

**NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA, G.B. NAGAR
(AN AUTONOMOUS INSTITUTE)**



Affiliated to

DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, UTTAR PRADESH, LUCKNOW



ORDINANCE

For

Master of Business Administration (MBA)

**Rules and Regulations for Postgraduate Course
Master of Business Administration (MBA)
and
Model Curriculum (Effective from the Session: 2024-25)
Choice Based Credit System (CBCS) Ordinance Governing the Degree of
“Master of Business Administration (MBA)”**

Model Curriculum:

The Model Curriculum provides flexibility in designing curriculum and assigning credits based on the course content and hour of teaching. The Model Curriculum provides an opportunity to the students to choose courses from the prescribed courses comprising core, elective and open elective courses. The MODEL CURRICULUM provides a cafeteria type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquired more than the required credits, and adopt an interdisciplinary approach to learning. The courses shall be evaluated on the grading system, which is considered to be better than the conventional marks system. It is necessary to introduce the grading system to make the uniformity among all technical institutions of India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the AICTE has formulated the guidelines to be followed.

Definitions of Key Words

- i. **Institute:** NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY, GREATER NOIDA.
- ii. **University:** Dr. APJ Abdul Kalam Technological University, Lucknow (APJAKTU).
- iii. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- iv. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- v. **Model Curriculum:** The Model curriculum provides choice for students to select from the prescribed courses (*core, elective and Foundation Courses*).
- vi. **Programme:** An educational programme leading to award of a Degree.
- vii. **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- viii. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters A⁺, A, B⁺, B, C, D, E and F.
- ix. **Grade Point:** It is a numerical weightage allotted to each letter grade on a 10-point



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scale

- x. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions.
- xi. **Credit Point:** It is the product of grade point and number of credits for a course
- xii. **Semester Grade Point Average (SGPA):** It is a measure of academic performance of students/in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- xiii. **Yearly Grade Point Average (YGPA):** It is a measure of academic performance of student/s at the end of the academic year. The formula used to calculate YGPA is given in section 13.4 (b). It shall be expressed up to two decimal places.
- xiv. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters and it will display at the end of the program. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- xv. **First Attempt:** If a student has completed all formalities and become eligible to attend the examinations and has attended at least one subject of passing, such attempt (first sitting) shall be considered as first attempt.
- xvi. **Grade sheet or Certificate:** Based on the grades earned, a grade sheet/certificate shall be issued to all the registered students at the end of every academic year. The grade sheet/certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of both semesters and YGPA earned till that academic year. Final year grade sheet shall also display the CGPA.

The Model curriculum provides choice for students to select from the prescribed courses.

Sequencing Plan for the MBA Curriculum.

Semester	Course Coverage
I & II	Core Courses
III & IV	Core Courses and Specialization

Credit Structure for Course Work (as per Autonomous Curriculum)

Lectures (hrs/wk/Sem)	Tutorial(hrs/wk/ Sem)	Lab.Work (hrs/wk/Sem)	Credits
3	1	0	4
2	1	0	3
0	1	0	1
0	0	2	1
0	0	3	1.5
0	1	3	2.5
0	1	2	2



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1. **Admission**

- 1.1 Admission to **MBA 1stYear** in 1stsemester course at Noida Institute of Engineering & Technology, Greater Noida will be made as per the rules prescribed by the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow and also according to latest notification of government of Uttar Pradesh (UP).

2. **Eligibility for Admissions**

2.1 **Admission to MBA First Year through Entrance Examination:**

- Candidates who have passed a minimum of three years of Bachelor's degree or equivalent qualification with at least 50% marks (relaxation for SC/ST candidates of 5%) from a recognized university

2.2 Direct admission on vacant seats at institution/college level:

- The eligibility criteria for direct admission is a minimum 3 years Bachelor's degree or equivalent from a recognized university with at least 50% marks or as may be notified from time to time by AICTE/University/Government of Uttar Pradesh.

- 2.3 The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause 2.1 as per the guidelines of AICTE.

- 2.4 Every student admitted to the MBA program shall apply on prescribed form through institute to the registrar of the university for enrolment with all the necessary document such as migration certificate (in original)/ transfer certificate, as the case may be, and self-attested copies of all required academic certificates.

