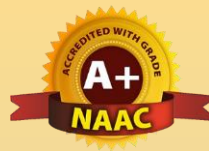




SIPNA SHIKSHAN PRASARAK MANDAL'S
SIPNA COLLEGE OF ENGINEERING & TECHNOLOGY, AMRAVATI
An Autonomous Institute affiliated to
Sant Gadge Baba Amravati University, Amravati, Maharashtra (India)
(Accredited with 'A+' Grade by NAAC)



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ACADEMIC RULES AND REGULATIONS
(POLICY DOCUMENT)
For
Postgraduate Programme (MBA)

Prepared By
Dean Academics

Approved By
Academic Council

Published By
Registrar

APPLICABLE FOR ACADEMIC YEAR 2024 – 2025 ONWARDS

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PREFACE

Sipna Shikshan Prasarak Mandal's Sipna College of Engineering and Technology (SCOET), Amravati, is one of the promising institutes in Quality & Professional Education since 1999. The institution offers Six undergraduate (B.Tech) programmes with an intake capacity of 600. The institution also offers Five full time M.Tech. programmes and one full time MBA programme with an intake capacity of 87 and 120 respectively. There are five research laboratories for Ph.D. programmes with a total intake capacity of 70. Five UG programmes are accredited by the National Board of Accreditation (NBA). The Institute is accredited by the National Assessment & Accreditation Council (NAAC) with A+ Grade. All UG and PG regular programmes are permanently affiliated with Sant Gadge Baba Amravati University, Amravati.

SCOET has been imparting value added quality education to satisfy the needs and expectations of the Stakeholders like Students, Parents, Industry etc. Focused efforts are made to achieve this, by providing state-of-the-art Engineering and Management education to Students. SCOET has a students' centric academic system to ensure holistic development. Every possible opportunity is provided to the student to progress academically and excel. The entire working is based on an indigenously designed Institute development philosophy profoundly known as four pillars of SCOET namely, Academic Excellence, Research and Innovation, Professional Competence and Social Commitment. Internal quality assurance cell (IQAC) is well established to look after quality aspects in the day-to-day functioning of the Institute. Stringent Academic Monitoring and Control has led towards Qualitative Results and Placements, thereby becoming the most opted Institute for admissions by engineering aspirants in and around Vidarbha region and all over the state of Maharashtra.

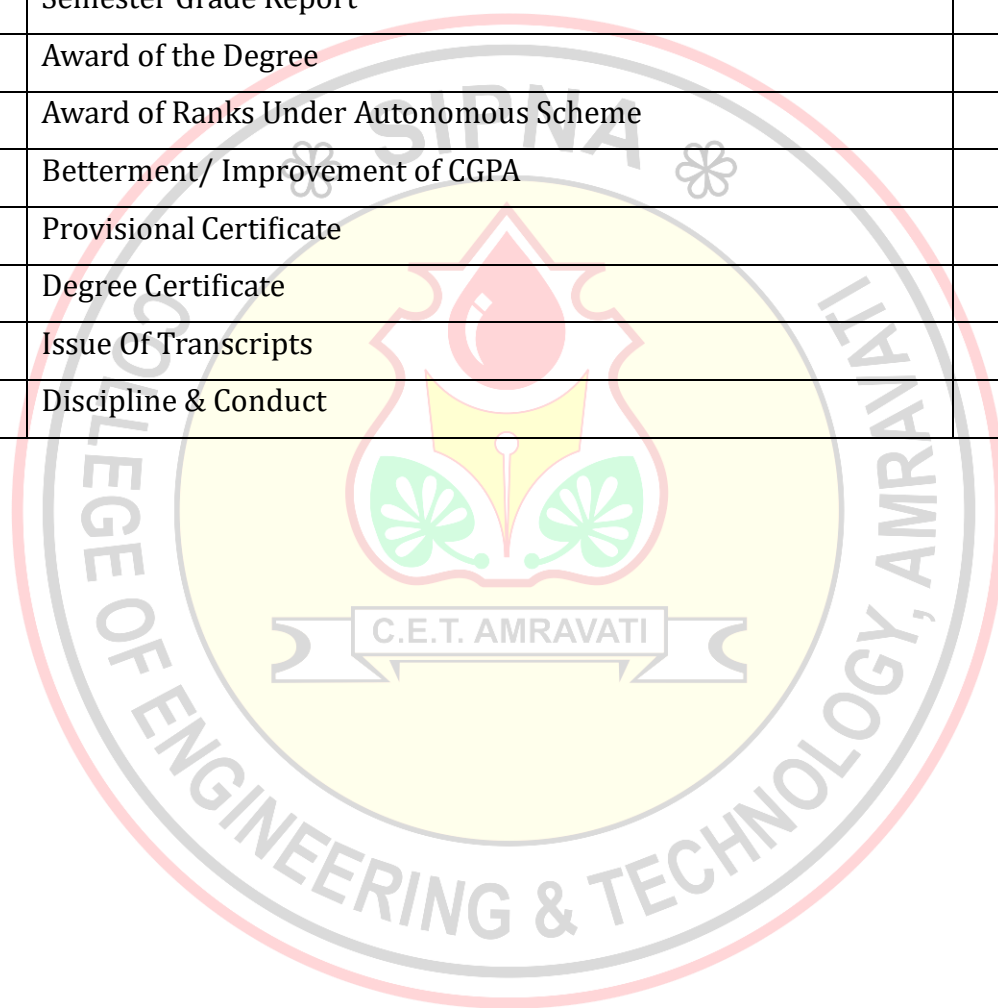
This booklet gives comprehensive information on the existing Rules and Regulations for MBA Programmes with all specializations. Postgraduate Programme will be governed by these Rules and Regulations. The department is given a direction to excel in academics through these Rules and Regulations approved by the Academic Council from time to time, keeping in view the ever-growing challenges and new developments. The stakeholders, particularly the students, and parents/guardians, are advised to be fully familiar with the Academic System of the Institute. Students should be aware of the Rules and Regulations governing Academic requirements, Evaluation and Assessment policy, and Grading System. These rules may be revised to ensure the optimized learning experience of students to meet the global needs of the industry. These revisions are recommended as per the directives of NEP, UGC, AICTE.

It is expected that this booklet would bring transparency in the functioning of the Institute related to Academics and Evaluation amongst Students, Faculty members, Administrators, Parents, and other Stakeholders.

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VISION & MISSION

OUR VISION

To provide quality professional education and conducive environment to students to emerge as a model proficient institute.

OUR MISSION

- To create scholarly and vibrant environment for professional excellence.
- To contribute to advancement of knowledge in basic and applied areas of engineering and technology.
- To be an institute of choice in the region by developing, managing and transferring contemporary technologies.
- To build mutually valuable terms with industry, society and alumni.

Department VISION & MISSION

DEPARTMENT VISION

To be prominent management department in the region by imparting quality professional education for creating reputed managers and entrepreneurs.

DEPARTMENT MISSION

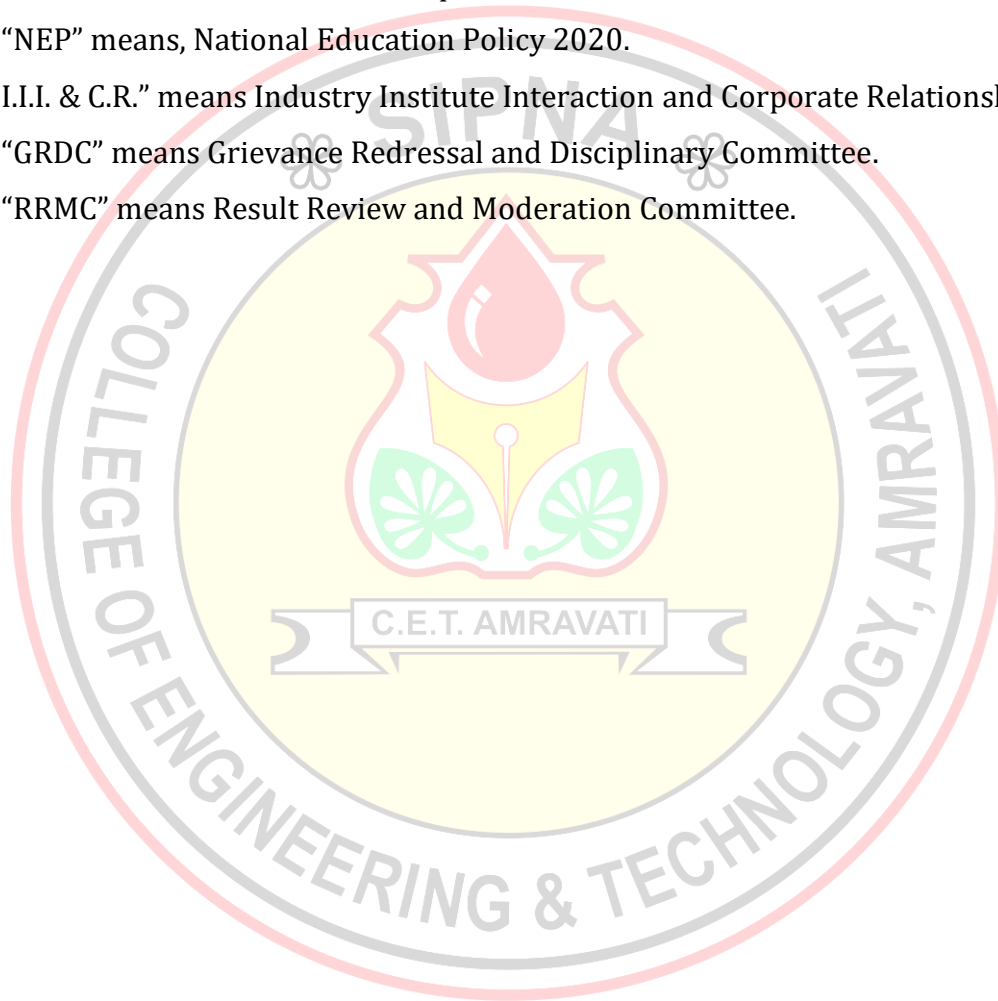
- To deliver quality education towards professional excellence.
- To enhance the fundamental concepts, analytical and problem-solving competency of students.
- To provide contemporary learning environment that emphasizes managerial expertise in communication, teamwork, leadership, employability, and entrepreneurial skills.
- To prepare students with positive professional attitude and ethical values with spirit of social commitment.

