

***ACADEMIC REGULATIONS FOR MASTER OF BUSINESS ADMINISTRATION UNDER THE FACULTY OF MANAGEMENT**

DEFINITIONS

Programme	-	Master of Business Administration
Course	-	A constituent subject of the programme
Term/Trimester	-	Duration for studying a course
Term	-	A portion of an academic year, normally coinciding with a semester and trimester. The word “Term”, is generally used synonymously for the term “Semester” as well as “Trimester”.
Registration	-	Procedure for enrolment in a course / programme
Letter Grade	-	A letter associated with a particular performance level of the students. A qualitative meaning and a numerical index are attached to each grade.
Credit	-	A numerical figure associated with a course. On passing the course, the students earn this “credit”
Regular Approval	-	If a student is unable to attend the institute or appear in an examination on account of unavoidable reasons like illness, accident or unforeseen circumstances, prior / prompt intimation and request to Head of the Institution is necessary for seeking approval for the absence. The approval of HoI so obtained will be referred as Regular Approval.
Granting a Term	-	This expression is used to indicate whether the in Term performance of a student is up to a minimum acceptable standard which permits the student to promote to the next Term without having to repeat the complete study of a course. GT-Term Granted, NT – Term not granted.
Appeal Committee	-	Consisting of Director, Dean and two senior faculty members nominated by the Director.

SHORT FORMS

The Institute	-	Institute of Management
The Director	-	The Director, Institute of Management
Faculty	-	Faculty of Management
The Dean	-	The Dean, Faculty of Management
CEE	-	Continuous Evaluation Examination
TEE	-	Term End Examination
IR	-	Initial Registration
RPR	-	Repeat Registration
RS	-	Repeat Registration for Studying all components of a course
RER	-	Re - examination Registration
REC	-	Re-examination Registration for continuous evaluation component of a course
RES	-	Re-examination Registration for Term End Examination of a course
TGPA	-	Term Grade Point Average
CGPA	-	Cumulative Grade Point Average
R.MBA	-	Regulation of “ Master of Business Administration ” programme

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R.MBA.1. THE PROGRAMME

1.1. Structure: The Post Graduate Degree Programme in Management, leading to the degree of Master of Business Administration. The programme is full-time, residential, and of two-year duration. The first year comprise of three terms. The subsequent year comprise of three terms. Each term is for a duration of approximately 12 weeks. The medium of instruction of the programme is English.

R.MBA.2. ELIGIBILITY OF ADMISSION

- 2.1.** The applicants should have passed a three years' Bachelor's Degree or its equivalent in any discipline, recognized by the Nirma University as eligible for post graduate studies with a minimum of at least 50% aggregate marks or its equivalent.
- 2.2. Merit for the admission:** The admissions will be based on a national/international level entrance test and the method of determining the merit for the admission will be decided by the Director General, Nirma University from time to time depending upon the requirement.

R.MBA.3. CATEGORIES OF COURSES

The following categories of courses are offered in the programme.

- 3.1. Credit Courses:** These are courses that have been considered for determining the students' academic performance in the programme. In order to qualify for the degree, the students are required to complete successfully prescribed credits. They are included in the schedules of various Terms/trimesters as per the Teaching Scheme in force from time to time. There are two types of Credit Courses; (1) Core Courses and (2) Elective Courses.
- 3.2. Core Courses:** These are the compulsory courses as included in the Teaching Scheme.
- 3.3. Field Courses:** There are two field courses: Managing Social Projects (core course) and Dissertation (Elective course).
- 3.4. Elective Courses:** There will be three types of Elective Courses:
 - a. Specialization Electives: These are the courses of different specialization areas. A student needs to study a minimum 18 Credit courses to get Major specialization in an area and 12 Credit courses to get Minor specialization in an area.
 - b. General Electives: These are the courses of general nature and shall not be considered against a particular specialization area.
 - c. Non-Specialization Electives: These courses are not covered under particular area of specialization.
- 3.5. Supplementary Courses:** They are offered to the students to provide an additional exposure to certain skills/knowledge/industry practices. They are not included in the regular schedule of the Terms. No credits are assigned to these courses. The Dean of the Faculty of Management is empowered to decide these courses, their curriculum, teaching and examination schemes, passing standards and such other matters as may be necessary for efficient conduct of the courses.