3. **Eligibility of the Students to Appear in the End Semester Examination**

- The students will get registered for examination in each semester after registering for the classes within 14 working days from the commencement of the semester.

- 3.1 Every student is required to attend all (100%) the lectures, tutorials; practical's and prescribed curricular and co-curricular activities. The attendance can be condoned up to 15% for a genuine reason beyond the control of students.

- 3.2 If a student is absent from classes on valid medical grounds, upon certificate / verification of medical documents, a relaxation of up to 15% in attendance may be granted by the committee comprises of Institute Medical Officer, Director, Registrar and respective head of department (HOD).

- 3.3 No student will be allowed to appear in the end semester examination if he / she do not satisfy the overall 70% average attendance requirement of



Clause mentioned above and such candidate(s) shall be treated as having failed and will be further governed by clause no. 4.2 & 4.3.

- 3.4 The attendance shall be counted from the date of admission in the Institute or start of academic session whichever is later.

4. **Duration of the Course**

- 4.1 Total duration of the MBA course shall be 2 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE from time to time.

- 4.2 The student admitted to 1st year MBA/MBA(TM) shall complete the course within a period of four academic years from the date of first admission, failing which he/she has to discontinue the course

- 4.3 A candidate, who has failed twice in first year due to any reason (either due to his/her non- appearance or he/she has not been permitted to appear in semester examinations) shall not be allowed to continue his/her studies further. Provided further that if a student wishes to continue third time in first year he/she may be allowed on the terms and conditions laid down by the University for such permission but the maximum time allowed for completing the course will remain the same as in clause 4.2.

- 4.4 A student, who wishes to temporarily discontinue the program and continue the same subsequently, has to obtain prior permission from the Registrar of University by applying through the director of the institute. Such student has to take admission to the same Semester again from where he/she discontinued. However, the student shall be required to complete the program as per clause 4.2.

- 4.5 Further, total duration of course can be extended by 01 year with the permission of Honorable Vice Chancellor, AKTU, Lucknow to complete the course.

- 4.6 The minimum credit requirement for MBA degree will be as per the prescribed evaluation scheme of MBA.

5. **Curriculum**

- 5.1 The 2 years curriculum has been divided into 4 semesters and shall include lectures, tutorials, seminars, projects and Case Studies etc. in addition to industrial training and educational tour etc. as defined in the scheme and executive instructions issued by the Noida Institute of Engineering & Technology, Gr. Noida (NIET, Gr. Noida) from time to time.

- 5.2 The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the NIET, Gr. Noida from time to time.

6. **Change of College**

- 6.1 **Change of College shall not be permitted.**

- 6.2 Change of study center shall not be permitted.




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7. **Examination**

- 7.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce and attendance etc. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be comprised of written papers and viva-voce, inspection of certified course work in classes, project work etc. or by means of any combination of these methods.
- 7.2 The distribution of marks for sessional, end semester theory papers and other examinations, seminar, project, and industrial training shall be as prescribed in scheme. The viva-voce, projects, and reports shall be examined/evaluated through internal and external examiners as and when required.
- 7.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper and sessional work.
- 7.4 In case of pandemic / natural calamities / untoward happening, Institute may take an appropriate decision as per the guidelines of Academic Council / Governing Body.

8. **Eligibility of Passing**

- 8.1 A student who has obtained Grades A⁺ to E for Theory Subjects and A⁺ to C for Practical subjects shall be considered as passed. If a student has secured "F" grade, he /she has to reappear for the carry over paper (COP) examination. It is mandatory for a student to earn the required credits as mentioned in each semester.
- a. To pass in a Theory Subject, student must score 30% marks in sessional as well as end semester examination separately and aggregate (sessional + end semester) marks must be 40% in each subject.
 - b. To pass in a Project reports/ internship/Viva-voce examination/ Comprehensive Viva-voce examination, a student shall secure a minimum of 50% of the maximum marks in practical sessional as well as end semester practical examination separately and aggregate (practical sessional + practical end semester) of 50% marks in each.
 - c. To pass in seminar, as student shall secure a minimum of 50% of the maximum marks prescribed,
- 8.2 The students who do not satisfy the condition 8.1 or who remains absent in end semester examination shall be deemed to have failed in that subject and may reappear for carry over paper (COP) examination. However, the Sessional marks awarded to the student/s at previous attempt in the concerned subject will be carried forward.
- 8.3 The student who passes a course of a semester as per 8.1 shall not be allowed to appear for the same again unless he/she opts for abandoning of result as per 8.4-8.8.