1. DEFINATIONS

1. "Institute" means Sipna College of Engineering and Technology (SCOET)
2. "University" means Santa Gadge Baba Amravati University (SGBAU), Amravati
3. "Master of Business Administration" MBA means; Post Graduate Degree awarded by SGBAU.
4. "Semester" means period in which Academic activities are carried out.
5. "Course" means theory/laboratory/seminar/project/ tutorial/ field project, etc.
6. "Course Credit" means weightage assigned to a Course.
7. "Course Teacher" means Faculty member assigned to teach a Course.
8. "Grade" means Single Letter assigned to indicate the Performance of Student in a Course.
9. "BOG" means Board of Governors.
10. "Academic Council" means apex Academic Body governing the academic programmes & policies in SCOET.
11. "APEC" means Academic Programme Evaluation Committee
12. "Board of Studies" (BOS) means departmental Academic Body common for UG and PG Programmes.
13. "Examinations Committee" (EC) means apex Examination Body responsible for Examination conduction, framing and implementing Rules and Regulations approved by Academic Council.
14. "Grievance Redressal and Discipline Committee" (GRDC) means committee appointed by Principal to deal with cases of Grievances and Indiscipline.
15. "Department Academic Committee" (DAC) means departmental Academic Committee common for UG and PG Programmes.
16. "Semester Grade Performance Average (SGPA)" means the weighted average of Grade Point of a Student in a Semester.
17. "Cumulative Grade Performance Average (CGPA)" means the weighted average of Grade Points for all the Semesters completed by a student.
18. "Allowed to Keep Term (ATKT)" means allowed for admission to higher class after satisfying minimum credits criterion.
19. "Academic Examination and Assessment R&R" means Academics, Examination & Evaluation Rules and Regulations governing system of the Institute.
20. "DTE" means Directorate of Technical Education, Mumbai
21. "AICTE" means All India Council for Technical Education, New Delhi
22. "NBA" means National Board of Accreditation
23. "NAAC" means National Assessment and Accreditation Council, Bangalore

APPROVED in.....^{1st}.....
Academic Council Meeting
Dated:.....31.08.2024.....

24. "UGC" means University Grants Commission.
25. "CoE" means Controller of Examination.
26. "DPC" Degree programme Coordinator.
27. "ADPC" Associate Degree programme Coordinator.
28. "DA" Dean Academics.
29. "DSA" Dean Students Affairs.
30. "Dean R and D" means, the Dean Research & Development.
31. "HoD" means the Head of the Department.
32. "NEP" means, National Education Policy 2020.
33. I.I.I. & C.R." means Industry Institute Interaction and Corporate Relationship Cell.
34. "GRDC" means Grievance Redressal and Disciplinary Committee.
35. "RRMC" means Result Review and Moderation Committee.



2. LIST OF ABBREVIATIONS IN CURRICULUM STRUCTURE

Sr. No.	Abbreviation	Type of Courses
1	PCC	Programme Core Course
2	PEC	Programme Elective Course
3	AEC	Ability Enhancement Course
4	L	Lecture
5	P	Practical
6	T	Tutorial
7	CR	Credits
8	Hrs.	Hours
9	TA	Teacher Evaluation
10	MSE	Mid Semester Examination
11	ESE	End Semester Examination
12	TW	Term work
13	OR	Oral
14	PR	Practical
15	UHV	Universal Human Values
16	IN	Industry Internship
17	RI	Research Internship
18	EI	Entrepreneurship Internship
19	FP	Field Project
20	OE	Generic/Open Elective
21	OJT	On Job Training
22	RM	Research Methodology
23	PS/RP	Project and Seminar /Research Project and seminar
24	MB	Master of Business Administration
25	FY	First Year
26	BT	B.Tech.
27	INT	Internal

28	EXT	External
29	AL	All Branches
30	FE	Floating Elective
31	AU	Audit Course
32	MOOC	Massive Open Online Courses



3. INTRODUCTION

The provisions made in this document shall govern the Academic Policies and Procedures, Curriculum, Course Delivery, Evaluation System, Continuous internal evaluation, Teacher assessment.

- i. The Medium of instruction throughout the programme shall be English.
- ii. The semester system shall be adopted for Academic activities in the Institute. Normally, all Odd Semesters shall commence from first week of July and Even Semesters shall commence from first week of January.
- iii. The commencement of first semester for MBA shall be governed by the admission schedule declared by DTE, Government of Maharashtra.
- iv. There are four semesters having a total of **102 Credits** for MBA Programme.
- v. All specializations of MBA Programmes shall be governed by Rules and Regulations provided in this version of 'Rules and Regulations for Academic.
- vi. Academic Calendar shall be prepared and published before the commencement of every Academic year.
- vii. Evaluation norms shall be strictly followed to maintain the quality of engineering education. The examination system shall be transparent and governed by the Rules and Regulations of SCOET.
- viii. Rules and Regulations here after shall be subjected to amendments made by the Academic Council from time to time, based on recommendations of the BOS and BOE. All such amendments shall be applicable from the date of amendment.
- ix. The Rules and Regulations formulated in this document shall be subjected to revisions/refinement/updates/modifications through the approval by the Academic Council from time to time, and shall be binding on all concerned Stakeholders, including the Students, Faculty, Staff, Departments, and Administrators.

4. SEMESTER WISE CREDIT DISTRIBUTION STRUCTURE FOR TWO YEAR PG (MBA) PROGRAM

Semester	I	II	III	IV	Total Credit	% Credit Allotment
PCC	21	21	4	-	46	45.10%
PEC	-	-	16	16	32	31.38%
AEC	2	2	-	-	4	3.92%
FEC	4	-	-	4	4	3.92%
AUC	-	-	-	-	-	-
PROJ	-	-	3	3	6	5.88%
INTR / FP	-	-	6	-	6	5.88%
MOOC (Open Elective)	-	-	-	4	4	3.92%
Total Credit	23	23	29	27	102	100%

5. ORGANIZATION STRUCTURE & ACADEMIC DEPARTMENTS

The organization structure and academic department are well-established to ensure the proper execution of MBA programmes in a qualitative way. Following are details about the various committees and postgraduate specialization:

The academic administration of the Institute consists of committees and functionaries as below:

- 5.1 The Academic Council (AC) is a statutory and supreme body that governs all academic matters of the Institute. The AC is chaired by the AC Chairman (Principal of the Institute) and the decisions made by the Chairman of AC regarding all academic issues shall be final and binding to all the stakeholders. The AC may also form various sub-committees from time to time for specific purposes.
- 5.2 Academic Programme Evaluation Committee (APEC): The institute will have academic programme evaluation committee consisting of Chairman and member secretaries of every Subject Board. The principal shall work as a chairman of APEC and shall be supported by member secretary. The member secretary shall be appointed by the principal. APEC will be responsible for maintaining uniformity in various programmes as regards to the structure, implementation, assessment, etc. It will formulate draft policies for these academic matters and will submit its recommendations to the Academic Board for its consideration.
- 5.3 Departmental Academic Committee (DAC) shall continuously assess the academic activities and make appropriate revisions / modifications / improvements as and when required. All academic activities shall be scheduled through an approved 'Academic Calendar' notified in the beginning of each Academic Year.
- 5.4 Examination Committee (EC) ensures proper organization and conduction of examinations and related processes including moderation, tabulation, paper setting and declaration of the results etc. and to deal with cases of Unfair means/Malpractice/s in Examination.
- 5.5 At the department level, Board of Studies (BOS) is responsible for framing the syllabi for various courses, reviewing, and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners etc.
- 5.6 Degree programmes coordinator (DPC) is responsible to conduct the process of semester wise registration, subject wise roll list preparation, students' attendance monitoring, counselling of poor attendance students and parents, check eligibility and equivalency conditions of students, branch change, cleared all students' dues of the Institute, Hostel, Library and impose to fine.

5.7 Course committee: Course committee will be formed by the BoS of teaching department for the institute level and department level common subjects and also appoint one member from the committee as chairman. This committee will be responsible for question paper CO mapping, PO, PSO mapping, moderation of question paper and uploading of question paper on OBE portal for institute level and department level common courses. This committee will follow all the schedules and directions given by CoE.

5.8 The functionaries of the Institutes related to Academics shall be Principal, Dean Academics, Controller of Examinations, Degree programmes Coordinator and Heads of the Departments.

5.9 Academic Departments and Specialization offered: The Institute offers post graduate programme in Business Administration (MBA) in with following specialization as mentioned in Table 5.1.

Table 5.1: Academic Department and Specialization Offered

Sr. No	Academic Department	Intake	Specialization
1	Department of Business Administration (MBA)	120	Financial Management
			Marketing Management
			Human Resource Management
			Operation Management
			Business Analytics
			Retail Management

- Students may choose one group of specialization from the programmes elective courses offered by the institute.
- They have the option to pursue either a core specialization or a dual specialization.
- Group 1 must be selected during the registration for the 3rd semester, and Group 2 during the registration for the 4th semester.
- A minimum of 10 students is required to offer any additional specialization in the MBA programme for both the 3rd and 4th semesters.

6. ADMISSIONS

The admission to M.B.A. programme at SCOET will take place in regular and lateral entry mode.