Hereafter, the Core Courses and Elective Courses will be referred to simply as “courses”. Supplementary courses will be specifically mentioned.

3.6. Audit Courses: These are optional courses. Audit courses not evaluated for the purpose of assessing the performance of the students and no grade will be awarded for these courses.

R.MBA.4. COMPONENTS OF A COURSE

The academic schedule of the courses may consist of one or more of the following components with their respective scope as described:

- 4.1. Lecture** - Teaching learning processes conducted in real and virtual classrooms with various multi media aids.
- 4.2. Tutorial** – the Lecture Sessions will be supported by Tutorial Sessions.
- 4.3. Project Work / Practical Work** – The students will be engaged in research or Practical Work pertaining to a course.
- 4.4. Supplementary to classroom teaching:**
 - a) The students have to prepare research papers and present as a seminar.
 - b) Library Sessions: The students will be engaged in reading articles / books / reference material etc. as part of library hours.

R.MBA.5. TEACHING AND EXAMINATION SCHEME

The teaching scheme for the course as a whole will be referred simply as Teaching Scheme.

The courses offered in each programme (term - wise) and their teaching schemes are given in the Term Schedules approved by the Academic Council from time to time. The schemes show the various courses, distribution of teaching hours, course component/s, examinations, component weightage and credits allotted to each course.

R.MBA.6. ASSESSMENTS

6.1. For assessment of a course a student is evaluated on TWO components, viz. on a continuous basis through Continuous Evaluation Examination (CEE) that includes several sub-components such as Quizzes/Test, Assignment and Projects (Group/individual) etc. and at the end of the Term through a Term End Examination (TEE). The detailed scheme of the CEE will be notified by the Dean of the Faculty of Management before start of the academic year and the same will be notified to the students by way of course outline of each course before the commencement of each term. The TEE covers the entire syllabus of the course.

6.2. Audit of Assessment Tools

- a) Every Term the question papers used in different tests/examinations shall be submitted for the purpose of audit.
- b) Answer-Books, quiz papers, assignments, project reports, and any other assessment tools used, should be shown to the students and descriptive and detailed feedback should be given to an individual student.
- c) The faculty should maintain all assessed exercises and proper records of such feedback given to the students and submit to the office at the end of every Term. The Institute shall audit them with a suitable mechanism. Audit of assessed work of at least one course will be selected randomly by the Director.

6.3. Examiners: All assessments both Term End Examination and Continuous Assessments will be carried out by the concerned faculty.

R.MBA.7. REGISTRATION IN COURSES

7.1. There are four categories of course registration. All the four categories will be collectively referred to simply as Registration. Individual categories will be referred by their symbols. All Registrations, wherever applicable, will be subject to the availability of courses. Registration will be done course-wise.

7.2. Categories of Registration

- a) **Initial Registration (IR)** - In order to study a course for the first time, the student will register under the IR category. This will imply regular attendance for study of all components of that course and appearing at all examinations thereof. IR registrations for courses of a Term are to be done for ALL courses of that Term as shown in the Teaching Scheme; IR registration will not be permitted for lesser number of courses. The student who so registers (IR) for all courses of a Term will be considered as having been registered in that Term.
- b) **Repeat Registration (RPR)**
 - (i) **Repeat-registration for Study of a Course [RS]:** A student is required to repeat the entire course including attending classes if he/she fails to meet the attendance requirement or due to any other reason as may be specified by the Institute. In such case the student is required to apply for Repeat Registration (RPR) to repeat the entire study of the course. This category will imply regular attendance to study all components (i.e. Lectures, CEE, LPW/PW & TEE as applicable) and appearing at all examinations thereof.
 - (ii) **Re-Registration (RER):** This registration is necessary for appearing again in a particular examination of a course. It will not involve regular attendance for studying the course. Re-Examination Registration will be in two categories. (a) Re- Registration for the Examinations of Continuous Evaluation component of a course [REC] and (b) Re-Registration for Term End Examination of a course [RET].
- c) **Approval of Registration:** Every student must apply in the prescribed form for registrations, as applicable. The decision on the student's request will be based on the availability of courses and applicable Regulations. The Director will issue appropriate orders for processing the application, including scrutiny, verification and final orders.
- d) **Simultaneous Registration and Re-Registration in Different Categories:**
 - (i) Terms will be registered in chronological order.
 - (ii) Partial registration in the scheduled courses of a trimester is not permitted.
 - (iii) With reference to R.MBA.12; a student who becomes eligible for IR registration in the next year must first register for all RER and RPR registrations, as applicable in his/her case.

