

**SRM UNIVERSITY**  
(Under section 3 of UGC Act, 1956)

**MBA REGULATIONS (Revised)**  
(For the students admitted from the Academic year 2007-2008)

**R.1.0 Admission**

**R.1.1 Candidates for admission to the first year of the Master of Business Administration full time degree course shall be required to possess a pass in “Bachelor’s Degree” of any university or a qualification recognized by this university as equivalent thereto.**

R.1.2 The number of seats in MBA programme for which admission is to be made in the Faculty of Engineering & Technology will be decided by Board of Management of SRM University.

R.1.3 Admission to MBA programme in any year will be based on the results of SRMEEE (SRM Entrance Examinations) in that year.

R.1.4 The eligibility criteria, for appearing at SRMEEE, as well as the criteria to be satisfied to apply for direct admission in any year will be decided by the Admission Committee.

The criteria will be set out in an information brochure and forwarded to the applicants along with the relevant application forms.

R.1.5 The admission Committee will decide on the procedure for conducting the SRMEEE and preparing a merit list subject to minimum performance criteria in the examination as decided by the committee from year to year. The Admission Committee will offer admission, in order of merit, from these lists to candidate in MBA in the Faculty of Engineering and Technology of SRMU.

R.1.6 Candidates placed in the final merit list of the SRM Engineering Entrance Examination (SRMEEE) are eligible to be considered for admission under merit quota to the MBA Degree programme in the year in which the SRMEEE is held.

R.1.7 At the time of admission, a candidate should have appeared / passed in the final examination of the qualifying examinations.

R.1.8 The selected candidate will be admitted to the MBA programme after he/she fulfills all the admission requirements as indicated in the letter of admission after payment of the prescribed fees.

R.1.9 In matter of admission to the MBA programme the decision of the Admission Committee is final.

R.1.10 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director (E &T) may revoke the admission of the candidate and report the matter to the University.

### **R.2.0 Structure of the MBA programme**

R.2.1 The complete programme will consist of 7 categories: 1) Core courses 2) Functional and industry based elective courses like Marketing, Finance, System Human resources, Operations, ERP, Retailing etc.,3) Summer training 4) Comprehensive Viva-voce 5) Surprise test 6)Mini project and 7)Main project.

R.2.2 MBA programme will have a curriculum and course contents (syllabi) for the courses approved by the Academic Council.

R.2.3 Credits are assigned to the courses based on the following general pattern:

One credit for each lecture period

One credit for each laboratory or practical or project session of two periods.

R.2.4 The curriculum of MBA programme is designed to have a total of 84 credits for the award of the MBA degree.

R.2.5 The Maximum credit for any semester is 23.

R.2.6 The medium of instruction, examination, summer training and project reports will be in English.

### **R.3.0 Faculty Adviser**

R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned School/Department will assign a certain number of students to a faculty who will be called their Faculty adviser.

### **R.4.0 Class Committee**

R.4.1 Every class (comprising of sections) of the MBA programme will have a class committee consisting of faculty and students. The class committees for the programme of each semester will be constituted by the Dean of the school.

R.4.2 The constitution of the Class committee for the programmes of each semester will be as follows:

- i. All teachers of the courses
- ii. Four students from the top half of class to be chosen by the students of the class from amongst themselves
- iii. One professor of the concerned School, preferably not associated with teaching of the class, to be nominated by the Dean of the school, to act as the Chairman of the Class committee.
- iv. Faculty Adviser(s) of the respective class.

R.4.3 The basic responsibilities of the class committee are

- i. To review periodically the progress of the classes,
- ii. To discuss problems concerning curriculum and syllabi and the conduct of the classes.
- iii. The method of assessment in the course will be decided by the teacher in consultation with the class committees and will be announced to the students at the beginning of the semester.
- iv. The class committee **without** student members is responsible for the finalisation of the semester results.
- v. The class committees shall meet at least thrice in a semester, once at the beginning of the semester, once after first cycle test and once at the end of the semester to finalize the grades.

## **R.5.0 Registration and Enrolment**

R.5.1 Registration and enrolment of any course will be controlled by the office of the Controller of Examinations.

Except for the first semester, registration of a semester will be done during a specified week before end semester examination of the previous semester.

**Late registration /enrolment will be permitted with a fine, decided from time to time, up to two weeks from the last date specified for registration/enrolment.**

R.5.2 **From the second semester onwards all students have to enroll on a specified day at the beginning of a semester.** A student will be eligible for enrolment only if he/she satisfies R.9 and will be permitted to enroll only if he/she has cleared all dues to the University, Hostel, Library etc. up to the end of the previous semester, and he/she is not debarred for enrolment by a disciplinary action of the University.