- 6.1 Regular entry refers to admission of students for first and second (excluding lateral entry), year of the programme in odd semesters. Lateral entry refers to admission of students for second year MBA Programme directly through BBA and BE/B.Tech (four year) degree course as per the norms and process prescribed Director of Technical Education (DTE), Maharashtra and CET Cell, Maharashtra.
- 6.2 The admission process and eligibility to MBA programme for regular entry (First Year) and lateral entry (Second Year) are governed by the norms and procedures of DTE, Maharashtra and CET Cell, Maharashtra. The candidate shall be provisionally admitted subject to fulfillment of eligibility criteria prescribed by government/University from time to time. Details of admissions are available on weblink, www.dtemaharashtra.gov.in and <https://cetcell.mahacet.org/>.
- 6.3 For the MBA programme, the tuition and other fees charged to students over the duration of programme shall be as per the approval of the Competent Authority set up by the Government. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices.
- 6.4 Students seeking admission (regular entry) to Second Year should have earned all the necessary credits of the 1st Year or at least 60% of the total credits from 1st semester and IInd Semester. However, if calculation of 60% credits results into a mixed number (integer + proper fraction) then the integer part of that number shall be considered for taking decision related with this clause.
- 6.5 Each student shall be allotted a College ID Number at the time of registration / or admission to the Institute and that will be a permanent identification number. Students are required to use this College ID number for all purposes and communication.
- 6.6 A student desirous of pursuing a course in additional specialization after completion of his regular MBA course from the Department or SGBAU university may do so by getting duly admitted to this course in the beginning of the session within the prescribed time limit for admission given by the Institute. In such case the student shall opt for any additional core specialization group other than his previous specializations in MBA course and shall be required to take examination for only 8 subjects of that specialization. For the students who have completed regular MBA course from other university or institute has to secured the equivalence certificate under the criterion prescribed by the Board of Studies.
- 6.7 The student will have to seek admission as a regular student and will have to

- pay tuition fee as well as admission fee as prescribed by the institute.
- 6.8 Minimum number of students offering additional specialization per subject shall be 10.
- 6.9 The process of change of Institution after First year are governed by the norms and procedures of DTE.



7. ACADEMIC CALENDAR

The academic activities of the Institute are regulated by the Academic Calendar approved by the Academic council and are released before 15 days of each Academic Year. It is mandatory for Students and Faculty to strictly adhere to the academic calendar for completion of academic and related activities.

- 7.1 The Academic Calendar shall be prepared by Dean Academics and approved by the Academic council.
- 7.2 The Academic council sets a definite time schedule for various academic activities, through an Academic Calendar issued and notified to all stakeholders at the beginning of each Academic Year.
- 7.3 The Academic Calendar shall be disseminated on the notice boards and website of the Institute. The academic activities of the institute shall be monitored as per the Academic Calendar.
- 7.4 Academic Calendar shall incorporate schedule of course registration, course delivery, examination/evaluation, course feedback, co-curricular activities, extra-curricular activities, holidays, student internship, remedial classes etc.
- 7.5 The curriculum shall be typically delivered in two semesters in an Academic Year. Each semester shall be typically 20 weeks duration, including registration, induction & orientation, course work, examination, and assessment etc. The Academic semester shall provide at least 90 working days.
- 7.6 If the commencement of the First Year UG and PG programmes is delayed due to the admission process and the total working days do not sum up to 90 days, Dean Academics may reduce the working days to approximately 75 to 90 working days. However, the required teaching hours will remain intact. To ensure that the prescribed workload is met, the timetable will be adjusted accordingly, incorporating extra lectures and practical sessions as necessary. This adjustment ensures that the quality of education is maintained while accommodating the delayed schedule.
- 7.7 All co-curricular and extra-curricular activities shall be scheduled so as not to interfere with the academic activities as stipulated in the academic calendar. The non-conduct of academics on any particular teaching day for whatsoever reason shall be made up on a suitable day.

8. SEMESTER REGISTRATION, ATTENDANCE, DETENTION AND TERMINATION

8.1 Semester Registration

- 8.1.1 Student has to register for courses at the beginning of every semester as per the notification issued by the institute and prescribed dates in the Academic Calendar. The Institute shall notify the process of registration well in advance to the stakeholders through Degree program coordinator (DPC).
- 8.1.2 The students admitted through regular Entry shall be automatically registered for the Core Courses of the First Semester. Such students have to register separately for Elective/Choice based Courses only.
- 8.1.3 On joining the Institute, each student is assigned to a Teachers Guardian (TG). Students are advised to discuss with the TG about the nature of courses for which he / she can register during the semester, as given in the curriculum, within the framework of guidelines approved by the AC and any issue inside or outside college campus.
- 8.1.4 In case of any delay in registration of courses, due to unforeseen reasons, the student and parent shall take prior approval from Principal well in advance indicating the reason for delay in registration. However, for such students the attendance shall be calculated from the date of commencement of the semester and not from the date of joining.
- 8.1.5 Only those students shall be permitted to register for a course who have:
- Cleared all dues of the Institute, Hostel and Library including fine if any of the previous semester.
 - Sufficient credits earned during the last Academic Year.
 - Not been debarred from registration of courses on any other specific ground.
- 8.1.6 If a student does not register in a prescribed schedule, notified by the Institute, his / her admission shall be cancelled in the respective semester.
- 8.1.7 Students has to re-register for courses in which they are failed in earlier year/s by paying applicable fees. Students are not permitted to re-register for course/(s) which they have already passed.

8.2 Attendance Requirement:

The Institute expects all MBA students to attend 100% lectures. However, a shortfall of not more than 25% attendance may be condoned if the shortfall is caused by valid reasons and supported by appropriate evidence, such as personal illness or death in the family. Students shall note that academics should not be missed without valid reasons, and the number of sessions missed due to

valid reasons cannot exceed 25%.

- 8.2.1 Regular 100% attendance is expected of all students for every registered course in theory, tutorials, laboratory, and workshop.
- 8.2.2 A maximum of 25% absence in the attendance may be condoned only on valid grounds.
- 8.2.3 A student can seek condonation of absence due to death in family or other emergency beyond student's control. However, students seeking condonation should inform the college authorities immediately and should seek sanction of the absence within a week after joining. The student should submit the documentary evidence to the college authority.
- 8.2.4 A student seeking sanction of leave on medical grounds should submit the medical certificate from registered medical practitioner on joining. This shall be approved by the HoD.
- 8.2.5 A student having attendance lower than 75% in a course, whatsoever may be the reason is prevented from appearing in the End-Semester Examination (ESE) for that course in that semester and the student will have to re-register for the course as and when it is offered. In such cases the student will be given "DA" grade.
- 8.2.6 The basis for the calculation of the attendance shall be the period prescribed by the Institution through its Academic Calendar.
- 8.2.7 For transfer students from other institutes /universities, the date of admission would be considered for the calculation of attendance.
- 8.2.8 The students will be informed about the attendance status periodically by the Institute notifying the percentage attendance on the notice board.
- 8.2.9 Attendance in all examinations, MSE1, and ESE of each Registered Course shall be mandatory for students.
- 8.2.10 The students participating in Sports / Cultural event during a semester shall be eligible for the maximum 10 days of absence. Any waiver in this context shall be on the approval of Dean student's affair and Dean Academics. The Dean student's affair shall inform the concerned HoD in advance with a copy to the Dean Academics. This, however, shall be within the limit of condonation of 25% of absence.

The following activities shall be considered for condonation of attendance

- i. Sports and Games: Inter collegiate, inter Zonal, Inter University, State level, National level, or Open tournaments.
- ii. Representing the Institute /University / State / Nation in sports, cultural, technical or academic activity with the permission of the Institute authorities.
- iii. Camps and expeditions of National Cadet Core, National Social Service camps, Cultural Programs promoted by university, or

reputed organizations.

- iv. Seminar/ Symposia, paper presentation, Quiz competitions.
- v. Leadership courses organized by authorized organizations.
- vi. Training programs, Guest Lectures, Students Association activities.
- vii. Projects in industries/ organizations, Placement activities or any other; with the prior approval of the principal.

8.3 A student shall not be permitted to attend the ESE if.

- 8.3.1 The student who has not attended minimum 75% of all conducted classes like Lectures, Tutorials, Laboratories, Workshops etc.
- 8.3.2 Incomplete term-work and non-submission of laboratory journal.
- 8.3.3 Incomplete Continuous Teacher assessment (TA).
- 8.3.4 Whatsoever may be the reason which prevents him/her from appearing in the End-Semester Examination (ESE) for that course in that semester and the student will have to re-register for the course as and when it is offered by paying applicable fees.
- 8.3.5 The continuous assessment of Theory and laboratory course shall be null and void in such cases except teacher assessment.

8.4 Termination from the Programme:

A student shall be terminated from the programme in the following cases:

- 8.4.1 Involved in ragging and in any illegal activity as per law defined by the governing authorities.
- 8.4.2 Successive failures in first Year: On failure to get admitted in third semester after five successive academic years from the date of admission, he / she shall be declared as Not Fit for Technical Education (NFTE). Such students shall be permitted for only one year to continue the education in the institute provided the permission is accorded by AC. Principal shall be authorized to terminate the student from the program.
- 8.4.3 Not completing programme in prescribed period: Students will have to complete MBA programme in maximum period of 6 years (12 semesters) for regular entry and 3 years (9 semesters) for lateral entry from the date of first admission. However, genuine cases with proper justification may be referred to AC for extending programme completion period. Students who are not able to complete the programme in the stipulated period will be declared as Failed to Complete Technical Education (FCTE).
- 8.4.4 Under the following circumstances student admission may be terminated from the programme if.
 - I. Students misbehave with faculty or staff.
 - II. Remain absent without any information for a period of one year. In the case of termination, a student has to pay all applicable dues.

