the Institution consisting of the course coordinator and two experts from the Department. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.</p> <p>For all the courses under Employability Enhancement Courses Category, except the Project Work, the evaluation shall be done with 100% internal marks.</p> <p>11.6 Assessment for Value Added Courses</p> <p>The students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses may be offered by a department in every semester with prior approval from the Head of the Institution / Dean-Academics.</p> | |
|--|--|--|

The details of the Syllabus, Time Table and Faculty may be sent to the Controller of Examinations after approval from the Head of the Institution / Dean-Academics at least one month before the course is offered.

11.7 Assessment for Online Courses

The online courses shall be chosen from the MOOC/NPTEL/SWAYAM platform, provided the offering organization conducts regular examinations and provide marks. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organization. The details regarding online courses taken up by the student and marks/credits earned and the approval for the course from the respective department BoS shall be sent to the Controller of Examinations, in the subsequent semester(s). The obtained marks can be converted into its equivalent grade as prescribed in table 11.7.1

Table 11.7.1 Grade Calculation for Online Courses

| Marks obtained | Equivalent Grade |
|-----------------|------------------|
| Greater than 80 | O |
| 76 to 80 | A+ |
| 71 to 75 | A |
| 61 to 70 | B+ |
| 50 to 60 | B |
| 41 to 50 | C |

| | | |
|--|--|--|
| | | <p>11.8 Internal Mark Display Internal marks approved by the Head of the Institution shall be displayed by the respective HoDs within 5 days from the last working day.</p> <p>11.9 Attendance Record Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD', which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years).</p> <p>11.10 Conduct of Academic Audit The institution shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 11. In order to ensure the above, an Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 11, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. A report of industrial training / internship shall also be maintained, if applicable. For laboratory courses, student's records shall be maintained. Further, the attendance of all students shall be maintained as a record.</p> |
|--|--|--|

| | |
|--|---|
| | The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a technical institution of repute near the institute. |
|--|---|

