

**Prince Shri Venkateshwara
Padmavathy Engineering College
Chennai – 600127(Autonomous)
Accredited with A++ Grade by NAAC**



ACADEMIC REGULATIONS 2022



Post Graduate Programme

MBA

ACADEMIC YEAR

2022 - 2023

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PSVPEC'S VISION

To be a prominent institution for technical education and research to meet the global challenges and demand for the societal needs.

PSVPEC'S MISSION

- To develop the needed resources and infrastructure, and to establish a conducive ambience for the teaching- learning process.
- To nurture in the students, professional and ethical values, and to instill in them a spirit of innovation and entrepreneurship.
- To encourage in the students a desire for higher learning and research, to equip them to face the global challenges.
- To provide opportunities for students to get the needed additional skills to make them industry ready.
- To interact with industries and other organizations to facilitate transfer of knowledge and know- how.

PRINCE SHRI VENKATESHWARA PADMAVATHY ENGINEERING COLLEGE, CHENNAI – 600127

**(AN AUTONOMOUS INSTITUTION) AFFILIATED
TO ANNA UNIVERSITY, CHENNAI**

REGULATIONS 2022

CHOICE BASED CREDIT SYSTEM

The Regulation 2022 includes various components of Choice Based Credit System (CBCS) and Outcome Based Education. This regulation is applicable to the students admitted to PG programmes at Prince Shri Venkateshwara Padmavathy Engineering College (Autonomous) from the academic year 2022-2023 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless otherwise specified:

- I) “University”** means ANNA UNIVERSITY, CHENNAI.
- II) “Programme”** means a degree programme which is a PG degree programme.
- III) “Specialization/Branch/Discipline”** means specialization or branch of MBA degree programme, like Human Resource, Marketing, Finance, etc.
- IV) “Course/Subject”** means a theory or practical subject that is normally studied in a semester, like Mathematics, Management, Ethics, etc.
- V) “Chairperson”** means the Head of the Department of the Board concerned.
- VI) “Head of the Institution”** means the Principal of the College/Institution.
- VII) “Head of the Department”** means Head of the Department concerned.
- VIII) “Dean-Academics”** means the authority of the college who is responsible for all the Academic activities for the implementation of relevant rules and Regulations.
- IX) “Controller of Examinations”** means the authority of the College, who is responsible for all activities of the Examinations Centre.
- X) “College”** means Prince Shri Venkateshwara Padmavathy Engineering College (Autonomous).

XI) “Regulations” means a manuscript that contains the principles and standards designed to control or govern the conduct or provide direction at a more detailed level.

XII) “Choice Based Credit System (CBCS)” The CBCS provides choice for students to select from the prescribed courses (elective or soft skill courses).

XIII) “Credit” A unit by which the course work is measured. It determines the number of Hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

XIV) “Grade Point” It is a numerical weight allotted to each letter grade on a 10 Point scale.

XV) “Grade Point Average (GPA)” It is a measure of performance of work done 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.

XVI) “Cumulative Grade Point Average (CGPA)” It is a measure of overall cumulative performance of a student in overall semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters.

2. ADMISSION ELIGIBILITY CRITERIA

2.1 First Semester Admission

Students seeking admission to the first semester of the four semesters MBA - Post graduate degree programme:

2.1.1 Students for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu single window counselling process. The Govt of Tamil Nadu releases the updated eligibility criteria for the admission. Admission shall be offered only to students who possess the qualification prescribed and the eligibility criteria for the programme.

2.1.2 However, the University may decide to restrict admission in any particular year to students having a subset of qualifications prescribed at the time of admission.

2.1.3 Notwithstanding the qualifying examination the student might have passed, student shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.

2.1.4 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.

3. ACADEMIC PROGRAMME

3.1 Nomenclature of Programme

The following Programme and Branch of study approved by Anna University, Chennai and All India Council for Technical Education, New Delhi, is offered by the College.

Master of Business Administration (MBA) – Full time

3.1.1 Full-Time Mode: Students admitted under ‘Full-Time’ should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them. The Full-Time students should not enroll in (or) attend any other Full-Time/Part time/Distance education programme(s) that may lead to the award of a degree or diploma during the period of the PG programme nor take up any Full-Time / Part-Time job(s) in any Institution or Company during the period of this Full-Time PG programme. Violation of the above rules will result in cancellation of admission to this PG programme. However, taking up of job is permitted with authorized break of study as explained in Clause 13.4.