9. CURRICULUM

There shall be a prescribed course structure for each of the academic programmes and in general terms it shall be known as the Curriculum. The Curriculum prescribes all the Courses of study semester-wise with credits assigned, teaching/contact hours, evaluation scheme and minimum requirements for the award of degree. The curriculum revisions/reforms/revamping shall be a continuous process governed by outcome-based education, choice-based credit system, NEP guidelines and AICTE model curriculum.

9.1. Credit System:

9.1.1. The primary purpose of the credit system is continuous evaluation of student's performance which is measured by the number of credits the student has earned. Typically, credit measures the quantum of work involved in a course.

9.1.2. Credit structures for various courses with theory/tutorial and Laboratory/Project/Seminar/Field Project/Internship etc. hours are given in Table 9.1.

9.1.3. A student can earn credits for a particular course by fulfilling the minimum academic requirements of attendance, assessment, and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum assessment & evaluation requirements.

The number of credits for a course in any semester is generally calculated as follows.

Table 9.1: Assigned credits for various types of courses.

Sr. No.	Course	Hour/week	Credits
1	Lecture	1	1
2	Tutorial hour/ week	1	1
3	Workshop/Laboratory/Drawing hours/week	2	1
4	Project and Seminar/Field project /Internship	2	1

9.1.4. The CGPA & SGPA is calculated based on the course credits and grades obtained by students.

9.2. Components of Curriculum:

9.2.1 The structure of curriculum for a programme and course syllabi shall be approved by academic council on recommendation of respective BOS.

9.2.2 The entire curriculum is spanned over four semesters and has thoughtfully designed contents and evaluation methods. Total

credits are 102. The exact number of credits required is mentioned in the curriculum structure for the respective programme. The total number of credits in a semester in which a student shall register is generally 23 - 29. Normally, the maximum number of credits per semester shall not exceed 29.

9.2.3 Curriculum will have balanced offerings of various courses such as Programme Core, Programme Electives, Floating Electives, Audit Course, Field Projects, Internship, Project, Seminar, MOOC (Open Electives) and Institute Level courses. The curriculum offerings include various course types as mentioned in Table 9.2.

Table 9.2 Curriculum Components.

Sr. No.	Course Code	Component of Curriculum
1	PCC	Professional Core Course
2	PEC	Professional Elective Course
3	OEC	Generic/ Open Elective Courses
4	AEC	Ability Enhancement Courses
5	PROJ	Project and seminar
6	FP	Field Project
7	INTR	Internship
8	MOOC	Massive Open Online Course
9	FE	Floating Elective Course
10	AUC	Audit Course

9.2.4 Normally the number of courses in a semester shall not be more than nine for theory courses.

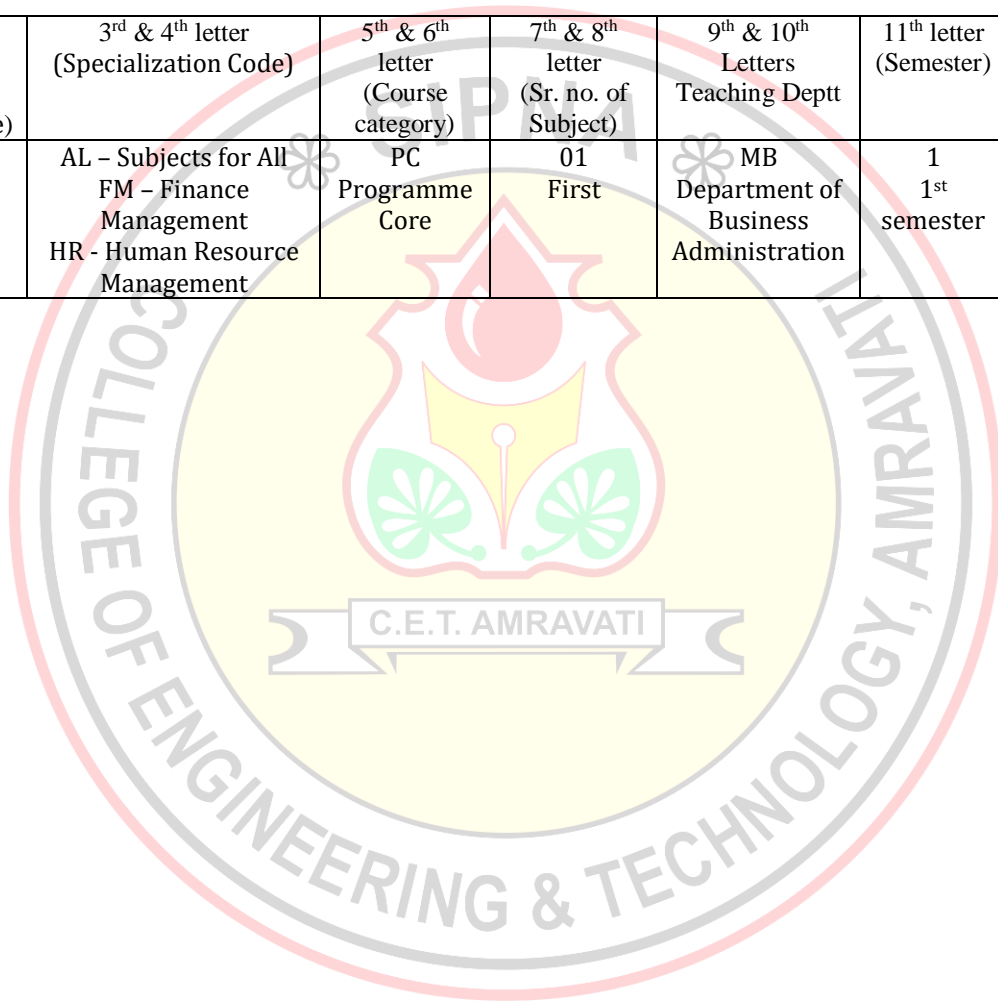
9.2.5 A typical description of the programme curriculum shall consist of course title, course code, teaching hours per week for lecture/ tutorial/practical's, credit allotment, pre-requisites, textbooks, reference books, Course Objectives and Course Outcomes (CO's) with relevant Blooms taxonomy levels, Programme Outcomes (PO's), Programme Specific Outcomes (PSO's), mapping of the CO's with PO's and PSO's and assessment scheme etc.

9.2.6 The details of the programme structure and course details shall be published on institute website <https://www.sipnaengg.ac.in>

9.3. Course Code:

Course Numbers are denoted by twelve-digit unique alpha numeric characters. The first two characters represent the degree Programme, The third and fourth characters represent the course is applicable to which programmes, Fifth and sixth characters represent course category, the seventh and eight number represents a serial number of course in the course category, the ninth and tenth letter represents a teaching department, eleventh number represents semester, and twelfth letter represents whether it is a theory or practical course.

1 st & 2 nd letter (Degree programme)	3 rd & 4 th letter (Specialization Code)	5 th & 6 th letter (Course category)	7 th & 8 th letter (Sr. no. of Subject)	9 th & 10 th Letters Teaching Deptt	11 th letter (Semester)	12 th letter (Theory or Practical)
MB M.B.A.	AL – Subjects for All FM – Finance Management HR - Human Resource Management	PC Programme Core	01 First	MB Department of Business Administration	1 1 st semester	T Theory



10. CONTINUOUS INTERNAL EVALUATION

There shall be continuous evaluation of students. This system will have following objectives:

- i. To get insights regarding student performance/abilities which helps to identify learning needs and take necessary actions for possible improvement.
- ii. To allow students to demonstrate their competence which they will practice in their professional career.
- iii. To award students' grades based on their performance and abilities.
 - a. Evaluation processes shall ensure outcome-based education adopted by the institute. All assessment methods will ensure constructive alignment of curriculum with intended outcomes.
 - b. There shall be internal and external evaluation of students as a part of evaluation to award grades. All assessments of Theory, Practical, Project and Seminar, Field project and Internship shall be conducted to evaluate graduate attributes essential to meet the need of Management graduates at national as well as international level. Appropriate weightages given to these evaluation methods will ensure quality of assessment and evaluation.
 - c. An evaluation scheme based on the type of course with weightage is mentioned in table 10.1.

Table 10.1: Scheme of evaluation for courses prescribed in curriculum with weightages.

Sr. No.	Type of course	Method of Internal Evaluation	Internal Evaluation Weightage (%)	Method of external Evaluation	External Evaluation Weightage (%)	Total
1	Programme Core/ Programme Elective	Assignment/ case study/ Quiz/Poster presentation/ Seminar presentation/open book test/ mini project, etc. through TA.	10	For 2, 3 and 4 credit courses End semester Examination (ESE) of 60 Marks for 2 hours 30 min.	60	100
		For 2, 3 and 4 credit courses Mid semester Examination (MSE) of 30 Marks for 1 hours.	30			
2	AEC courses	Rubrics Based Evaluation, Report Submission and, Seminar Presentation.	30	Rubrics Based Evaluation, Viva-Voce	20	50
3	Dissertation	Rubrics Based Evaluation, Report Submission and (Pre & Post), Seminar Presentation.	60	Rubrics Based Evaluation, Report Submission and (Pre & Post), Seminar Presentation.	40	100

4	Internship / Field Project	Report submission and seminar presentation.	20	Rubrics based evaluations.	80	100
5	MOOCS courses*	Based on submission of assignment and performance assigned by competent authorities.	--	Certification submission before the 4 th sem examination.	100	100
6	Audit Courses	Rubrics Based Evaluation, Report Submission, Seminar Presentation, performance and etc.	--	--	--	--

* As specified in programme curriculum.