R.5.3 The registration sheet contains the course number, course name, number of credits and category for each course taken in that semester. The student makes the choice of course in consultation with his/her Faculty adviser.

## **R.6.0 Registration Requirement**

- R.6.1 The curriculum for any semester, except for the final semester will normally carry credits between 21 and 23.
- R 6.2 If a student finds his/her load heavy in any semester, or for any other valid reason, he/she may drop course(s) within three weeks of the commencement of the semester but before commencement of first cycle test with the written approval of his/her Faculty adviser and Dean of the School.
- R 6.3 However the student should ensure that the total number of credits registered in any semester should enable him/her to earn the minimum number of credits as specified in R.9.1

## **R 7.0 Summer Term Course**

- R 7.1 A summer term course may be offered by a School by the Dean with the approval of Director (E & T).The course will be of 5 to 6 weeks duration during the summer vacation. Maximum two subjects will be permitted to a student during the semester. The number of contact hours per week per subject will be 8-10 hours against 3-4 hours per subject per week in the regular semester. The evaluation process will be the same as that of regular semester.
- R 7.2 Courses will be offered by departments only to students detained for lack of attendance in those subjects (Grade W, R18.1). However, failed students (Grade U, R 18.1) and students who were absent (Grade I, 18.1) can also register for the courses, when they are offered to students detained for lack of attendance.  
**No student should register for more than two courses during a summer term.**
- R 7.3 Summer term courses will be announced by the Director (E & T) at the end of the even semester before the commencement of the end semester examinations. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.
- R 7.4 **Withdrawal from a summer term course is not permitted.** No make up examination will be given for a summer term course ordinarily.

## **R 8.0 Contact courses**

- R 8.1 Only to a final year student, who has obtained “U” grade in a core course, a school may offer a contact course during the regular semester or summer term.  
The course will be offered only on the recommendation of the Dean with the mutual agreement of the teacher and the student.

R 8.2 No student should register for more than two contact courses during the semester or summer period. **If a student registers two summer term courses then he/she is not eligible for contact course during that summer.**

R 8.3 The contact course cannot be offered if a semester or a summer course is offered on the same course, during that period.

R 8.4 Such final year students, who wish to take contact courses, should apply to the Dean of the school before the commencement of the semester / summer term in which the contact course is to be taken.

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

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

**R.9.0 Minimum requirement to continue the programme**

R.9.1 A student should have earned 26 at the end of the second semester to be eligible for admission to third semester.

R 9.2 A student who is not eligible for promotion from second semester to third semester for reasons of having not earned the prescribed minimum number of credits of 26, will have to discontinue the programme temporarily. He/She can rejoin the programme after fulfilling the academic performance requirement (R 9.1)

**R.10.0 Maximum duration of the programme**

R.10.1 A student is ordinarily expected to complete the MBA programme in four semesters. However a student may complete the programme at a slower pace by taking more time but in any case not more than 8 semesters excluding semesters withdrawn on medical grounds etc. as per R.11.1. However the student has to satisfy R.9.1 at the end of the first year programme.

**R.11.0 Temporary withdrawal from the programme**

R.11.1 A student may be permitted by the Director (E & T) to withdraw from the programme for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the programme only for a maximum continuous period of two semesters.

### **R.12.0 Discipline**

R.12.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity that will tend to bring down the prestige of the university.

R.12.2 Any act of indiscipline of a student will be considered first by the Discipline and Welfare Committee of the School for necessary action. If the issue demands more serious consideration, the indiscipline will be reported to the Director (E & T), and he will refer it to the discipline and welfare committee of the University, constituted by the Vice Chancellor.

The committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Director (E & T) will take appropriate action based on the recommendation of the Committee.

R.12.3 Appeal: The student may appeal to the Vice Chancellor whose decision will be final and binding.

### **R.13.0 Attendance**

R.13.1 Attendance is the physical presence of the student in the class. It is a well-observed fact that the students who score good grades are those who attend classes regularly. Therefore, the students must strive to attend all the classes without fail.