4. STRUCTURE OF PROGRAMME

4.1 Academic Calendar

For all the four semesters a common academic calendar approved by Dean (Academics) shall be followed in each semester by having sixteen weeks of instruction, one week for the conduct of Laboratory exams and with three weeks for theory examinations and evaluation. Dates for registration, sessional and endsemester examinations shall be notified in the academic calendar of every semester. The schedule for the conduct of all the curricular, co-curricular and extra-curricular activities shall be notified in the semester planner.

4.2 Curriculum and Courses

The MBA programme shall have a curriculum comprising courses of study with the prescribed syllabi. Each course is assigned with certain number of credits based on contact hours L-T-P-C (L-Lecture, T-Tutorial, P-Practical, C-Credit).

4.3 Categorization of Courses

Syllabi of every programme will comprise of theory, practical courses in each semester, practical cum theory, professional skills training/industrial training, Mini project , Project work / Internship, etc. that have been approved by the respective Board of Studies and Academic Council of the College. All the programmes have well defined Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Programme Educational Objectives (PEOs) as per Outcome Based Education (OBE).

The content of each course is designed based on the Course Outcomes (CO). The courses shall be categorized as follows:

- i. **Foundation Courses (FC)** may include Mathematics or other basic courses
- ii. **Professional Core (PC)** courses include core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective (PE)** courses include elective courses offered by the department, dealing with various aspects of application or new development or both related to the chosen branch of study.
- iv. **Non-functional Elective (NE)** courses include the elective courses offered outside the area of specialization. A minimum of one Non-functional elective shall be studied by a student during his / her period of study during 1st semester.

****Proper choice of Non-functional elective course in semester 1 will enable students to specialize in an emerging area within their chosen field of study make them to be an expert. The concerned Class counselors/ Faculty Mentors are to guide the students in making the appropriate choices.**

- v. **(SEED)** courses offered such as Project work, Summer Internship, Business Communication Laboratory, Professional Skills/Industrial Training, etc. These are the Mandatory Credit Courses (MNC) and included for GPA and CGPA calculations. Maximum of two SEED courses can be offered in every semester. All the SEED courses are 2 credit courses except Project Work. Project work shall carry the credit of 12.

2 credit SEED courses shall be included in the curriculum of study and the number of hours allotted for each course will be 30 in a semester except summer internship.

4.4 Credit Range

The curriculum of MBA programme has different categories of courses as mentioned above. For a total of 90 – 94 credits the indicative credit distribution among the categories are listed below for all the programs:

Abbreviation	Categories of Courses	Credits
FC	Foundations Courses	3
PC	Professional Core Courses	45
PE	Professional Elective Courses	18
NE	Non Functional Elective Courses	3
SEED	Skill Enhancement and Employability Development Courses	24
Total Credits		93

4.5 Credit Assignment

The minimum number of credits to complete the MBA programme is 93. Each course is assigned certain number of credits as follows:

Contact period per week	Credits
1 Lecture / Tutorial Period *	1
2 Practical Periods*	1
2 Project Work Periods*	1

***1 Period = 50 minutes duration**

Duration of Internship	Credits
4 Weeks**	2

****1 Week = 40 Internship Hours**

4.6 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project reports.

5. DURATION OF THE PROGRAMME

The normal duration of the MBA program will be of two years consisting of four semesters and the maximum will be eight semesters, including a permitted break of study, if any. All necessary courses must be completed with a pass mark within the maximum duration of the Programme. A semester will normally consist of 90 working days including the examination period but not less than 65 working days. In any case, the number of class hours mentioned in the curriculum will be completed as per the credits assigned.

6. COURSE REGISTRATION

6.1 Each student, on admission shall be assigned to a Faculty Mentor who shall advice and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.

6.2 Each student has to register for all courses to be undergone in the curriculum of a particular semester with the facility to drop courses to a maximum of 6 credits per semester.

6.3 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Internal Evaluation marks and appear for the Semester End Examinations.

6.4 No Elective course shall be offered by a Department unless a minimum of 20 students register for that course. However, Head of the Institution shall approve for a lesser amount of

registration list in case of specific requirements like placement opportunities, higher studies etc., as a special case.

6.5 If a student fails to secure a pass in courses in any semester, student is allowed to register for the same in the subsequent semesters as arrear examination.

6.6 If a student fails to secure a pass in courses in final semester, student is allowed to register for the same in the same semester as supplementary examination and will be considered as reappearance.