10.1 Continuous Internal Evaluation (CIE): Theory Courses:

Continuous Internal Evaluation shall be done by course teacher over a span of semester. Structured Evaluation will be done for all programmes with appropriate schedule provided in Academic Calendar:

The continuous evaluation for program core, program elective, ability enhancement courses, Dissertation, Internship, Audit Courses shall be conducted at department level.

CIE shall consist of two parameters as follows:

Teacher Assessment (TA): -

10.1.1 Total Weightage given to Teacher Assessment is 10 Marks.

10.1.2 The maximum number of Teacher Assessment tools should not be more than two.

10.1.3 If the course teacher use one TA tool (subjected to condition that the task is time consumable, requires more effort for ex. Survey, case study base on industrial visit, mini project etc.) Weightage will be 10 Marks

10.1.4 If course teacher uses two Teacher Assessment tools, Weightage will be [05+05] = 10 Marks

10.1.5 Some of the suggestive Teacher Assessment tools are Assignment / case study / Quiz / Poster presentation / Seminar / Open book test / Oral / Group discussion etc.

10.1.6 There should be liberty to the course teacher to identify his/her own tools for the Teacher Assessment purpose.

10.1.7 All the tools used for Teacher Assessment should be creative / innovative which will challenge the cognitive and skill domain of the students and demonstrate their attitude.

10.1.8 The course teacher can consider attendance as one of the parameter for Teacher Assessment purpose but will not be mandatory.

10.1.9 If course teacher is considering attendance as one of the parameters for Teacher Assessment purpose it should be declared at the commencement of the session by the course teacher.

- 10.1.10 The marks on attendance, if awarded as a part of Teachers' assessment, shall be given to those students having attendance more than or equal to 75% in that course.

Attendance Percentage	Weightage
75- 85	3 Marks
86 - 95	4 Marks
96 - 100	5 Marks

- 10.1.11 The non-examination (MSE & ESE) courses like Audit Course and Ability Enhancement Courses having only teacher assessment components of 50 Marks should be evaluated totally on the basis of TA tools & term work given by course teacher.
- 10.1.12 The course teacher of the non-examination courses can choose the TA tools from the suggestive list or use his own developed TA tools for evaluation purpose.
- 10.1.13 There should be liberty to the course teacher of the non-examination courses to define the Weightage of the tools for the teacher assessment purpose.
- 10.1.14 The course teacher have to submit the total (out off 10 or 50 marks) teacher assessment marks at the end of the semester.
- 10.1.15 It is mandatory for the course teacher to maintain the cumulative record of teacher assessment marks in the attendance register.
- 10.1.16 The concern BoS can make the minor changes in teacher assessment policy by the approval of Academic Council.

Mid Semester Examination (MSE):

- 10.1.17 Mid Semester Examination (MSE) is Summative Examination which will be conducted as per schedule in academic calendar at department level.
- 10.1.18 No Institutional/Departmental level activities shall be scheduled during the examination week.
- 10.1.19 Mid-semester examinations are compulsory.
- 10.1.20 Absence during the Mid-Semester Examination will lead to loss of those marks.
- 10.1.21 Sum of the scores obtained in TA and MSE (10+30 Marks) shall be considered for computing the final CIE score (40 Marks) of a student in each course.
- 10.1.22 Alternate MSE examination shall be provided for those students fulfilling attendance criteria (Minimum 75%) course-wise but remained absent for the Mid Semester Examination due to a valid/unavoidable circumstance as mentioned in alternate examination clause in academic rules and regulations (10.4.3).
- 10.1.23 HoD will be the authority to grant permission, draw out Timetable and run the alternate MSE examination.

Foregoing Continuous Assessment Marks:

- 10.1.24 The continuous assessment marks (TA+MSE) for both theory and lab courses shall be considered for a student's first attempt as a regular student as well as the re-sit examination of the same term if the student fails. However, if the student does not pass the course and attempts the examination again in a subsequent term, they may choose to forego continuous assessment marks while applying for the examination. A student may opt to forego the continuous assessment marks for any number of subjects.
- 10.1.25 A MBA student shall be permitted to opt for the *forego option* if they have secured below 40% marks in the internal assessment of a course. However, the *forego option* shall not be automatically applicable for all examinations; the Academic Council shall decide its applicability on a semester-to-semester basis
- 10.1.26 If a student chooses to forego their continuous assessment marks, the marks obtained out of 60 in the end-semester examination shall be proportionally converted to 100.
- 10.1.27 Once a student opts to forego their continuous assessment marks, the decision shall be final and irrevocable under all circumstances.
- 10.1.28 This provision shall not be applicable to final-year UG and PG projects.

10.2 Internal Evaluation of Practical Term work / Field Project Work, etc.:

Continuous Evaluation of Term-work will be done.

- 10.2.1 Continuous evaluation of each experiment/assignment shall be done throughout the semester, collating as Term-work at the end of each semester. The Evaluation in a laboratory course / audit course will be based on the following criteria.
- Attendance and participation in course work /audit course work / project work and etc..
 - Performance in Evaluation of understanding through viva voce, presentations, group discussions, quizzes, etc.
 - The quality of work as prescribed by the course instructor.
 - Report through presentation and course work submission.
- 10.2.2 It is mandatory for the student to complete all the assignments / Project work as specified in course curriculum for the grant of term-work. It is obligatory to maintain and submit assignments as prescribed by the course instructor before the Term End.
- 10.2.3 Students shall be detained for incomplete term-work and non-submission of assignments.

10.2.4 Teamwork marks assigned for special courses such as Mini / field Project etc. shall be evaluated based on parameters proposed by respective Department and duly approved by Dean Academics.

10.3 Internal Evaluation of Project/Seminar

10.3.1 Project/Seminar Term work will be evaluated based on Reviews scheduled in the semester/s as mentioned in the academic calendar.

10.3.2 Teamwork marks assigned for Project and seminar shall be evaluated based on parameters (rubrics) proposed by the respective Department and duly approved by Dean Academics.

10.4 External Evaluation: Theory and Practical.

10.4.1 **Theory Evaluation:** End Semester examination (ESE): Summative examination at the end of semester shall be conducted for external evaluation. The End Semester Examination (ESE) shall be of 60 Marks.

10.4.2 Re-sit Examination:

i. The students who have secured the “F” grade in a course, shall apply for the re-sit examination after the declaration of result of ESE by paying the prescribed examination fees. The re-sit examination for students shall be held as per the schedule declared by CoE.

10.4.3 A student shall be permitted to take the ESE as well as re-sit of ESE of his/her regular term. In case, student fails in both the ESE and its re-sit of regular term, in the subsequent semester, he/she shall be permitted to take the ESE only.

10.4.4 Alternate Examination (Theory / Practical):

Students can appear for alternate examination conducted after declaration of result of ESE examination for those who have a satisfactory attendance record (minimum 75%) course-wise, but remained absent for the End Semester Examination due to valid reasons such as:

- i. Students who have sought prior permission from the concerned Head of Department (HOD) and Principal through proper channels and were thereafter permitted by the Institute to participate in important curricular, co-curricular, or extra-curricular activities like NSS, Sports, youth festival, Cultural events, Project Competitions, Paper presentations, etc., at the University, State, National, or international levels.
- ii. The student must submit proof of participation (such as a certificate) from the competent authority to validate the previously submitted leave

request. The leave will be converted to official leave, and an endorsement will be issued by the Institute.

- iii. Thus, such students are eligible to appear for the alternate examination instead of the missed End Semester Examination. Such students will receive the grade based on their performance in the alternate examination, without any downgrade.

10.4.4: Practical Evaluation:

Practical/Oral examinations by the internal and external examiner or by internal examiner will be conducted for practical at the end of each semester as per the schedule in Academic Calendar.

10.4.4.1 External examination for laboratory courses will normally be held as per the schedule given in the academic calendar.

10.4.4.2 Practical demonstration and oral examinations will be conducted in the presence of an External Examiner appointed by a competent authority.

10.4.4.3 Weightage of 60% and 40% each for evaluation by internal and external examiner shall be considered respectively. In case of absence in oral/practical examination, the same rules as those for theory courses are applicable.

10.4.4.4 Re-examination for practical/oral examinations shall be conducted as per schedule given in the academic calendar.

10.4.5. Scheme of Dissertation/Research Project Evaluation:

- **Assessment of dissertation shall be done at two stages:**

Stage I - Dissertation Pre-Report submission at the end of Semester – III; it contains 100 marks and 3 credits. Marks out of 100 will be awarded based on submission of pre report and evaluation jointly by internal & external examiner.

Stage II - Dissertation Final-Report submission at the end of Semester – IV; It contains 100 marks and 3 credits. Marks out of 100 will be awarded based on submission of post report and evaluation jointly by internal & external examiner.

- Weightage of 60% and 40% each for evaluation by internal and external examiners shall be considered respectively.
- A project / Dissertation presentation and Viva-Voce will be conducted at the end of the IIIrd and IVth Semester for pre and post submission respectively.
- Evaluation is based on the rubrics proposed by the respective department and duly approved by Dean Academics.
- Evaluation of the dissertation report through Viva-Voce shall be done jointly by one external examiner appointed by the HOD/ Principal of the Institute and one faculty Guide of the Department/Institute.

The guidelines related to the Dissertation/Research Project are provided as a

separate document by Department of Business Administration (MBA).

10.4.6: Internship Guidelines and Evaluation:

Internship Guidelines: Students must opt for an internship after 1st year 2nd semester. This internship is considered for credit-based evaluation, which is mandatory for all students with weightage of 20% and 80% each for evaluation by institute and industry shall be considered respectively.