| CLAUSE NO. | EXISTING | REVISED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|--|----------------|-------------|----------------|----------------|----|----------|-----------------|---|---------|---------------|---|---------|------------|---|---------|-------------------|---|---------|-------------------|---|------|--------|---|--|------------|---|--|-----------|---|--|---|
| 22 | <p>22. 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 students detailed below.</p> <table border="1"> <thead> <tr> <th>Letter Grade</th><th>Grade Point</th><th>Range of marks</th></tr> </thead> <tbody> <tr> <td>O(Outstanding)</td><td>10</td><td>91 - 100</td></tr> <tr> <td>A + (Excellent)</td><td>9</td><td>81 - 90</td></tr> <tr> <td>A (Very Good)</td><td>8</td><td>71 - 80</td></tr> <tr> <td>B + (Good)</td><td>7</td><td>61 - 70</td></tr> <tr> <td>B (Above Average)</td><td>6</td><td>51 - 60</td></tr> <tr> <td>RA (Reappearance)</td><td>0</td><td>< 50</td></tr> <tr> <td>Absent</td><td>0</td><td></td></tr> <tr> <td>Withdrawal</td><td>0</td><td></td></tr> <tr> <td>With Held</td><td>0</td><td></td></tr> </tbody> </table> <p> RA – Reappearance AB – Absent W – Withdrawal from appearing for the examination in the course concerned. WH – Withheld for Malpractice of any kind </p> | Letter Grade | Grade Point | Range of marks | O(Outstanding) | 10 | 91 - 100 | A + (Excellent) | 9 | 81 - 90 | A (Very Good) | 8 | 71 - 80 | B + (Good) | 7 | 61 - 70 | B (Above Average) | 6 | 51 - 60 | RA (Reappearance) | 0 | < 50 | Absent | 0 | | Withdrawal | 0 | | With Held | 0 | | <p>22 AWARD OF LETTER GRADES 22.1 The award of letter grades will be decided based on the relative grading principle for all types of courses (expect laboratory courses and project work). The relative grading is applicable to only those students who have passed the examination as per the passing requirements enumerated above. For those students who have not passed the examination, Reappearance (U) shall be awarded as shown in below Table 22.1.1. For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted into the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. For a given course, if the student's strength is greater than 30, the relative grading method shall be adopted. However, if the student's strength is less than 30 for all the courses and also for the project work / Internship and laboratory courses, the fixed grading shall be followed with the grade range as specified below.</p> <p>Table 22.1.1 Grade Assignment when student strength in below 30</p> |
| Letter Grade | Grade Point | Range of marks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| O(Outstanding) | 10 | 91 - 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A + (Excellent) | 9 | 81 - 90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A (Very Good) | 8 | 71 - 80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B + (Good) | 7 | 61 - 70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B (Above Average) | 6 | 51 - 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RA (Reappearance) | 0 | < 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Absent | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Withdrawal | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| With Held | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 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 | <p>Sum of the product of the GP by the corresponding credits of the courses offered in that semester</p> <p>Sum of the credits of the courses of that semester</p> $SGPA = \frac{\sum C_i GP_i}{\sum C_i}$ <p>Sum of the product of GPs by the corresponding credits of the courses offered for the entire programme</p> <p>Sum of the credits of the courses of the entire semester</p> $SGPA = \frac{\sum \sum C_n i GP_n i}{\sum \sum C_n i}$ | <p>Where,</p> <p>C_i is the credit fixed for the course ‘i’ in the any semester</p> <p>GP_i is the grade point obtained for the course ‘i’ in any semester</p> <p>n refers to the semester in which such courses are credited</p> <p>Note: RA grade will be excluded for calculating GPA and CGPA</p> | <table><tr><th>O</th><th>A+</th><th>A</th><th>B+</th><th>B</th><th>C</th><th>U</th></tr><tr><td>91 -100</td><td>81 – 90</td><td>71 – 80</td><td>61 – 70</td><td>56 – 60</td><td>50 – 55</td><td><50</td></tr></table> | O | A+ | A | B+ | B | C | U | 91 -100 | 81 – 90 | 71 – 80 | 61 – 70 | 56 – 60 | 50 – 55 | <50 | | | | |
|---|--|---|--|---------|-----------------|-----|---------------|---|------------|---|-------------|---------|------------------|---------|-------------------|---------|-----------------------------|---|----------------|---|--|
| | | | O | A+ | A | B+ | B | C | U | | | | | | | | | | | | |
| 91 -100 | 81 – 90 | 71 – 80 | 61 – 70 | 56 – 60 | 50 – 55 | <50 | | | | | | | | | | | | | | | |
| <p>The performance of a student shall be reported using letter grades, each carrying certain points as detailed in table 22.1.2</p> <p>Table 22.1.2 Grade Assignment after relative grading</p> <table><tr><th>Letter Grade</th><th>Grade Points</th></tr><tr><td>O (Outstanding)</td><td>10</td></tr><tr><td>A + (Excellent)</td><td>9</td></tr><tr><td>A (Very Good)</td><td>8</td></tr><tr><td>B + (Good)</td><td>7</td></tr><tr><td>B (Average)</td><td>6</td></tr><tr><td>C (Satisfactory)</td><td>5</td></tr><tr><td>U (Re-appearance)</td><td>0</td></tr><tr><td>SA (Shortage of Attendance)</td><td>-</td></tr><tr><td>W (Withdrawal)</td><td>-</td></tr></table> | Letter Grade | Grade Points | O (Outstanding) | 10 | A + (Excellent) | 9 | A (Very Good) | 8 | B + (Good) | 7 | B (Average) | 6 | C (Satisfactory) | 5 | U (Re-appearance) | 0 | SA (Shortage of Attendance) | - | W (Withdrawal) | - | <p>A student is deemed to have passed and acquired the corresponding credits in a particular course if he / she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”, “C”.</p> |
| Letter Grade | Grade Points | | | | | | | | | | | | | | | | | | | | |
| O (Outstanding) | 10 | | | | | | | | | | | | | | | | | | | | |
| A + (Excellent) | 9 | | | | | | | | | | | | | | | | | | | | |
| A (Very Good) | 8 | | | | | | | | | | | | | | | | | | | | |
| B + (Good) | 7 | | | | | | | | | | | | | | | | | | | | |
| B (Average) | 6 | | | | | | | | | | | | | | | | | | | | |
| C (Satisfactory) | 5 | | | | | | | | | | | | | | | | | | | | |
| U (Re-appearance) | 0 | | | | | | | | | | | | | | | | | | | | |
| SA (Shortage of Attendance) | - | | | | | | | | | | | | | | | | | | | | |
| W (Withdrawal) | - | | | | | | | | | | | | | | | | | | | | |