6.7 Registration for the end semester examination is mandatory for courses in the current semester as well as for the arrear courses failing which the student will not be permitted to appear for end semester examinations. This will not be applicable for the courses which do not have an end semester examination.

6.8 The students who need to reappear for the courses which have only continuous assessment shall enroll for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements and earn continuous assessment marks. This will be considered as an attempt for the purpose of classification.

6.9 If a student is prevented from writing end semester examination of a course due to lack of attendance, the student has to attend the classes, when offered next, and fulfill the attendance requirements and earn continuous assessment marks. If the course, in which the student has a lack of attendance, is an elective, the student may register for the same or any other elective course in the subsequent semesters and that will be considered as an attempt for the purpose of classification.

7.CREDIT STRUCTURE

Each course offered is given a L-T-P structure, depending on the number of lecture periods (L), number of tutorial periods (T) and number of periods for practical (P) required per week for an efficient teaching – learning process. A student is expected to put in his/her own efforts in proportion with periods spent in classroom, as defined in L-T-P structure. On successful completion of the course a student is said to have earned a specified number of credits defined for each course.

The curriculum for a semester shall normally have a blend of 7 or 8 theory courses and 1 or 2 laboratory courses. In addition, SEED Course may also be included. However, the total number of courses per semester shall not exceed 11 (including SEED). A student has to earn the total number of credits specified in the curriculum of the programme of study in order to be eligible to obtain the degree.

7.1 Skill Enhancement and Employability Development Courses (SEED): A student may be offered with appropriate training courses imparting programming skills, communication skills, problem solving skills, aptitude skills, leadership skills, managerial skills, professional

skill training like Summer Internship/ Project work.

7.1.1 Summer Internship:

The students need to undergo Internship for a period of continuous 4 weeks in an organization/ Research organization / Educational institution / industry (after due approval from the Head of the Institution) after the completion of the second semester examination. Students shall get approval from the Head of the Institution and the Certificate of completion of Internship shall be forwarded to CoE.

Attendance Certificate signed by the competent authority of the industry, as per the format provided by Centre for Academic Courses shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to COE, PSVPEC by the Head of the Institution for processing results.

DURATION OF INTERNSHIP	CREDITS
4 Weeks*	2

*1 Week = 40 Internship Hours

7.1.1 Project Work:

The Project work is an important component of Post-Graduate programmes. The Project Work has to be undertaken in the final semester.

7.1.1.1 The Project work for M.B.A shall be pursued for a period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks with 12 credits.

7.1.1.2 The Project work shall be carried out under the supervision of a faculty member in the Department concerned. The faculty member must possess a M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D. degree.

7.1.1.3 A student shall be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress. In case the student is undertaking the project work in the department the student has to report every day to the supervisor either in physical mode or online mode.

7.1.1.4 The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

7.1.1.5 The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project is done.

7.1.2 Start-up culture:

A student may be allowed to set up a start-up inside the college from second semester onwards by applying his/her innovations and can become a student entrepreneur during MBA Programme. Such student entrepreneurs may earn 2 credits in place of Professional Skills Training. The area in which the student wants to initiate a start-up may be interdisciplinary or multidisciplinary. The progress of the start-up shall be evaluated by a panel of members constituted by the Head of the Institution through periodic reviews.

7.2 Online Courses: Students may be permitted to credit a maximum of two online courses (in his/her chosen area of specialization) subject to a maximum of six credits, with the approval of the Head of the Institution and the Dean (Academics), in lieu of two professional elective courses. The Head of the Institution shall form a three member committee with members as HOD and a faculty member from the Department of the student, HOD of any other branch of the Institution to ensure that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective courses. Suitable online courses shall be chosen from the SWAYAM platform. Student is permitted to register for maximum of 2 courses in total from Non-Functional Elective course and online courses.

7.3 Flexibility to Drop Courses

7.3.1 A student has to earn the total number of credits specified in the curriculum of the Programme of study in order to be eligible to obtain the degree.

7.3.2 From the first to pre-final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6 for M.B.A programme (vide clause 7.3). The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

7.3.3 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester

7.3.4 The registration details of the students may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

The courses that a student registers in a particular semester may include

- i. Courses of the current semester.
- ii. Courses dropped in the lower semesters.

The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination.