R.MBA.8. GRADES

8.1. Performance Levels: The Performance level of a student in any course will be adjudged in terms of the letter grades, and grade points. Table – 1 provides significance of letter grades along with its equivalent grade points.

Table 1: Course Letter Grades and their significance

Grade	Qualitative Meaning	Equivalent Grade Point
(G)	(GQ)	(g)
A+	Excellent	10
A	Creditable	9
B+	Very Good	8
B	Good	7
C+	Satisfactory	6
IF	Interim Fail	0
FF	Fail	0

R.MBA.9. SCOPE OF EXAMINATIONS AND ASSESSMENT

In order to pass a course, the student has to meet the standards of passing all components and the course as referred in R.MBA-13.1 and R.MBA.13.2. The scope of examinations and the method of assessment are as follows:

9.1. In all mark based assessment, the overall percentage marks, if fractional, will be rounded off to the next higher integer value.

Continuous Evaluation Examination – CEE (IR & RPR Registration): The learning of the students will be continuously assessed during the Term and given marks. Oral examination will be included in the assessment at all possible stages. The total marks of components of continuous evaluation will be aggregated based on their *inter se* weights to give the overall percentage of marks in the CEE examination.

9.2. If a student fails in CEE, the student will not be permitted to appear in TEE of that course and the student will have to seek REC.

9.3. Term End Examination TEE [IR & RPR Registration]: The expression ‘Term End Examination’ refers to the Hall Examination of a course taken at the end of a Term. The TEE of a course will cover the entire syllabus of the course. The assessment will be mark based as per normal practice in the hall examinations.

9.4. Supplementary Examination (SPE)

(RER registration, grade IF in TEE)

The Institute may decide to hold a Supplementary Examination (SPE) for TEEs at the end of the academic year for students who have obtained grade IF(O) and/or IF(T) in a course. Such students will have to seek RER registration to take up SPE.

9.5. Schedules of TEE and SPE

TEEs of all courses of the programme, as per the teaching scheme, will be held at the end of each terms. The year-end Supplementary Examinations (SPE) will be held at the end of academic year and will be for only those courses that are offered in that academic year.

- 9.6. If the course instructor desires that there should be an open book examination in a course in any TEE, s/he may make a suitable recommendation to the Programme Committee. Final approval of the Dean will be necessary before the scheme is implemented. This method of examination must be announced to the students through the Course Outline before the commencement of the respective course.
- 9.7. Absence in any examination with or without Regular Approval will be assigned Zero [0] marks. However, if a student fails to appear in TEE of any course due to extraordinary reasons/circumstances such as self-hospitalization, complete physical immobility, or death of immediate family member (parents or siblings only) may be permitted to take up a Make-up Examination subject to submission of an application along with relevant valid documents and approval from the Dean, Faculty of Management.

R.MBA.10. GRANTING OF TERM

- 10.1. The Term will be granted course-wise.
- 10.2. The granting of Term for all the students (IR, RPR) will depend on the compliance of maintaining minimum 85% attendance in all components of the course (as applicable) Regular approval for remaining absent up to 15% is necessary.
- 10.3. The student who has been given category NT may appeal to the Appeal Committee giving full reasons for his default. The decision of the Committee in all such cases will be final.
- 10.4. The student who is given NT category will not be permitted to appear in TEE of the concerned course. S/he will also be given grade FF in that course.