| | | |
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| | <p>“SA” denotes shortage of attendance and hence prevented from writing the end semester examinations. “SA” will appear only in the result sheet.</p> <p>“U” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades “U” and “W” will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.</p> <p>If the grade “U” is given to Theory Courses / Laboratory Courses it is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfill the passing requirements to earn a pass in the respective courses.</p> <p>If the grade “U” is given to Employability Enhancement Course (EEC) (except Project Work) which is evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, and fulfill the passing requirements to earn pass in the course. However, attendance requirements need not be satisfied.</p> <p>25.2 For the Co-curricular activities such as National Cadet Corps (NCC) / National Service Scheme (NSS) / NSO / YRC / Science club / Literary Club/ Fine Arts Club, a ‘completed’ remark will appear in the Grade Sheet on successful completion of the same. Every student shall put in a minimum of 75% attendance in the training and attend the camp or events of the clubs compulsorily. The training and camp or club events shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this</p> | |
|--|--|--|

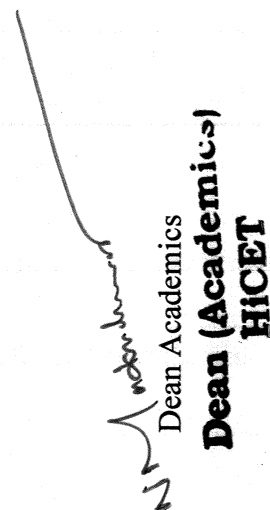
| | |
|--|---|
| | <p>requirement in subsequent years. Successful completion of any one of the above co-curricular activities is compulsory for the award of a degree.</p> <p>25.3 The grades O, A+, A, B+, B, C obtained for the one / two credit course (not part of the curriculum) shall figure in the Grade Sheet under the title 'Value Added Courses / Internship / Industrial training. The courses for which the grade obtained is U, will not figure in the Grade Sheet.</p> <p>25.4 For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet.</p> <p>25.5 After results are declared, Grade Sheets will be issued to each student which will contain the following details:</p> <ul style="list-style-type: none"> ➤ The college in which the student has studied ➤ The list of courses registered during the semester and the grade scored. ➤ The Grade Point Average (GPA) for the semester and ➤ The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards. <p>GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.</p> |
|--|---|

| | | |
|--|--|--|
| | $\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i \text{GPi}}{\sum_{i=1}^n C_i}$ <p>where C_i is the number of Credits assigned to the course</p> <p>GPi is the point corresponding to the grade obtained for each course</p> <p>n is number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.</p> | |
|--|--|--|



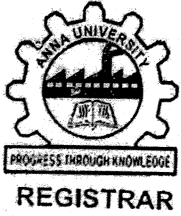

Principal

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COMBATORE - 541 032


Dean Academics
Dean (Academics)
HICET

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Letter No.5883/AU/CAC/Rel. Grading/2022

To
The Principals of Autonomous Colleges
Anna University.

26.09.2022

Sir/Madam,

Sub: Anna University – Uniform Evaluation Method of Students based on Relative
Grading - Rëg.
Ref: Revised Annexure I approved by 28th Academic Council Meeting, dated:
12.08.2022.