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8.4 A student may at his/her desire opt to abandon his/her performance of a semester in following manner.

- a. A student may opt to abandon his/her performance only in End Semester examination of the semester.
- b. A student may opt to abandon his/her total performance of the semester which includes performance in End Semester examination and sessional marks.
- c. A student may opt to abandon his/her performance in End Semester examination of any or both semester of the same academic year only.
- d. A student shall be allowed to abandon the performance only once during the entire course of study.
- e. Performance of a semester once abandoned cannot be claimed again

8.5 The student, who opts to abandon the performance of a semester as per clause 8.4, shall abandon performance in all the courses of that semester irrespective of the fact whether the student passed or failed in any subject of that semester. However, in case of 4th semester performance in project shall not be abandoned.

8.6 The student, who opts to abandon the total performance of the semester including sessional marks, has to take readmission for the relevant semester. Readmission to the first semester in such cases shall not be considered as fresh admission i.e. the student will continue to have the same University Roll Number, which was allotted earlier.

8.7 The student, who opted to abandon his/her performance only in the End Semester examination of a semester and does not desire readmission, shall be permitted to re-appear for examination of all the subjects of the semester in the subsequent examination as an Ex-student. However, the sessional marks obtained by the student in the abandoned semester shall be retained.

8.8 Such student who opted to abandon the performance at any stage of his / her study and has cleared any paper in more than one attempt are eligible for the award of DIVISION at the MBA degree level but are not eligible for the award of RANKS and HONOURS degree.

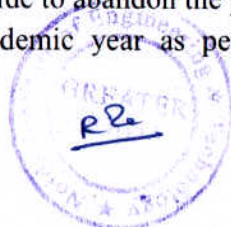
8.9 The minimum credit requirement for MBA degree will be as per the prescribed evaluation scheme of MBA

9. **Eligibility for Promotion**

9.1 There shall not be any restriction for promotion from an odd semester to the next even semester.

9.2 For promotion from 1st Year to 2nd Year (3rd Semester) the student has to secure at least 50% credits in the 1st Year (combining 1st and 2nd semester) including theory and practical's credits.

9.3 Student himself can decide to abandon the performance of any or both the semesters of same academic year as per clause 8.4 and reappear in



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abandoned semester examination as per clauses 8.5, 8.6, 8.7 & 8.8

10. Carry Over System

10.1 Following rules shall be followed for carry over papers:

- a) A candidate who does not satisfy the requirements of clause 8.1(a) and 8.1(b) will be required to appear in those theory papers / practical during Carry over examination
- b) A candidate satisfying clause 8.4 (a) shall be required to appear in theory papers examination to fulfil the requirements of clause 8.1 (a) and 8.1 (b)
- c) Examinations for Carry over Papers (COP) will be conducted after the declaration of result of each semester examination.
- d) A special carry over examination may be conducted in odd/even semester after the approval of examination committee in special circumstances.

11. Re- Admission in the Institution/ College

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

- a. A candidate is declared fail.
- b. A candidate did not appear in a semester examination / or he/she was not granted permission to appear in the examination.
- c. A candidate has been detained by the institute and subsequently has been permitted to take re-admission (**Annexure-I**).
- d. A candidate as an Ex-student passed the examination of the academic year or qualified carry over system.
- e. A candidate is promoted with carry over subject and he / she is opted for readmission.

12. Courses

12.1 There will be two types of courses

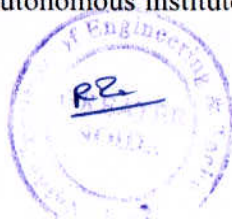
- a) Core Courses: This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirements of a program in a said discipline of study.
- b) Elective Courses: This is course, which can be chosen from the pool of papers. It may be supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline / domain / nurturing student proficiency skills.

12.2 The minimum number of students to be registered for an Elective to be offered shall be not less than twenty percent (20%) of the enrolled students.

12.3 A student may be permitted to opt or change of elective subject before the date of commencement of first Mid-term examination of the third semester, as per the calendar of the institute.