R.13.2 Every teaching staff member handling a class will take attendance till 3 calendar days before the last instruction day in the semester. The percentage of attendance, calculated up to this point, will be indicated by a code number/letter as follows:

Attendance-rounded-to	Code
95% and above	H
85 to 94%	9
75 to 84%	8
Below 75%	L

R.13.3 A student must maintain an attendance record of atleast 75% in individual courses. Without the minimum attendance of 75%, in any course students become ineligible to write the end semester examination in that course. His/her registration for that course will be treated as cancelled, and he/she shall be awarded **“W” Grade** (W stands for registration cancelled for want of minimum attendance) in that course. This grade shall appear in the grade card until the course is successfully completed.

The student should register for and repeat the course when it is offered next.

R.13.4 The students must strive to attend all the classes without fail. However, the minimum attendance requirement of 75% allows a student the facility to use the balance 25% to account for short illnesses of a few days; permitted assignments such as job interviews; inter university sports meets, inter-collegiate/inter-university competitions, etc.

R.13.5 The teacher shall announce the particulars of all students who have attendance less than 75% in that course in the class. Copies of the same will be sent to the Director (E & T), and Dean of School. **The students who have less than 75% attendance will not be permitted to sit for the end semester examination.**

#### R.13.6 **Condonation of Attendance**

In rare and genuine cases a committee consisting of pro-Vice Chancellor, Director and Associate Director will examine the case and recommend suitably to the vice chancellor, who may give condonation of attendance in deserving cases.

#### R.14.0 **Assessment procedure**

R.14.1 The complete academic performance of the student is evaluated internally by the concerned teachers.

R 14.2 The students performance in each theory course is evaluated for a maximum of 100 marks of which 50 marks for in -semester assessment and 50 marks for end semester examinations.

R 14.3 The in-semester assessment of theory courses is based on cycle test, Assignment, Quiz, Surprise test , Case presentations, seminar, project, model examination etc. The students shall be informed sufficiently early of the procedure followed for in-semester assessment.

R 14.4 The students performance in practical is evaluated out of a maximum of 100 marks. In-semester assessment based on work done by the students in the class, class test, assignment, Viva-voce, end semester test etc. The students shall be informed sufficiently early of the procedure followed for in-semester assessment.

#### R.15.0 **System of Tests**

R 15.1 For theory based courses one cycle test (10 marks), One Mini project (10 marks), Two surprise tests (10 marks), comprehensive Viva-voce (10 marks), Model exam (10 marks), (total 50) will be conducted for awarding internal assessment marks. An end semester examination for 50 marks (16.1) will be conducted at the end of the semester.

R 15.2 For laboratory based courses end semester examinations may or may not be held  
If end semester examination is held 25% weightage is given to the examination while class work will carry 75% weightage.

R 15.3 Absolute marks will be awarded for all tests, tutorial assignments (if any), laboratory work and examinations. The final percentage of marks will be calculated for award of grade as per the details given in R.15.1 and R.15.2.

R 15.4 To pass in the Semester examination it is mandatory that a student should get 50% marks in the end semester examination and also 50% marks in the internal assessment and end semester marks put together.

#### **R.16.0 End Semester Examination**

R.16.1 There will be one end semester examination for three hours duration in each lecture based course.

R.16.2 The examinations at the end of a particular semester will be conducted only for the courses of the current semester. That is at the end of odd semester, examination for the courses of odd semester only will be conducted. Similarly, at the end of even semester, examinations will be conducted only for the courses of the even semester. However, for the students of final semester, the examinations of odd semester courses and even semester courses will be conducted at the end of final semester. A student should have appeared for the end semester examination of the prescribed course of study to be eligible for the award of the grade in that course.

R 16.3 Project evaluation:

MBA projects should be socially relevant and industry focused ones. Project has to be done by every individual student in the final semester. On the completion of Project work, the student will submit a project report. The project report will be evaluated by the project guide for 150 marks. The viva-voce will be conducted by two internal examiners (One of them preferably the guide) for 150 marks.

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

R.17.1 Only one make up examination will be held about two weeks after the end semester examinations. Only the students who have failed (grade U R 18.1) are permitted to take up make up examinations. Students detained for want of attendance (Grade W R 18.1) and students who are absent for examination without proper reasons (Grade I R 18.1) are not eligible to appear for the make up examination. Those students who are absent for the examination, due to genuine reasons should take prior permissions from the Director/ Associate Director, to attend the make up examinations. The make up examination will be conducted only for the current semester courses.

R 17.2 A student who has missed the cycle tests, model examination, or end semester examination for valid reason is eligible for a make-up examination.

R 17.3 A student who has missed test and model examination and the end semester examination in the same course due to genuine reasons like illness etc. may be permitted to write make-up examination for the missed end semester alone and awarded zero marks for the missed tests and model examination provided the student satisfies the attendance requirements.