With reference to the above, it is informed that the 28th Academic Council of Anna University has ratified the implementation of the relative grading and uniform evaluation method for all the UG / PG students of University Departments, Non-Autonomous Colleges and Autonomous Colleges affiliated to Anna University, who all joined from the academic year 2021 - 2022 onwards. The 28th Academic Council has also made a few modifications in the procedure as explained in the revised Annexure-I.

As per revised Annexure-I, the uniform evaluation method consists of the norms to be followed for the award of marks for internal and end semester examinations of all types of courses (except Laboratory courses and Project work), passing requirements, relative grading and award of letter grades and classification of degree. For Laboratory courses and Project work absolute grading method is to be followed. For Theory courses with Laboratory component / Laboratory courses with Theory component the weightage of marks have been revised as per the details given in the revised Annexure-I. Further details are provided in the revised Annexure-I.

This shall be followed for the evaluation and passing of results for all the UG / PG students, who have joined in the Academic year 2021-2022. from semester II onwards.

This decision is taken with the approval of the competent authority.

This is for your information and necessary action at your end.

Encl: Revised Annexure-I

Copy to:

1. PS to Vice Chancellor
2. PA to Registrar
3. The Chairpersons, Faculty of Civil / Mechanical / Electrical / ICE / Technology / Management Sciences / S&H / Architecture & Planning, AU, Ch – 25.
4. Office of the Controller of Examinations.
5. The Stock File, CAC.

p.r.i.
REGISTRAR i/c

REVISED ANNEXURE - I

A few excerpts from Regulation 2021 of B.E/B.Tech Programmes of Non-Autonomous colleges Affiliated to Anna University is given below. The same shall be adopted for all the UG/PG students following from academic year 2021-2022 onwards studying in University Departments and Autonomous Colleges of Anna University.

PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all the theory courses, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

THEORY COURSES

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

| Assessment I (100 Marks) | | Assessment II (100 Marks) | | Total Internal Assessment |
|---|--------------|---|--------------|---------------------------|
| Individual Assignment / Case Study / Seminar / Mini Project / any other experiential Learning | Written Test | Individual Assignment / Case Study / Seminar / Mini Project / any other experiential Learning | Written Test | |
| 40 | 60 | 40 | 60 | 200* |

**The weighted average shall be converted into 40 marks for internal Assessment.*

A minimum of two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

LABORATORY COURSES

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records are to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

| Internal Assessment (100 Marks)* | |
|---|------|
| Evaluation of Laboratory Observation, Record | Test |
| 75 | 25 |

* Internal assessment marks shall be converted into 60 marks

THEORY COURSES WITH LABORATORY COMPONENT / LABORATORY COURSES WITH THEORY COMPONENT

Weightage of internal assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the internal assessments and end semester examination for different types of courses are provided in the table.

| L | T | P | C | Internal | | End semester examination |
|---|---|---|---|------------------|------------------|----------------------------------|
| | | | | Assessment 1 | Assessment 2 | |
| 1 | 0 | 4 | 3 | Laboratory (25%) | Theory (25%) | Laboratory only (50%) |
| 1 | 0 | 2 | 2 | Laboratory (25%) | Theory (25%) | Laboratory only (50%) |
| 2 | 0 | 2 | 3 | Theory (25%) | Laboratory (25%) | Theory (25%) Laboratory (25%) |
| 3 | 0 | 2 | 4 | Theory (25%) | Laboratory (25%) | Theory (35%) Laboratory (15%) |
| 2 | 0 | 4 | 4 | Theory (25%) | Laboratory (25%) | Theory (15%) Laboratory (35%) |

The procedure for the conduct of internal assessments for theory and laboratory components shall be as per the clause 12.1 and 12.2 respectively*.

The weighted average shall be converted into 50 marks for internal Assessment.