R.MBA.11. GRADING SYSTEM

- 11.1. **CEE, LPW and TEE:** Grades for the CEE, LPW and TEE examinations will be given on the basis of the percentage marks obtained by the student in the respective examinations. In the normal course, a student (IR, RPR) and category GT will appear for TEE after his CEE and LPW examination, in the same Term. Table 2 shall be referred for converting percentage marks into corresponding Grades (G) for CEE, LPW and TEE/SPE.

Table 2: Conversion of Marks to Grades in CEE & TEE

% marks	Grade(G)
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
40-49	C
Less than 40	IF

11.2. Course Grade

Course grade will be given only when the student meets the standards of passing all components and the course as referred in R.MBA.13.1 and R.MBA.13.2. Marks of TEE/SPE, CEE and LPW (as applicable) examinations shall first be aggregated on the basis of the component / *inter se* weights given in the Teaching Scheme. After the aggregate marks of the entire group are so

calculated, the performance of each student in the course as a whole will be assigned a grade based on his aggregate percentage viewed in relation to the overall performance of the group.

In giving relative grades, the number and designation of various grades (G) shall be kept the same as shown in Table 3. The cut off percentages of relative grading will be decided subject to the guidelines prescribed by the Academic Council.

The Transcript will show only the Course Grade and not the Component Grades.

- 11.3.** The Institute uses absolute grading system in case the grading is performed for 30 or less than 30 students. Table-3 provides the conversion of marks in letter grades.

Table – 3: Conversion of Marks into Grades in a Course

% marks	Grade (G)
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
Below 50	IF

- 11.4.** Absolute grading is followed for grading all courses that do not have Term End Examinations, Credit based Internships, Field Courses and for all examinations of RPR/RER category.

R.MBA.12. INTERPRETATION OF GRADES

- 12.1.** Grade C+ is the minimum for passing a course. Grade C is the minimum for passing a component of a course.
- 12.2.** Grade FF -
 (i) If this grade is given because of NT (R.MBA.10), the student will have to seek RS registration respectively for repeat study of the course.
- 12.3.** Grade IF: This is an interim fail grade given in CE, TEE and overall fail in a course, as under:

Performance	Grade
Fail in CEE	IF(C)
Fail in TEE	IF(T)
Overall Fail in a course	IF(O)

R.MBA.13. PASSING STANDARDS

- 13.1. Criteria for successful completion of a Component:**
 The standards of passing a component are given below.

CEE / LPW/ TEE - a minimum Letter Grade C

13.2. Criteria for successful completion of a course:

In order to successfully complete a course, a student is required to obtain a minimum Letter Grade “C+” overall in a course.

13.3. A student who is awarded IF(T) and/or IF(O) may be allowed to appear in SPE of not more than FIVE course in a year to improve this grade.

13.4. Criteria for Successful Completion of a Year:

For successful completion of each year, a student shall fulfill the following conditions:

- a) S/he should not obtain “IF/FF” grade in any course.
- b) S/he should not obtain CGPA less than 6.0

13.5. Conditional Promotion (CP) to Subsequent Year

a) If a student is unable to meet the academic standards at the end of the first year, s/he can be given conditional promotion to the second year provided s/he meets the following condition(s) excluding Summer Internship(s) and Supplementary courses:

- (i) S/he obtains grade “IF (C) or IF (O) or IF (T) or FF” in not more than TWO courses in any Term.
- (ii) S/he obtains grade “IF (C) or IF (O) or IF (T) or FF” in not more than THREE courses in the first year.