8. STUDENTS SUPPORT

8.1 Class In-charges (CI): Each class of students has a Class In-charge (CI) who is a regular faculty member of the department. The Head of the Department (HOD) will appoint CIs for all the sections of their classes. The CIs will maintain all records of the class of students assigned to them and generally counsel them on maintaining good attendance, discipline and academic performance. General instructions to the students will be provided through the CIs.

8.2 Faculty Mentor (FM): To help students plan their courses of study and for general advice on the academic programme, the HODs of individual departments will attach a maximum of 30 students to a teacher of the department who shall function as Faculty Mentor for those students throughout their period of study. Faculty Mentors shall advise the students under their care, monitor the courses undergone by them, check their attendance and progress and counsel them periodically to get better placement opportunities for student's bright future. If necessary, the Faculty Mentor may also convey or discuss information on student's academic performance and progress with the parents concerned. Further the Faculty Mentors may also advise on the open electives for their students.

8.3 Department Advisory Committee (DAC): The department will have a Department Advisory Committee (DAC) consisting of the HOD as Chairperson and five senior faculties in college. The role of the DAC is to review and identify the industries or other organizations for industrial training, Mini Project /Internship or Project work of students based on the norms prescribed in BoS. It shall also review the online/elective courses selected by students from SWAYAM and recommended by Dean Academics.

8.4 Class Committee (CCM)

Each class shall have a Class Committee which is constituted by Dean (Academics) with a Chairperson not teaching the respective classes. The committee comprises of Class In-charges, faculty members' teaching the courses of that class, and student representatives. It is formed with the overall goal of improving the teaching-learning process. The functions of the Class Committee include:

- a. To suggest solutions for any issues faced by students in the class room and in the laboratories.
- b. Clarifying the regulations of the degree programme and the details of rules therein.
- c. Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- d. Informing the student representatives, the details of regulations regarding weight age used for each assessment. In the case of practical courses (Laboratory/project work/seminar/Project work/Internship etc.), the breakup of marks for each experiment/exercise/ module of work, should be clearly discussed in the Class Committee meeting and informed to the students.

- e. Analyzing the performance of the students of the class after each test and finding the ways and means of overcoming the difficulties faced by the students, if any.
- f. Identifying slow learning students and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.

The Class Committee for a class under a particular branch is normally constituted by Dean (Academics). The Class Committee shall be constituted within the first week of each semester. At least 6 student representatives (usually 3 boys and 3 girls) shall be included in the Class Committee. The Chairperson of the Class Committee shall invite the Class In-charges, Faculty Mentor(s) and the HOD to the meeting of the Class Committee. The Head of the Institution or Dean (Academics) may participate in any Class Committee meeting of the institution. The Chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are any points requiring support and action from the Management, the same shall be brought to the notice of the Management by the Head of the Institution. Two subsequent meetings may be held in a semester at suitable intervals. During these meetings, the student members representing the entire class shall meaningfully express the opinions and suggestions of the other students of their class to improve the effectiveness of the teaching-learning process.

8.5 Course Committee for Common Courses

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as the course coordinator. The nomination of the course coordinator shall be made by the Dean (Academics) depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course Committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the Course Committee may also prepare a common question paper for the internal assessment test(s).

9. ATTENDANCE REQUIREMENT FOR COMPLETION OF A SEMESTER

A student who has fulfilled the following conditions (vide Clauses 9.1 and 9.2) shall be deemed to have satisfied the attendance requirements for appearing for semester end examination.

9.1 Ideally every student is expected to attend all classes of all the courses and earn 100% attendance. However, the student shall secure not less than 80% (after rounding off to the nearest integer) attendance percentage of the overall attendance.

9.2 If a student secures an overall attendance between 70% and 79% in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Institution through Head of the Department concerned, the student shall be

given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the semester end examination. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department and same to be submitted to the Head of the Institution. If students seek exemption from the 10% attendance shortage more than once, their cases shall be reviewed and permitted only based on the discretion of the concerned Head of the Department and Head of the Institution. Also, a student can avail this exemption only to a maximum of two semesters during his/her entire period of study.

9.3 Students who do not satisfy Clauses 9.1 and 9.2 and who secure less than 70% overall attendance will not be permitted to write the Semester End Examination and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

9.4 Each semester shall normally consist of 75 working days or 540 periods and each period of 50 minutes duration, for full-time mode of study. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 11) by students, following method shall be used.

$$\text{Percentage of attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{\left(\frac{\text{No. of periods per week as prescribed in the curriculum}}{\text{together for all courses of the semester}} \right) \times 15} \times 100$$

End Semester Examinations conducted by the college will be scheduled after the last working day of the semester.