* Autonomous Colleges may adopt Theory courses with Laboratory component and Laboratory courses with Theory component with different L T P C formats and the weightage of marks for Theory and Laboratory components may be fixed in proportion to lecture and practical contact periods. However, the weightage for internal and end semester examination marks will remain as 50% each.

PROJECT WORK / INTERNSHIP AND LABORATORY COURSES

For the Project Work / Internship and Laboratory Courses fixed grading procedure shall be followed.

PASSING REQUIREMENTS

A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).

If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination), then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the University end semester examinations alone.

AWARD OF LETTER GRADES

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. For those students who have not passed the examination, Reappearance (U) shall be awarded as shown in the below Table.

For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than or equal to 30 then the fixed grading shall be followed with the grade range as specified below.

| O | A+ | A | B+ | B | C | U |
|----------|-----------|----------|-----------|----------|----------|----------|
| 91 - 100 | 81 - 90 | 71 - 80 | 61 - 70 | 56 - 60 | 50 - 55 | < 50 |

The performance of a student shall be reported using letter grades, each carrying certain points as detailed below:

| Letter Grade | Grade Points[†] |
|-----------------------------|---------------------------------|
| O (Outstanding) | 10 |
| A + (Excellent) | 9 |
| A (Very Good) | 8 |
| B + (Good) | 7 |
| B (Average) | 6 |
| C (Satisfactory) | 5 |
| U (Re-appearance) | 0 |
| SA (Shortage of Attendance) | - |
| WD (Withdrawal) | - |

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C". 'SA' denotes shortage of attendance and hence prevented from writing the end semester examinations. 'SA' will appear only in the result sheet.

"U" denotes that the student has failed to pass in that course. "WD" denotes **withdrawal** from the exam for the particular course. The grades U and WD will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.

If the grade U is given to **Theory Courses/ Laboratory Courses** it is **not required to satisfy the attendance requirements**, but has to appear for the end semester examination and fulfil the passing requirements to earn a pass in the respective courses.

If the grade U is given to **EEC (Employability Enhancement Course) (except Project Work)**, which are evaluated **only through internal assessment**, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied.

CLASSIFICATION OF THE DEGREE AWARDED

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 eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) in the student's First Appearance within **five** years (Six years in the case of Mechanical (Sandwich) and Four years in the case of Lateral Entry). Withdrawal from examination will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- One year authorized break of study (if availed of) is included in the five years (Six years in the case of Mechanical (Sandwich) and four years in the case of lateral entry) for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

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 eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) **within five years**. (Six years in case of Mechanical (Sandwich) and Four years in the case of Lateral Entry).
- One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of five years (Six years in case of Mechanical (Sandwich) and four years in the case of lateral entry) for award of First class.
- Should have secured a CGPA of not less than **6.50**.

SECOND CLASS:

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

The corresponding specific changes are to be made to B.Arch. / M.Arch. / M.Plan. / MBA / M.Sc.(5years).



REGISTRAR

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Letter No.4041/AU/CAC/Rel. Grading/2022

25.06.2022

To
The Principals of Autonomous Colleges
Anna University.

Sir/Madam,

Sub: Anna University – Uniform Evaluation Method of Students based on
Relative Grading - Reg.

Ref: Approval of Vice-Chancellor, dated 24.06.2022.

With reference to the above, the Academic Council of Anna University had decided to introduce a uniform evaluation method for all the UG / PG students of University Departments, Non-Autonomous Colleges and Autonomous Colleges affiliated to Anna University, who all joined from the academic year 2021 - 2022 onwards.

This uniform evaluation method consists of the norms to be followed for the award of marks for internal and end semester examinations of all types of courses, passing requirements, relative grading and award of letter grades and classification of degree. Further details are provided in Annexure I.

This shall be followed for the evaluation and passing of results for all the UG / PG students who have joined from the academic year 2021-2022 onwards in University Departments, Non-autonomous and Autonomous colleges affiliated to Anna University.

This decision is taken with the approval of the competent authority.