- i. Each student is required to complete an internship program lasting 45 to 60 days after the completion of ESE of Semester II.
- ii. For the Summer Internship Program (SIP), 1 credit is equivalent to a minimum of 40 to 45 hours of effective work, and students must complete a total of 6 credits.
- iii. The Department shall nominate staff member/s to facilitate, guide and supervise students under internship. The students shall report the progress of the internship to the guide in regular intervals and seek his/her advice.
- iv. The department/Dean III & CR shall ask the companies to allocate industry mentors to the students so that they can interact with each other before joining the internship and undertake groundwork to make internship more effective.
- v. Faculty-Industry Interaction: In addition to evaluations of students, the faculty coordinator will contact the industry coordinator frequently via e-mail/phone, video conferencing, visit to industry etc. to keep a close watch on the project & performance of the student.
- vi. Students need to submit Synopsis, Permission letter and offer letter to departmental Internship coordinator/Dean III & CR before proceeding to internship.
- vii. Internship completion will be considered only after submission of valid documents at the end of internship like Completion certificate, Report and presentation of work done, feedback from industry etc.
- viii. Student will appear for term work evaluation where he/she will present the work done before faculty mentor/departmental committee at the end of internship.

The guidelines related to the Internship are provided as a separate document by III & CR Cell.

10.4.7 MOOC courses Evaluation:

Massive Open Online Courses (MOOCs) are online courses which are developed as per the pedagogy stated in the AICTE regulation (2016). Every student admitted to MBA programme has to successfully complete minimum one Massive Online Open Courses available on portal to become eligible for the award of MBA degree. The credit points of MOOCs earned by a student shall be transferred in the Mark list of Semester IV. The student has liberty to complete the course any time during the MBA programme after his/her admission and it is not restricted to any specific

semester/s. However, the student is advised to successfully complete and submit pass certificate of the course at the end of III Semester. In compliance with the AICTE model curriculum and NEP objectives, the student is free to opt for any course of any domain area (Preferably of respective Graduation Stream) available on the SWAYAM/NPTEL portal during a particular semester.

Following guidelines are to be followed by the students:

- Students should see the list of course on respective portal of MOOC Courses. SWAYAM/NPTEL Courses will be notified on <https://swayam.gov.in/> platform.
- He/She shall select the course with (minimum duration of 4 - 12 weeks and of with maximum 4 Credits) available in the beginning of each semester. Student need to complete total 4 credit combine from multiple MOOC courses if he/she selects any course which has less than 4 credit weightage to become eligible for the award of degree.
- A student may select the course of his/her choice from the available courses and register for the same.
- A student is also required to appear and successfully complete the online examination for the MOOC opted by his/her choice.
- If a student has completed a MOOC carrying total 4 credits, then only 4 credits shall be considered and be shown in the mark list of 4th Semester against such course.
- Marks or percentage obtained will be converted to grade points and reflects on the grade sheet.
- If a MOOC certificate does not specify the number of credits, the BoS will certify the credits. A course with a minimum duration of 12 weeks or 60 hours will be considered equivalent to 4 credits. Additionally, any certification completed by a student from NSE, NISM, BSE, AMFI institutes, or any other course approved by the BOS will also be considered equivalent to 4 credits..
- A student is expected to fill the examination form for Semester IV along with the titles of courses (MOOC courses) he/she had completed.
- The Admission and Examination fee of MOOCs is to be paid and borne by the student separately.
- If students are unable to secure the minimum 4 credits through MOOCs after all attempts in Semesters I, II, and III, the institute may conduct a similar examination on the same subject in IVth Semester at the institute level. In this case, the student must have met the assignment criteria for the subject provided by the MOOC course. A separate examination fee will be charged by the institute.

11. EXAMINATION FORM SUBMISSION

The students shall submit an examination form in order to be eligible for evaluation.

- i. All the regular students shall submit an examination form for all the courses for which he has registered for the semester by date mentioned in the notice of examination published by the institution.
- ii. If a student has re-registered for one or more courses in the semester, he shall submit an examination form for all the courses for which he has re-registered in the semester.
- iii. An ex-student shall submit the form for the courses in which he has failed in earlier examinations and intends to take the ensuing examination.
- iv. A student shall pay the examination fee as decided by the competent authority.

12. EXAMINATION RULES:

12.1 Credit Courses:

Based on the Evaluation student will be awarded letter grades after combining performance of all (CIE+ESE) evaluations for the respective course. These letter grades will be derived from quantitative and qualitative evaluation converted into 10-point scale called as grade point for credit courses.

12.2 Equivalence and absorption of students from university pattern:

A student of this Institution studying under SGBAU, Amravati pattern can be absorbed into autonomous pattern course to conditions mentioned below:

- 12.2.1 The Academic Council resolved to stipulate 60% of content similarity in the eligibility criteria while considering equivalency of courses and credits of the concern subject in the autonomous pattern.
- 12.2.2 The Board of Studies concerned should take decisions regarding the issuance of equivalency.
- 12.2.3 It is mandatory for Students to apply for absorption in the prescribed proforma (Proforma I, II and III).
- 12.2.4 The equivalency will be established/proved for all the courses appeared by the student in university pattern. The students, from university pattern, desirous of seeking admission to III, V and VII semester in autonomous pattern, has to fulfil the prevailing ATKT norms of SGB Amravati University, Amravati to become eligible for admission. However, such students have to clear backlog subjects (courses) if any, by appearing for the respective examinations of SGB Amravati University, Amravati. In addition, the

student also has to register and complete new courses (non-equivalent), in the form of credit/audit courses if any, introduced in earlier semesters of the autonomous pattern.

- 12.2.5 The student, desirous of seeking readmission to II, IV, VI and VIII semester in particular academic year (because of detention in university pattern) will have to register and complete all such courses which have not been covered (fully or partially) in I, III, V and VII semester of the same academic year in previous semester in university pattern as credit/audit course.
- 12.2.6 A student switching from university pattern to autonomous pattern he / she shall be presumed to have earned credits of all courses offered in previous semesters of that programme in autonomous pattern. The student has to clear all the backlog subjects in university pattern and complete the additional (non-equivalent) credits/audit courses in existing autonomous pattern, which are not covered in university pattern. He/she will not be awarded the degree until the completion of these additional (non-equivalent) credit/audit courses.
- 12.1.1 Student who becomes not eligible for admission to the higher year/semester due to non-accumulation of required credits at the immediately lower semester/year and has thus been forced to discontinue for a year, then he/she may seek readmission to the said semester/year of the program.
- 12.1.2 In such case of readmission, the courses passed by a student, credits, related grade and grade points obtained by the student from the courses in that semester shall be null and void. A student shall have to earn credits from all the courses in the said semester/year afresh as per the existing scheme of examination and related curriculum
- 12.1.3 After switching from university pattern to autonomous pattern students must satisfy rule no. 12.3 for subsequent years in the autonomous pattern.
- 12.1.4 A student may be exempted from re registering for non-equivalent courses of Ability Enhancement Course, Indian Knowledge System, Value Education Course, Co-curricular Courses, if the student has earned an equal or higher number of credits than those allotted to the respective courses through other recognized mediums such as Massive Open Online Courses (MOOCs) or certified credit-based online courses approved by the Board of Studies. The credits earned must be from verified and approved platforms and align with the exempted course's learning outcomes.
- 12.1.5 While registering for the End Semester Exam (ESE), the prerequisite requirements of the courses must be considered. Courses should be registered for the ESE in a sequence that satisfies the course prerequisite criteria. The course prerequisite sequence must be reviewed and approved by the Board of Studies (BoS) of the respective discipline.
- 12.1.6 **Procedure for transition from University Pattern to Autonomous Pattern.**

If a student wishes to transit from the University Pattern to the Autonomous Pattern, should follow the given process:

- i. The student must report to the Degree Program Coordinator (DPC) and submit all required documents for consideration.
- ii. The Degree Program Coordinator shall verify whether the transition to the Autonomous Pattern is permissible.
- iii. Students must submit the required mark sheets along with duly filled Proforma 1, 2, and 3 to the Degree Program Coordinator.
- iv. If the student is found eligible, the Degree Program Coordinator shall register the student for the particular semester. Simultaneously, the Degree Program Coordinator shall register the student for all the non-equivalent courses of all earlier semesters under the Autonomous Pattern.

12.3 Passing and A.T.K.T.

12.3.1 Rules of Passing

The marks obtained by students in the subject will be arranged in descending order. The highest marks will be considered as hundred. The relative marks for each student will be calculated based on the highest marks. The students having relative percentile marks less than 40 will be allotted Fail grade (F) and they will be considered as fail in that course. The students having relative percentile marks greater than or equal to 40 will be considered as pass.

- 12.3.1.1 Term work/Practical/Oral: To pass the Term-work/Practical/Oral the student has to earn minimum of 40 percentile relative marks in each head.
- 12.3.1.2 Theory course: To pass the Theory course the student must earn a minimum of 40 percentile relative marks (Statistical Method) out of 100 percentile marks (CIE+ESE).
- 12.3.1.3 To pass the Theory and Practical courses the student must earn a minimum of 40 percent marks (Absolute grading method) in MSE +TA + ESE.
- 12.3.1.4 The failed student can repeat the End semester examination to pass the course in same semester and the CIE marks will be retained as it is. However, grades earned in re-examination shall be marked with *(asterisk) except for transitional grades (refer Table 12.4).
- 12.3.1.5 The grades obtained in the re-sit examination will not be reflected as obtained. Instead, such students will be downgraded by one grade level. Except that, If the student secures a P (Pass) grade in the re-sit examination, it will remain unchanged.
- 12.3.1.6 Re-sit examinations can be conducted only when the respective course is offered.
- 12.3.1.7 If a student does not appear or fails in the re-examination, he/she will be awarded the grade FR.