13. Computation of SGPA and CGPA

13.1 NIET, Gr. Noida an Autonomous institute affiliated to Dr. A.P.J.



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Abdul Kalam Technical University (APJAKTU) Lucknow adopts absolute grading system wherein the marks are converted into grades. and every semester result will be declared with semester grade point average (SGPA). Yearly Grade Point Average (YGPA) shall be calculated at each year by calculating from the formula given in section 13.4 (b) of an academic year. The Cumulative Grade Point Average (CGPA) shall be calculated at the end of last semester of the program. The grading system is with the following letter grades and grade points scale as given below:

For Theory Subjects

Level	Outstanding	Excellent	Very Good	Good	Above Avg.	Avg.	Poor	Fail
Letter Grade	A+	A	B+	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	00
Score/ Marks Range	≥ 90	$<90 \geq 80$	$<80 \geq 70$	$<70 \geq 60$	$<60 \geq 50$	$<50 \geq 45$	$<45 \geq 40$	< 40
(%)	(90-100)	(80-89)	(70-79)	(60-69)	(50-59)	(45-49)	(40-44)	(0-39)

For Practical Subjects-

Level	Outstanding	Excellent	Very Good	Good	Average	Fail
Letter Grade	A+	A	B+	B	C	F
Grade Points	10	9	8	7	6	00
Score (Marks)	≥ 90	$<90 \geq 80$	$<80 \geq 70$	$<70 \geq 60$	$<60 \geq 50$	< 50
Range (%)	(90-100)	(80-89)	(70-79)	(60-69)	(50-59)	(0-49)

- 13.2 A student obtaining Grade "F" shall be considered failed and will be required to reappear in the carry over examination. Number of attempts taken to clear a subject/s shall be shown in the transcripts.




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- 13.3 The Institute has right to scale/moderate the theory exam/practical exam/sessional marks of any subject whenever required for converting of marks into letter grades on the basis of the result statistics of Institute as in usual practice.
- 13.4 The modality for moderation of marks before the declaration of result shall be decided by the examination committee.
- 13.5 The modality for moderation of marks if needed after the declaration of result shall be decided by the examination committee.
- 13.6 If the candidate(s) appeared in the examination but theory marks are not available due to missing of copy by any reason & in case of missing/unavailable of sessional marks, Controller of Examination can take decision as per the provision laid down by the Examination Committee.
- 13.7 The Examination Committee shall also fix up the responsibility and recommend the punishment for occurrence of such case(s) in 13.6.

14 **Computation of SGPA, YGPA and CGPA**

The following procedure to compute the Semester Grade Point Average (SGPA), Yearly Grade Point Average (YGPA) and Cumulative Grade Point Average (CGPA):

- a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,
i.e. $SGPA (S_i) = \Sigma (C_i \times G_i) / \Sigma C_i$
- b) where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.
- c) The YGPA (Yearly Grade Point Average) is calculated at end of each year as:
 $YGPA = (SGPA (odd) * \Sigma C_i(odd) + SGPA (even) * \Sigma C_i(even)) / (\Sigma C_i(odd) + \Sigma C_i(even))$
- d) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,
i.e. $CGPA = \Sigma (C_i \times S_i) / \Sigma C_i$
 where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- e) The SGPA shall be calculated at end of each semester and YGPA shall be calculated at the end of each academic year. CGPA shall be calculated at the end of last semester of the Program and shall be rounded off to 2 decimal places and reported in the transcripts / grade sheet.



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Illustration for Computation of SGPA, YGPA and CGPA

Computation of SGPA of odd semester Illustration No.1

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	5.5	B+	8	$5.5 \times 8 = 44$
Course 2	4	C	6	$4 \times 6 = 24$
Course 3	5	B	7	$5 \times 7 = 35$
Course 4	3	A+	10	$3 \times 10 = 30$
Total	17.5			133

Thus, $SGPA = 133/17.5 = 7.6$

Computation of SGPA of even semester

Illustration No.2

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	5.5	B+	8	$5.5 \times 8 = 44$
Course 2	4	C	6	$4 \times 6 = 24$
Course 3	5	B	7	$5 \times 7 = 35$
Course 4	3	A+	10	$3 \times 10 = 30$
Course 5	3	F	0	$3 \times 0 = 00$
Total	20.5			133