- R 17.4 **He/she should make an application to the Director (E & T) within five days from the date of the examination missed explaining the reasons for his/her absence. Applications received after this period will not be entertained.**
- R.17.5 **A student who missed this make-up examination will not normally be given another make-up examination.** However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination the Vice Chancellor, in consultation with the Director (E & T) may permit the student to appear for a second make-up examination.
- R 17.6 The cut off marks for conversion of marks into grade in the make up examination will be the same as those in the regular and end semester examination on a particular course.

### **R.18.0 Course-wise Grading of Students**

#### R.18.1 Letter Grades and Grade Points

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

A+	10 grade points
A	9.5 grade points
A-	9.0 grade points
B+	8.5 grade points
B	8.0 grade points
B-	7.5 grade points
C+	7.0 grade points
C	6.5 grade point
C-	6.0 grade point
D	5.0 grade point
E	4.0 grade point
U	0 grade point
W	0 grade point (failure due to insufficient attendance in the course)
I	0 grade point (Incomplete; subsequently to be changed into pass (E to A+) or U grade in the same semester)

- R.18.2 A student is considered to have completed a course successfully and earned the credits if he secures a letter grade other than U or W or I in that course. **A letter grade U or W or I in that course implies a failure in that course.**
- R.18.3 A course successfully completed cannot be repeated.

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

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

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

- R.20.1 After the finalization by the class committee as per R.19.1 the letter grades are awarded to the students in each course of the MBA programme and the School will announce the results on its notice boards.
- R.20.2 The W grade once awarded stays in the record of the student and is deleted when he/she completes the course successfully later. The grade acquired by the student will be indicated in the grade card of the appropriate semester with an indication of the month and year of passing of that course.
- R.20.3 'U' grade obtained by a student will be deleted in the grade card once that course is successfully completed. The pass grade acquired by the student will be indicated in the grade card, of the appropriate semester with an indication of the month and year of the passing. The CGPA will be accordingly revised.

### **R.21.0 Re-examination of Answer papers**

- R.21.1 In case any student feels aggrieved, he can contact the teacher concerned within three weeks from the commencement of the semester immediately following the announcement of the results.

The student shall have access to his/her answer paper(s) in the end semester examination, which will be shown to him by the teacher(s) concerned. If the teacher feels that the case is genuine he may re-examine the case and forward a revised grade, if any, to the Controller of Examinations through the Chairman of the class committee with justification for the revision and with intimation to the Dean of the School.

### **R.22.0 Course Repetition**

- R.22.1 A student who has earned U or W grade in core course has to repeat it compulsorily when the course is offered next.

A course successfully completed cannot be repeated.

### **R.23.0 Grade Card**

- R.23.1 The grade card issued at the end of the semester to each student will contain the following:
- a. The credits for each course registered for that semester.
  - b. The letter grade obtained in each course.
  - c. The attendance code in each course
  - d. The total number of credits earned by the student up to the end of that semester in each of the course categories.
  - e. The Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester.

R.23.2 The CGPA will be calculated according to the formula

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

Where C = credit for the course, GP = the grade point obtained for the course and the sum is over all the courses taken in that semester, including those in which the student has secured U and W grades.

For the cumulative grade point average (CGPA) a similar formula is used where the sum is over all the courses taken, including those in which the students has secured U and W grades, in all the semesters completed up to the point in time.

R.23.3 Class/Distinction will be awarded within the prescribed time duration as per the norms given below to the students after they successfully complete the MBA programme.

$4 \leq \text{CGPA} < 5$  - Pass

$\text{CGPA} \geq 5 \ \& \ < \ 6.5$  - second class

$\text{CGPA} \geq 6.5 \ \& \ < \ 8.5$  - first class

$\text{CGPA} \geq 8.5$  - first class with distinction

#### **R.24.0 Scholarship and Tuition fee exemption**

R.24.1 A certain percentage of the students admitted will be awarded merit-cum means scholarship for the entire duration of the programme course as per terms and conditions laid down from time to time.

#### **R.25.0 Eligibility for Award of the MBA Degree**

R.25.1 A student shall be declared to be eligible for the award of the MBA degree if he/she has

- Registered and successfully completed all the courses as per curriculum
- Successfully acquired the minimum required credits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time:
- No disciplinary action pending against him/her.

#### **R.26.0 Change of Regulations**

R.26.1 Any regulation can be modified by the Academic Council of SRMU.