- 12.3.1.8 If the student fails in the re-set examination, the policy of downgrading by one grade level will continue in subsequent attempts until the student passes.
- 12.3.1.9 To earn credits of a course (Theory/term work/practical/oral/presentation/capstone project) student must pass the course with minimum passing marks/grade.
- 12.3.1.10 In order to pass a theory and practical course (Relative or Absolute grading method), student must obtain a non-zero score in ESE, irrespective of marks obtained in MSE and TA.
- 12.3.1.11 A student shall be awarded a bachelor's degree if he/she earns 102 credits as per the structure defined by the programme and clears all the courses specified in the curriculum. In case of lateral entry, direct second year (DSY) students shall be awarded the bachelor's degree if he/she earns 56 credits as per the structure defined by the programme.

12.4 Rules of A.T.K.T.:

- 12.4.1 A student can register for the third semester if he/she earns a minimum of 60% credits of the total of first and second semesters.
- 12.4.2 However, if calculation of 60% credits results into a mixed number (Integer + proper fraction), then the integer part of that number shall be considered for taking decision related with this clause.

12.5 PERFORMANCE INDICES SGPA, CGPA AND AWARD OF DEGREE

12.5.1 Grading and Evaluation:

- i. The letter grade awarded to a student for his/her performance in a course can be based on either the Relative Grading as shown in table 12.2 or the Absolute Grading as shown in table 12.3. The 'Relative Grading' concept indicates the academic standing of a student in his/her class. All the theory components of the courses, where their class strength is equal or more than 30, shall follow class-wise relative grading concept. In this system, grades are awarded to students according to their performance relative to their peers in the same class.
- ii. Whenever a course examination has less than 30 students, grades will be based on absolute marks and conversion will be done as per Table No. 12.3.
- iii. Students appearing for backlog examination, the grading will be done by absolute grading system.

12.5.2 Statistical Method for the Award of Grades

For the award of grades in a course, all component-wise evaluation shall be done in marks.

- i. The marks of different components viz. Teachers Assessment (TA), Mid Semester Examinations (MSE), End-Semester-Examination (ESE),

would be reduced to relative weightages of each component as given in the Scheme of Examination. Marks so obtained would be converted to grades at the end of semester, as per the guidelines given below:

Highest marks obtained in subject head be X(out of 100)

Marks obtained by student be Y(out of 100)

Relative marks can be calculated by using the formula

$$\text{Relative Marks} = (100*Y)/X$$

Grading is done by using Relative marks

- ii. Based on the Examinations and Evaluation, students will be awarded letter grades after combining the performance of all Evaluations for the respective course. These letter grades will be derived from quantitative and qualitative Evaluation converted into 10-point scale called as grade point for credit courses.
- iii. Pass students are allotted a letter grade according to fixed proportion which is mentioned below. The conversion of relative percentage to grade and grade points will be as mentioned in table 12.1.

Table 12.1 Percent Proportion of grades and grade points

Percentage Proportion	Grade	Grade Point
11%	O (Outstanding)	10
13%	A+(Excellent)	9
16%	A (Very Good)	8
20%	B+(Good)	7
16%	B (Above Average)	6
13%	C(Average)	5
11%	P(Pass)	4
	F(Fail)	0

- iv. The performance with grade points and equivalent letter grades for relative and absolute grading will be as mentioned in Table 12.2. & 12.3.

Table 12.2(Relative Grading) –A Performance with grade points and equivalent letter grades

Grade Point	Letter Grade
10	O (Outstanding)
9	A+ (Excellent)
8	A (Very Good)
7	B+ (Good)
6.5	B (Above Average)
6	C (Average)
5	P (Pass)

0	F (Fail)
0	AB (Absent)

Table 12.3(Absolute Grading) –A Performance with grade points and equivalent letter grades

Range of Marks	Grade Point	Letter Grade
91-100 %	10	O (Outstanding)
81-90 %	9	A+ (Excellent)
71-80 %	8	A (Very Good)
61-70 %	7	B+ (Good)
51-60 %	6.5	B (Above Average)
46-50 %	6	C (Average)
40-45 %	5	P (Pass)
< 40 %	0	F (Fail)
Nil	0	AB (Absent)

- v. Grades in special circumstances: In addition to the above letter grades students will be awarded dual letter grades in specific circumstances as mentioned in table 12.4.

Table 12.4 Grades in special circumstances

Sr. No.	Reason	Letter Grade
1	Detained due to insufficient attendance or incomplete term work (Detained and Repeat)	DR
2	Transitional Grade: Satisfactory performance in CIE (Pass) but absent in ESE due to valid reasons with prior permission from authorities (Incomplete due to illness or as mentioned in 10.7.3)	WH
3	If a student fails in the re-sit examination	FR

- a. Note: WH' is transitional grades awarded which will be converted to actual grades earned in alternate examination else will automatically get converted into F' grade.
- b. Provided further, the calculation of relative marks, upper and lower cut-offs of the various grades will be computed by using the marks scored by regular students at the examination for an individual course and the same values of grade cut-offs shall be used for processing the result of re-sit/make up and alternate examination. These cut-off marks for the upper and lower limits of grades shall remain the same for the re-sit/makeup and alternate examination of that term.

12.5.3 The marks awarded to students in a course in MSE and TA during the latest semester in which the students has registered and completed the term for

said course, shall be carried forward for award of grade.

12.5.4 An audit course is a non-credit course. The course instructor of an audit course will select the Teacher Assessment (TA) tools for evaluation. The instructor shall have the flexibility to define the weightage of these tools for assessment purposes. The audit course will be graded on a Pass/Fail basis. A passing grade will be denoted as 'NP' (Non-Credit Pass), while non-completion of coursework will be denoted as 'NF' (Non-Credit Fail).

12.6 Calculation of SGPA and CGPA:

Based on the grade points earned by the students, performance of student in each semester will be calculated as semester grade point average (SGPA) as follows:

$$SGPA = \frac{\sum_{i=1}^n \text{Grade points} * \text{Credits of each course}}{\text{Total credits in a semester}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then student's SGPA will be

$$SGPA = \frac{\sum_{i=1}^5 C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

At the end of each academic year cumulative grade point average will be calculated based on the grade points obtained in all the courses (Theory/term work/practical/oral) of first semester to eighth semester for the students admitted in the First year and third to eighth semesters for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.

12.7 Award of Class:

The class shall be awarded to a student on the CGPA calculated as mentioned in Table 12.5.

Table 12.5: Class of Degree

Sr. No.	CGPA	Class of the degree awarded
1	CGPA 8.25 and above	First class with distinction
2	CGPA 6.75 and above, but less than 8.25	First class
3	CGPA less than 6.75	Second class

If a student needs to convert the performance index CGPA into equivalent percentage of marks, the following formula shall be used.

$$\text{Percent marks} = \text{CGPA} \times 0.75 \times 10$$

12.8 Result Review and Moderation Committee (RRMC)

The Result Review and Moderation Committee (RRMC) shall be constituted by the Chairman, Academic Council as follows

Sr. No	RRMC Members	Number	Designation
1	Senior Faculty of Professor/Asso.	01	Chairman

	Professor Rank		
2	Senior teachers from the Institute	02	Member

Duties and Responsibilities of RRMC:

The RRMC shall remain present on a date, time & place fixed for the meeting by CoE and shall review all the results as per the guidelines mentioned below.

1. RRMC shall review all marks of MSE within fifteen days from the date of declaration of MSE results and TA at the end of the session and shall submit their recommendations to Chairman CoE.
2. The RRMC shall review and analyze results of ESE before declaration and Specific observations about undervaluation or overvaluation shall be submitted to the CoE.
3. Tentative result analysis is to be put before RRMC based on actual cutoffs calculated by using statistical method.
4. For theory minimum passing marks is 40 percentiles, but RRMC can review the result based on average marks and take decision for cutoff of "Pass" grade marks between 39 percentiles to 30 percentiles. In any case not below 30 percentiles.
5. For practical subjects the minimum passing mark is 40 percentiles. RRMC will review the result analysis and should put their observations. Cutoff for "Pass" grade will not be less than 30 percentile marks.
6. In case of absolute grading system cut off for "Pass" grade will be as per existing table i.e. Cutoff for "Pass" grade will not be less than 40 marks (for theory) and 40 percent marks (for practical).
7. The RRMC is authorized to review the result. If RRMC think appropriate, then the results cut offs can be moderated for a course. RRMC should be proactive while recommending the review and moderation of the result.

12.9 Revaluation of Answer Papers

After receiving receipt of application for revaluation to the Examination cell, CoE shall complete the revaluation within specified time. Change in marks will be considered if there is a change greater than 5 % of prescribed total marks. When the change in marks after revaluation is found to be greater than 5 %, the changed marks shall be displayed by calculating the average of marks allotted by both examiners. This facility shall not be available after the grads are finalized.

13. SEMESTER GRADE REPORT

- 13.1 A Grade Report in the form of a Grade Card shall be issued to students at the end of each Semester.
- 13.2 The Grade Card shall include the following.
- The list of courses registered for an academic year along with credits.
 - The letter grade obtained in each course.
 - The total number of credits earned by a student.
 - SGPA, CGPA Details
 - Examination details
 - Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of grade card.
 - The list of audit courses taken by the students.
- 13.3 Grade Cards shall be used to prepare Transcripts of the student.

14. AWARD OF THE DEGREE

A student shall be eligible for the award of MBA Degree from the institute and Sant Gadge Baba Amravati University if the student has:

- 14.1 Registered & passed all the prescribed courses & earned all credit requirements for the said degree.
- 14.2 Obtained CGPA ≥ 4.00
- 14.3 Paid all the Institute dues and satisfied all the requirements prescribed.
- 14.4 No case of indiscipline pending against him/her.
- 14.5 Satisfied with all requirements specified by the department concerned; if any.
- 14.6 Satisfied with all requirements specified by the Academic Council and/or ordinances.

The Academic Council (AC) shall recommend the list of all eligible students to SGBAU for award of MBA Degree with additional Honors/Minor certification wherever applicable.