Thus, $SGPA = 133/20.5 = 6.48$

$YGPA = (SGPA \text{ (odd)} * \sum C_i(\text{odd}) + SGPA(\text{even}) * \sum C_i(\text{even}) / (\sum C_i(\text{odd}) + \sum C_i(\text{even}))$

Thus, $YGPA = 7.6 * 24 + 6.48 * 27 / (24 + 27) = 7.0$

Illustration No.2b

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 5	3.0	E	4	$3.0 \times 4 = 12$

$C_i \text{ (First Attempt)} + C_i \text{ (Subsequent Attempt)} = 133 + 12 = 145$

Thus $SGPA = 145/20.5 = 7.07$

CGPA after Final Semester

Semester	I	II	III	IV
Credit	24	27	29.5	27.5
SGPV	7	8.5	9.2	6.86

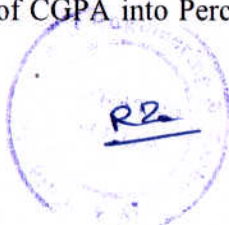
Thus, $CGPA = (24 \times 7 + 27 \times 8.5 + 29.5 \times 9.2 + 27.5 \times 6.86) / 108 = 7.94$

- 14.1 Transcript (Format): Based on the above recommendations on Letter grades, grade points, SGPA of each semester, and YGPA of an academic year, a consolidated Transcript indicating performance in a particular academic year.

- 14.2 CGPA (calculated at the end of the last semester of the program) shall be issued.

15. Conversion of Grades Into Percentage

Formula for the conversion of CGPA into Percentage is $(CGPA - 0.75) \times 10 = \text{Percentage of}$



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marks scored.

Illustration: $(7.94-0.75) \times 10 = 71.9\%$

16. Awards of Division, Rank and Medals

- 16.1 a. Division and CGPA shall be awarded only after the fourth and final semester examination based on integrated performance of the candidate for all the fourth semesters as per following details:
- i. A candidate who qualifies for the award of the degree securing E or above grades in all subjects pertaining to all semesters in his/her first attempt within four consecutive semesters (two academic years), and in addition secures a CGPA of 7.5 and above for the semesters I to IV shall be declared to have passed the examination in FIRST DIVISION WITH HONOURS.
 - ii. A candidate who qualifies for the award of the degree by securing E or above grades in all subjects of all the semesters within a maximum period of four semesters, after his/her commencement of study in the 1st semester and in addition secures CGPA not less than 6.5 shall be declared to have passed the examination in FIRST DIVISION.
 - iii. All other candidates who qualify for the award of degree by securing E or above grades in all subjects of all semesters within a maximum period of four semesters, after his/her commencement of study in the 1st semester and in addition secures CGPA not less than 5.0 shall be declared to have passed the examination in SECOND DIVISION.
- b) If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like A⁺, A, B⁺, B etc. shall be taken into account in rank ordering of the students in a program.
- 16.2 The Gold, Silver and any other Medals as decided by the university shall be awarded to students falls in the top ranks of various courses as per university rules.

17. Scrutiny and Revaluation

- 17.1 Scrutiny shall be allowed in only theory papers.
- 17.2 Revaluation of theory/practical papers is permitted only with certain conditions as laid down by institute.

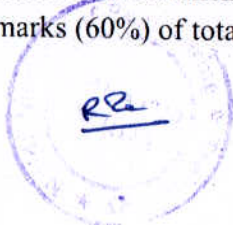
18. Unfair means

Cases of unfair means shall be dealt as per the rules and regulations of the University and UP Public examination (Prevention of unfair means) at if any in prevalence. (ANNEXURE-II).

19. Award of Sessional Marks

Sessional marks for theory subjects shall be awarded as prescribed and at present the break-up of sessional marks shall be as follows:

- a. Theory Subjects:
 - Maximum Sessional Marks for Theory Papers are 50.
 - There will be three midterms test. Out of three Mid-Term Tests any one Mid-Term may be conducted in open book pattern (Preferably theoretical subjects). Decision of open book examination will be taken by the examination committee. Each mid will comprise of 30 marks (60%) of total theory marks. Mid Term Test marks will



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be calculated on the basis of best two mid-term tests out of three.

- Teacher Assessment Tutorial/Assignment/ Quizzes/ ABL etc. comprise 10 marks (20%) of total theory marks.
- Attendance comprises 10 marks (20%) of total theory marks.