13.6. A student who is conditionally promoted (CP) is required to meet the minimum academic standards of successful completion of the first year by repeating required number of courses during the second year. Such students will have the following options to meet minimum passing standards:

- (i) to repeat TEE along with the regular offering of the programme in the subsequent academic year
- OR**
- (ii) to repeat both CEE and TEE along with the regular offering of the programme in the subsequent academic year

In such case, S/he will have to apply for a Repeat Registration (RR) as per the applicable category of RR. In case, s/he opts to repeat CEE then s/he has to repeat TEE also.

13.7. If a student gets IF(C) in a course, then s/he will have to appear in CEE and TEE by registering for REC and RET respectively along with the regular offering of the programme in the next academic year in order to successfully complete such courses.

13.8. If a student gets FF in a course, then s/he will have to register for RS and attend all the components (as referred in R.MBA.4) of that course along with the regular offering of the programme in the next academic year and appear in CEE and TEE in order to successfully complete such courses.

13.9. Failure in Promotion: If a student fails to meet the requirements of promotion to the Second Year, he/she will not be allowed to pursue the second year unless he/she meets with the conditions as an Ex-student.

13.10. The student who has once passed an examination will not be allowed to appear at it again.

R.MBA.14. PERFORMANCE LEVELS

14.1. Grade Point Averages (GPA)

The performance level of the students in credited courses at different stages of his study is given by the following measures.

14.2. Term GPA (TGPA)

The Term GPA shall be computed by multiplying the earned course grade points by the corresponding course credit and the resultant value shall be divided by the total credit of the Term.

14.3. Cumulative Grade Point Average (CGPA)

Similarly, GPA of a year and Cumulative Grade Point Average (CGPA) at any stage of study shall be computed by multiplying the grade points of the earned courses till that point of time by the corresponding course credits and the resultant value shall be divided by the total credits of the earned courses.

14.4. Programme GPA (PGPA)

Programme GPA refers to the CGPA of the entire Programme, on completion of the Programme. Course Grade, Credits, Grade Points and TGPA/CGPA will be mentioned in the term Grade Report.

14.5. Class and Percentage (%) Marks

In case, there is equivalence between GPA values and Class / % marks is desired, the same can be obtained as given below: % marks = (GPA – 0.50)* 10

GPA Value	Percentage	Equivalent Class
6.00 to 6.49	55% to 59%	Second
6.50 to 7.49	60% to 69%	First
7.50 and above	70% and above	First with Distinction

R.MBA.15. AWARD OF “MASTER OF BUSINESS ADMINISTRATION” DEGREE

15.1. To qualify for the award of “MASTER OF BUSINESS ADMINISTRATION” degree a student is required:

- a) to successfully complete both the academic years independently with a minimum CGPA of 6.00.
- b) to successfully complete the prescribed credits of the programme as specified in the Teaching and Examination Scheme
- c) to successfully complete Summer Project requirement as specified in the Teaching and Examination Scheme with a minimum grade ‘satisfactory’. If a student gets ‘unsatisfactory’ grade, s/he is required to improve the Summer Project grade in the scheme as prescribed by the Dean, Faculty of Management.
- d) to successfully complete Supplementary Course(s) requirement as specified in the Teaching and Examination Scheme with a minimum grade ‘satisfactory’. If a student gets ‘unsatisfactory’ grade, s/he is required to improve the Supplementary Course(s) grade in the scheme as prescribed by the Dean, Faculty of Management.

R.MBA.16. CANCELLATION OF ADMISSION

16.1. The admission of following categories of students is liable to be cancelled:

- a) A student who fails to qualify for promotion or for the award of degree may be allowed maximum one additional year provided s/he pays the prescribed fees.

16.2. The student, whose admission is so cancelled, can appeal to the Appeal Committee. The Committee may grant an extension up to the ONE additional term for the deserving cases, provided the student gives a viable assurance to make up the shortfall within that period.

16.3. Notwithstanding anything contained above, if a student has cleared all the courses and have earned the requisite number of credits except one course, may appeal to the President. The President may consider such appeal on the recommendation of the appeal committee prescribed under the regulations for the purpose and after considering the genuineness of the case may give ONE more additional attempt to the student concerned to clear the remaining course.

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