15. AWARD OF RANKS UNDER AUTONOMOUS SCHEME

Merit ranks will be declared only for those students who have

- 15.1 Been directly admitted to a Programme in the Institution under autonomous regulations, and
- 15.2 Completed the entire courses in the Programme only within minimum possible prescribed time limit, and
- 15.3 Passed all courses prescribed for that Programme in first attempt ESE only (i.e. he/she has not secured “F” grade in any course) with CGPA 8.25 and above.
- 15.4 CGPA 8.25 and above obtained students are arranged in descending Order and top 3 students per section will be selected for the award of rank holder. In case of any doubt, difficulty/grievance respective department BoS will take a necessary decision and the decision shall be final and binding on all concerned.
- 15.5 Academic performance will be the sole criterion for the award of Merit Rank.

16. BETTERMENT/IMPROVEMENT OF CGPA

The examination for improvement of grades shall hereafter be termed as 'Improvement Examination'.

- 16.1 For grade improvement a student will have to take the requisite number of credits for the concerned degree. These courses will be theory courses from the parent department as per the scheme prevalent at the time of his appearance. A student can opt for the grade improvement programme only after the declaration of the result for his/her final semester exam.
- 16.2 A candidate who has completed all the requirements for award of degree but whose CGPA is less than minimum threshold limit for award of class / division may reappear for the End Semester Examination in any of the core theory courses as and when conducted, for the purpose of improving the aggregate/ CGPA. He/she shall apply to the Institution for improvement of grades in theory courses within 30 days after the declaration of result which makes him eligible for award of degree. This reappearance shall be within a period of two academic years after becoming eligible for the award of the Degree.
- 16.3 However, this facility shall not be available to candidates who have been awarded the Degree. Candidates shall not be permitted to reappear

either for Mid Semester Examinations or End Semester Examinations in Practical courses (including Project Viva-voce) for the purpose of improvement.

- 16.4 A candidate shall have to reappear for programme core courses of theory offered in the programme as per the scheme prevalent at the time of his appearance.
- 16.5 A candidate eligible to take the examination under the provisions of this Policy Document shall pass the entire examination in maximum three attempts within two years from the date he/she first applies for improvement of CGPA.
- 16.6 Candidates will not be allowed to change any course or courses which he/she had opted for improvement at subsequent reappearances.
- 16.7 Each examination for which candidate appears for improvement shall be considered as one attempt.
- 16.8 Only the End semester examination (ESE) will be conducted for grade improvement.
- 16.9 The result of the candidates appearing for improvement of CGPA shall be declared and communicated to him/her even if he/she does not obtain the required CGPA higher than the CGPA he/she already secured.
- 16.10 A candidate who has reappeared for the examination under the provision of this Policy Document for improvement of his / her CGPA and improves his CGPA by such re-appearance, he / she shall have to return the original grade cards to the Institute, within one month from the date of declaration of result.
- 16.11 A candidate shall be issued a revised grade card only after he/she surrenders his/her original grade cards to the Institute.
- 16.12 The revised grade card will have a special note that the grade improvement has been done as per the 'Grade Improvement' facility mentioned in this policy document.
- 16.13 On the award of a revised grade card under this scheme, his/her previous grade card shall be treated as cancelled.
- 16.14 A candidate who has re-appeared for the above examination/s under the provision of this Policy Document and fails to improve his / her CGPA, his / her performance at such re-appearance shall be ignored.
- 16.15 Candidate, who has passed his/her degree examination under the old course / syllabus or scheme of examination, which is not in existence, shall have to seek absorption/equivalence certificate regarding the absorption/equivalence of old courses with the existing ones from the respective Board of Studies.
- 16.16 The continuous assessment of theory course shall be null and void in such cases and the student shall have to re-register for the course as and when it is offered.
- 16.17 Student has to pay additional applicable examination fees for appearing

in the examination for improvement in the grade.

17. PROVISIONAL CERTIFICATE

The students who have completed all requirements as set out in this Policy Document, will be eligible for issue of “Provisional Certificate” from the institution, duly signed by the CoE.

18. DEGREE CERTIFICATE

- 18.1 After successful completion of the Programme at the Institute, the student will be eligible for an award of a degree in subsequent convocation of the SGBAU. The University Degree Certificates will be distributed from the Institute office to all successful candidates once received from the SGBAU.
- 18.2 A student can claim the degree certificate in person from the office of CoE after submitting the copies of grade sheets of all semesters and proving his/her identity. He/she shall produce a photo identity card of the Institute, driving license with photo / passport / Aadhar card / photo identity card issued by present employer.
- 18.3 A student can request the degree certificate through a messenger. In such case, a student should authorize the messenger to receive the degree certificate on his behalf. The above-mentioned documents will, however, be mandatory for the messenger.

19. ISSUE OF TRANSCRIPTS

Candidate can apply for transcripts by submitting the photocopies of the grade sheets to the Office of Controller of Examinations and submitting the prescribed fees, if any.

The Transcripts, after attestation by the Registrar of the Institute, will be placed in sealed covers and will be handed over, in person, to the candidate. The transcripts can also be sent directly to the University, provided the candidate requests, and provide envelopes with necessary postage stamps affixed along with the address of the Universities to which the transcripts are to be sent.

20. DISCIPLINE & CONDUCT

- i. Every admitted student shall be issued a photo identification (ID) card which must be retained by the student while he/she is registered at SCOET. The student must have a valid ID card with him/her while in the Institute.
- ii. Discipline & Conduct: Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of the discipline of the institute. Violations of the discipline shall include:
 - a. Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.
 - b. Refusing to provide an identity card when demanded by the institute authority.
 - c. Damaging or defacing the property inside or outside the institute campus.
 - d. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students at the institute.
 - e. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.
 - f. Ragging in any form ("Ragging" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offence. Supreme Court of India has defined ragging as a criminal offence.)
 - g. Eve teasing or disrespectful behavior to women or girls' students.
 - h. An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
 - i. Enrolling in more than one Programme course of study simultaneously.
 - j. Committing forgery, tampering with documents or records, identity cards, furnishing false certificates or false information.
 - k. Organizing instant agitation/meetings without prior permission in the campus.
 - l. Viewing/downloading obscene information/data, images and executable files, sending obscene mails/ messages via Facebook / tweeter/other social sites using institute servers.
 - m. Sharing the login and passwords & other details of IT facilities provided to other students/outsideers.
 - n. Possessing or using any weapons and firearms in the institute campus.
 - o. Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.

- p. Malpractice in examination.
- q. Indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government.
- r. Any other act which may be considered by the Principal or the Discipline Committee to be an act of violation of discipline.
- s. Smoking/chewing tobacco, pan, pan masala, or derivatives of tobacco, spitting and drinking alcohol, dangerous drugs or other intoxicants are strictly prohibited in campus and hostel building and premises.
- iii.** Any act of indiscipline of a student reported to Principal/concerned authority shall be referred to the Grievance Redressal and Disciplinary Committee (GRDC) of the institute. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The penalties/punishment/actions may include:
- Written warning and information to the parents/guardian.
 - Imposition of fine ranging from Rs.500/- up to Rs.5000/-
 - Suspension from the Institute/Hostel/Mess/Library/ or availing of any other facility.
 - Suspension or cancellation of scholarships /fellowship or any financial assistance from any source.
 - Recovering loss caused to Institute property.
 - Debarring from participation in sports/NSS/student club.
 - Disqualifying from holding any representative position in the Class/institute / Hostel / Mess/Sports/ Clubs and in similar other bodies.
 - Disqualifying from appearing in placement and receiving any awards.
 - Expulsion from the Hostel/Mess/Library/Club/institute for a specified period by forfeiting fees.
 - Debarring from an examination.
 - Action as per Maharashtra anti-ragging act 1999.
- iv.** If a student is found guilty of malpractice in examinations, then he/she shall be punished as per the recommendations of the examination Committee (EC) and decide the punishment by following the Guidelines for imposing punishment on examinees/s/others involved in unfair means. However, depending on the situation, the committee may quantify the severity of the punishment which may include:
- Cancellation of the performance of the student in the course in which he/she was involved in malpractice.
 - Cancellation of the performance in that examination for all the courses.
 - Expulsion/termination from the institute if repeatedly involved.

- d) Stoppage of scholarships/stipend.
- e) Issuing warning.
- f) Debarring from the examinations for a specified period.

Students involved in act of indiscipline/malpractice in examination shall be issued notice asking him/her asked to be present before the respective committee (EC) on the day at specified time and venue with his/her parents/guardian. He/she shall give a written reply/oral explanation to the charges leveled against him/her for consideration. If the implicated students fail to appear before the committee, then a decision shall be taken in absentia, based on available evidence/documents, which shall be binding on the student concerned.

v. Common Off / Absence:

- i. Remaining absent from the institution without prior permission of the authority is strictly prohibited.
- ii. The students involved in common off are liable to heavy fines, and punishment including expelling from the hostel as decided by the Institution from time to time.
- iii. The students involved in common off or having less attendance in class shall be liable for disciplinary action.
- iv. If a student remains absent for a period of 05 days or more for a valid reason, he is required to apply to the Head of department and take prior permission.
- v. The decision about the absence of the student for genuine reasons is reserved with the Head of Department.

vi. Seeking Guidance

- i. In case of hostel-related problems, the student shall contact the concerned warden/ rector first. For any additional help, he should contact the class teacher, teacher guardian and HoD.
- ii. For any academic matters the student shall contact the course teacher first, HoD, teacher guardian and dean academics.
- iii. For any other personal grievances/problems, students shall first contact teacher guardian and then HoD.

Academic Rules and Regulations (Policies) are applicable for all years and all batches under autonomy commencing from the Academic Year 2024-25.

Revision Sheet

Revision No.	Revision Date	Nature of Change	Approved By