20. Award of Seminar Training, Project Reports

Each student has to successfully complete a following project for the award of MBA degree.

- a) At the end of second semester examination, it is mandatory for every student of MBA to undergo on -the-job practical training in any manufacturing, service or financial organization. The training will be of 6 to 8 weeks duration. The college/institute will facilitate this compulsory training for students.
- b) The student, after the completion of training will submit a report to the College/Institute which will form part of third semester examination. However, the report must be submitted by the end of September 30.
- c) The student will undergo a comprehensive viva-voce with external examiner at the end of second semester examination.

21. Award of Research Project Report

- a) In fourth semester, the candidates will have to submit a Research Project Report on a problem / topic (from the specialization areas) to be assigned by the department MBA under the supervision of a core faculty member of the department.
- b) **Both Projects;** Summer Training Report & Research Project Report shall be treated as project work and remuneration shall be paid as notified by institute from time to time in respect of project evaluation.

22. Cancellation of Admission

The admission of a student at any stage of study shall be cancelled if:

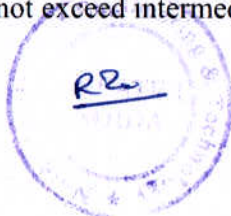
- a. He / She is not found qualified as per AICTE / State Government norms and guidelines or the eligibility criteria prescribed by the University. or
- b. He / She is found unable to complete the course within the stipulated time as prescribed in clause 4.2or
- c. He / She is found involved in creating indiscipline in the Institution / College or in the University.
- d. The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Governing Body of the institute and such decisions shall be reported to the Vice-Chancellor of the university.

23. Permission for Scribe to Appear Examination

Candidates in need of Scribe should apply with the reason and following evidence.

- a) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
- b) Photo of the student/ candidate highlighting the inability to appear for the examination.
- c) The particulars of proposed scribe i.e. name, address, qualifications, photo and present occupation.

[The scribe should not exceed intermediate qualification].




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- d) A letter forms the scribe stating that he/she is willing to act ascribes.
- e) A copy of the certificate of scribe's qualification along with recent photograph duly attested by the head of the institution.
- f) COE then approves that he /she personally can verify regarding qualification of the scribe as per norms and provide a separate room and invigilator for all examinations of the candidate

24. Medium of Instruction

Medium of instruction shall be English.

25. Improvement Examination

Students opted for improvement will be allowed to appear for improvement during carry over examination.

Improvement Examinations will be conducted:

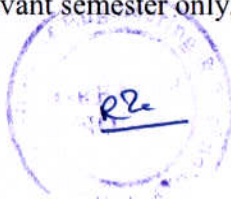
- a. For those students having CGPA less than 5.0 with Pass result.
- b. For those students who are lacking by 0.25 CGPA to get First Division (CGPA should be $> 6.25 < 6.5$) at the end of the course.
- c. A student may opt maximum of three subjects of previous Academic Year to appear in improvement examination.

ANNEXURE-I

Statues of Detained Students

Following amendments have been approved for status of detained students in any semester

- a) An academic year consists of two semesters (Odd and Even semester) comprising of 15 to 18 weeks of academic work equivalent to 90 actual teaching days. Attendance of the student shall be counted from the date of admission in the college or start of academic session whichever is later in a given semester.
- b) Students detained in ODD semester shall be given an option to choose either to discontinue the study in Even semester and abandon the entire academic year (both semester) as laid down in clause 8 & 9 and repeat the entire year course in the next academic year OR to abandon only the ODD semester as laid down in section 8 & 9 of the ordinance. If the student chooses to abandon the relevant semester only, he/she shall be further governed by the clause 8 & 9 of the ordinance.
- c) If such a student abandons only the ODD semester performance and prefers to study in EVEN semester and attains the minimum credits to meet the eligibility for promotion as given in clause 9 (From the performance of only EVEN semester), he/she then have to study only the ODD semester (in which the student was detained) in the subsequent academic year as a re-admitted student. If he fails to get minimum credits required for Promotion in EVEN semester he/she will be considered FAIL in entire year and will have to repeat both semesters in the subsequent year.
- d) Students detained in EVEN semester shall be given an option to choose either to abandon the entire academic year (both semester) as laid down in clause 8 & 9 and repeat the entire year course in the next academic year OR to abandon only the EVEN semester as laid down in section 8 & 9 of the ordinance. If the student chooses to abandon the relevant semester only, he/she shall be further governed by the clause 8 &



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9 of the ordinance.