This may be taken up for ratification in the forthcoming Academic Council of Anna University, Chennai.

This is for your information and necessary action at your end.

REGISTRAR i/c

Encl: Annexure I

Copy to:

1. PS to Vice Chancellor
2. PA to Registrar
3. The Chairpersons, Faculty of Civil / Mechanical / Electrical / ICE / Technology / Management Sciences / S&H / Architecture & Planning, AU, Ch – 25.
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ANNEXURE - I

A few excerpts from Regulation 2021 of B.E/B.Tech Programmes of Non-Autonomous colleges Affiliated to Anna University is given below. The same shall be adopted for all the UG/PG students following from academic year 2021-2022 onwards studying in University Departments and Autonomous Colleges of Anna University.

PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all the theory courses, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

THEORY COURSES

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

| Assessment I (100 Marks) | | Assessment II (100 Marks) | | Total Internal Assessment |
|---|--------------|---|--------------|---------------------------|
| Individual Assignment / Case Study / Seminar / Mini Project | Written Test | Individual Assignment / Case Study / Seminar / Mini Project | Written Test | |
| 40 | 60 | 40 | 60 | 200* |

**The weighted average shall be converted into 40 marks for internal Assessment.*

A minimum of two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

LABORATORY COURSES

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records are to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

| Internal Assessment (100 Marks)* | |
|--|------|
| Evaluation of Laboratory Observation, Record | Test |
| 75 | 25 |

** Internal assessment marks shall be converted into 60 marks*

THEORY COURSES WITH LABORATORY COMPONENT

If there is a theory course with laboratory component, there shall be two assessments: the first assessment (maximum mark is 100) will be similar to assessment of theory course and the second assessment (maximum mark is 100) will be similar to assessment of laboratory course respectively. The weightage of first assessment shall be 40 % and the second assessment be 60%.

The weighted average of these two assessments shall be converted into 50 marks and rounded to the nearest integer.

| Assessment I (40% weightage) (Theory Component) | | Assessment II (60% weightage) (Laboratory Component) | | Total Internal Assessment |
|---|-----------------|---|------|---------------------------------|
| Individual Assignment / Case Study / Seminar / Mini Project | Written Test | Evaluation of Laboratory Observation, Record | Test | |
| 40 | 60 | 75 | 25 | 200* |

*The weighted average shall be converted into 50 marks for internal Assessment.

PASSING REQUIREMENTS

A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).

If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination), then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the University end semester examinations alone.

AWARD OF LETTER GRADES

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. For those students who have not passed the examination, Reappearance (RA) shall be awarded as shown in the below Table.

For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than 30 then the fixed grading shall be followed with the grade range as specified below.

| O | A+ | A | B+ | B | C | RA |
|----------|---------|---------|---------|---------|---------|------|
| 91 - 100 | 81 - 90 | 71 - 80 | 61 - 70 | 56 - 60 | 50 - 55 | < 50 |

The performance of a student shall be reported using letter grades, each carrying certain points as detailed below:

| Letter Grade | Grade Points* |
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| B (Average) | 6 |
| C (Satisfactory) | 5 |
| RA (Re-appearance) | 0 |
| SA (Shortage of Attendance) | 0 |
| W (Withdrawal) | 0 |

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C". 'SA' denotes shortage of attendance and hence prevented from writing the end semester examinations. 'SA' will appear only in the result sheet.

"RA" denotes that the student has failed to pass in that course. "W" denotes **withdrawal** from the exam for the particular course. The grades RA and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.

If the grade RA is given to **Theory Courses/ Laboratory Courses** it is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfil the passing requirements to earn a pass in the respective courses.

If the grade RA is given to **EEC (Employability Enhancement Course) (except Project Work)**, which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied.

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- Should have secured a CGPA of not less than **8.50**.
- One year authorized break of study (if availed of) is included in the five years (Six years in the case of Mechanical (Sandwich) and four years in the case of lateral entry) for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.