- e) If such a student abandons only the EVEN semester performance then it will be verified whether he/she has attained the minimum credits required to be promoted to next year as given in clause 9 (From the performance of only ODD semester). If he/she did then he/she has to study only the EVEN semester (in which the student was detained) in the subsequent academic year as a re-admitted student. Otherwise he/she will be considered fail in entire year and will have to repeat both semesters in the subsequent year.

ANNEXURE-II

Instructions and Penalty for Using Unfairmeans

Procedure to be followed by the invigilator / centre superintendent / observer in case of unfair means:

- i. As soon as any case of unfair means comes to the notice of the Invigilator, he/she shall bring it to the notice of the Examination Center Superintendent of the examination center as well as the Observer appointed by the institute.
- ii. The invigilator shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and immediately provide the candidate a second Answer Book.
- iii. The Superintendent shall record the time when the case was brought to his notice. He shall also record the time of issue on the second Answer Book. "(A): UFM-Main Answer Script" should be written on the page cover of the main answer script and "(B): UFM- Second Answer Script" on the cover page of the second answer book.
- iv. The Invigilator, who detects the use of UFM by a candidate, shall also record his statement about the UFM case on specified UFM format.
- v. Centre Superintendent shall also give his statement in specified UFM format.
- vi. The statements of Invigilator and Centre Superintendent shall be in presence of the observer and shall also submit his / her statement about the incident on the specified format.
- vii. In case the candidate refuses to give his statement, he should NOT BE forced to do so, only the fact of his refusal and the time of occurrence of the incident should be recorded by the Invigilator/s on duty. The statement of the candidate if any and the statement of the Invigilator/s are attested by the Centre Superintendent and countersigned by the observer.
- viii. The Examination Center Superintendent / Observer shall also provide the details of the UFM case to the control room of the Institute though E-mail ONLY.
- ix. In case a student is found to have written something on the body part a photo of same may be taken on the web cam available etc., if possible.
- x. No extra time will be given for completing the Examination as a result of this procedure.
- xi. After the Examination is over, both of the answer books marked as A (confiscated copy) and B (freshly issued copy) along with the material found in possession and COMPLETELY filled and signed the prescribed FORM and COUNTERSIGNED BY THE OBSERVER SHALL BE SEND IN SEPARATE ENVELOPE MARKED **UFM** TO THE OFFICE OF THE CONTROLLER OF EXAMINATION OF INSTITUTE.
- In case a candidate has smuggled out an Answer Book, the Centre Superintendent should



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call the student directly and try to secure the Answer Book. In case of non availability of the Answer Book, the matter should be reported to the police and a copy of the FIR is sent to the office of the Controller of Examination along with the statement of the Invigilator present in the room, statement of the observer and also of the candidate (if candidate is available).

- i. In case of impersonation, the Centre Superintendent shall report the matter to the POLICE. Center superintendent shall also report the incident to the Controller of Examination of the Institute along with the detailed report with necessary documents duly countersigned by the observer.
- ii. In cases of misconduct of serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the other concerned (e.g. Security person etc.) may be obtained and sent to the office of the Controller of Examination.
- iii. In case of electronic gadgets, the clear photocopy of that from front and back, and the enlarged photocopy of the screen shot / the printout of the material stored in the electronic gadgets duly signed by the candidate, invigilator, Center Superintendent, and countersigned by observer MUST be attached with UFM report. The electronic gadgets need NOT to be submitted to the Institute.

• **Convening of Committee on Unfairmeans:**

- A Committee (Standing Committee) appointed by the Chief Controller of Examination/Director shall enquire into cases of unfair means in the Examination. The student who is involved in UFM cases will be given a chance to submit their representation to the committee, if they want, during a period as specified via circular by the office of the Controller of Examination. The Committee shall thoroughly examine the cases on the basis of the material / documents placed and student report (if any). The committee shall submit its recommendations after laying down clearly the nature of the offence to the Chief Controller of Examination/Director for consideration and necessary orders.

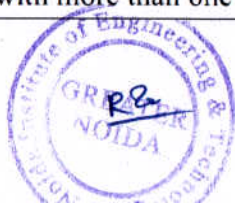
• **Table Showing Punishment Details for Unfairmeans w.e.f. From Odd Semester of Session 2020-2021 of the Institute:**

A	1.	Doesn't follow the instructions given by the Center Superintend / Invigilator.	Warning will be issued to the candidate not to repeat in future. If repeated, CONCERNED PAPER will be awarded ZERO marks or "F" Grade.
	2.	Communicates with another examinee or try to pass on information even after a word of caution from the invigilator or any competent authority.	
	3.	Any sort of writing on the question paper except the Roll No. at the given space.	
	4.	Any exam relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by the Center Superintend / Observer / invigilator.	
	5.	Use of indecent or abusing words in the answer book.	
	6.	Attempts to remove Encrypted code / Bar Code or any sticker from the answer book.	



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	7. Indulges in writing the matter relevant to subject before commencement of examination	
	8. Attempts oral communication with another examinee	
	9. Indecent behavior at the examination centre or in the examination hall.	
B	1. If the examinee is found in possession notes, chits, answer book of any other examinee, etc. however he/she has not written from the said material in his/her answer book	Cancellation of result of CONCERNED PAPER and will be awarded ZERO marks or "F" grade in that paper.
	2. Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book which may reveal his identity.	
	3. Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings.	
	4. Brings any electronic gadgets (except memory less scientific calculator if permitted in that paper) in the examination hall.	
	5. Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favor.	
	6. Any sort of writing on the question paper regarding solution of the questions.	
C	1. Examinee has copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone.	Cancellation of result of the CONCERNED PAPER and two other paper in which the candidate has secured the minimum marks percentage among the rest of the papers except the paper in which candidate has UFM. That is total three papers will be awarded ZERO marks or "F" grades.
	2. Examinee has indulged in exchange of answer book with other examinee.	
	3. Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in exam hall.	
	4. If the examiner find some written/printed papers etc. of exam related material from the answer book of an examinee	
	5. Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act	
	6. Examinee is found to throw away his answer book, supplementary, question paper, practical job or part thereof	
	7. If examinee is found to have torn the answer book, question paper, any other exam related material or part there of his/her own or other examinee	
	8. If the examiner reports that in the examinee's answer book is written with more than one type of hand writing	



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	9.	If the examiner reports about missing pages or additional pages in the answer book of examinee	
	10.	If the examinee obstructs the process of conducting the examination in any way.	
	11.	If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination	
	12.	If the examinee attempts to bribe by way of Keeping currency notes in his/her answer book	
	13.	If the examination committee is satisfied with the report of the examiner that the candidate has copied from one another or from any other sources or involved in mass copying during the examination.	
	14.	Possesses any sort of exam relevant material written/printed on compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone. in the examination hall or even outside the examination hall like lobby etc.	
D.	1.	If the examinee obstructs/threatens orally or assaults the invigilator or any competent authority on exam duty.	Cancellation of result of the all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or "F" grades).
	2.	Tries to bring duly written answer book or supplementary from outside	
	3.	If the examinee is found with bulk material like book, note book, and short notes etc. related with the concerned paper.	
E	1.	If a person impersonates as examinee and if this is detected during or after the examination.	Cancellation of result of the all the theory papers and practical examination in that semester will be cancelled. (All the theory and practical papers will be awarded ZERO marks or "F" grades in that semester).
	2.	If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall.	
	3.	Leaves the examination hall without submitting his answer book or tries to destroy it.	
	4.	If the examinee is not appearing in that particular examination but who is a candidate of other examination of the institute behaves in an in disciplinary manner during particular examination or helps other examinee in using unfair means.	
F	1.	Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall.	Cancellation of result of the all the theory papers and practical
	2.	Physically assaulting invigilator or any competent authority on exam duty.	



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			examinations (i.e. the papers and practical examination will be awarded ZERO marks or "F" grades) in that YEAR and candidate has to repeat that session.
G.		(In a Carryover Paper). If unauthorized material is found with the candidate in bulk such as books, huge cheating material, etc. which shows the clear intention of copying.	The candidate shall be awarded zero marks or 'F' grade in that Carryover paper and will not be allowed to appear in that paper for next one year.
H.		If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in A to G as above and which has been bearing on the examination or result of the examinee and/or any other examinee.	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned on case to case basis.

The result of the student will be declared after implementation of the decision of examination committee




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