10. SYSTEM OF ASSESSMENT – TEST AND EXAMINATION PROCEDURES

The MBA programme consists of Theory Courses, Theory cum Practical courses, Practical courses, Comprehensive Test and Viva, Mini Project, Industrial Training/ Professional Skills Training, Project work/Internship/In-plant Training and Entrepreneurships/ Start-ups training. Performance in each course of study shall be evaluated based on (i) Continuous Assessment throughout the semester and (ii) End Semester Examination (ESE) at the end of the semester except for the courses which are evaluated based on continuous assessment only. Each course shall be evaluated for a maximum of 100 marks as shown below:

S. No	Category of Course	Continuous Assessment Marks	End Semester Examination Marks
1	Theory only courses	40	60
2	Theory cum Laboratory Courses	50	50
3	Laboratory only courses	60	40
4	Professional Skills Training/ Industrial training/ Entrepreneurships/ Start Ups/ In-plant Training.	100	-
5	Mini Project	100	-
6	Project work	40	60
7	One / Two credit Courses	The distribution of marks shall be decided based on the credit weightage assigned	-
8	Online Courses		
9	All other Courses (like Mandatory Credit courses, Non-mandatory Credit Courses, Audit Courses etc.)		

10.1 Theory Courses

For all theory courses out of 100 marks, the continuous assessment (Internal) shall be 40 marks and the end semester examination shall be for 60 marks. However, the end semester examinations shall be conducted for 100 marks and the marks obtained shall be reduced to 60. The continuous assessment tests shall be conducted as per the schedule laid down in the academic schedule. The total of the continuous assessment marks and the end semester examination marks shall be rounded off to the nearest integer.

The assessment pattern for awarding continuous assessment marks (Internal) shall be as follows:

	Category	Name of the Assessment	Marks per Assessment	Frequency of Assessment	Total Marks of Assessment	Total Marks-category wise
Theory	Written Test	Cognitive and Diagnostic Assessment Test (CDAT)	4	2	8	24
		Continuous Internal Assessment Test (CIAT-1)	6	1	6	
		Continuous Internal Assessment Test (CIAT-2)	10	1	10	
	Assignment Work	Case Study / Seminar / Mini Project/ Assignment etc.)	6	2	12	16
	Discipline and Punctuality		-	At the end of the semester	-	4
	Total internal marks/Course					40

10.1.1 The attendance marks will be calculated course wise for internal assessment. The mark split-up for the same will be as follows:

Attendance percentage in each course	Internal Marks
80 – 85%	1 Marks
86 – 90%	2 Marks
91 – 95%	3 Marks
96 – 100%	4 Marks

10.1.2 Students who wish to improve their CIAT-2 marks or who were absent for CIAT-2 due to medical reasons or sports participation or any other valid reasons, can register for the improvement examination (IE) (any subject or all subjects). The above category students who want to appear for the Improvement Examination need to get prior approval from HoD concerned and the Head of the Institution, and the same shall be forwarded to office of CoE within a minimum of 5 days before the date of commencement of IE, which is usually conducted after CIAT II and prior to commencement of End Semester Examinations.

10.2 Theory cum Laboratory Courses

For courses involving theory and laboratory components, the evaluation pattern as per the clause 10.1 shall be followed. Depending on the nature of the course, the end semester examination shall be conducted for theory and the laboratory components. The apportionment of continuous assessment and end semester examination marks shall be decided based on the credit weightage assigned to theory and Laboratory components approved by Head of the Institution.

The assessment pattern for awarding continuous assessment marks (Internal) shall be as follows:

Type of Exam	Classification	Category	Name of the Assessment	Marks per Assessment	Frequency of Assessment	Total Marks of Assessment	Total Marks-category wise	% of Marks-category wise	Total Internal and End semester marks	Total marks / Course (100)
Internal mark Contribution (50%)	Assessment I (40% weightage) (Theory Component)	Written Test	Cognitive and Diagnostic Assessment Test (CDAT)	4	2	8	24	40	100	Internal marks(100) is converted into 50 marks
			Continuous Internal Assessment Test (CIAT-1)	6	1	6				
			Continuous Internal Assessment Test (CIAT-2)	10	1	10				
		Assignment Work	Case Study / Seminar / Mini Project/ Assignment etc.)	12	1	12	12			
		Discipline / Punctuality		-	At the end of the semester	-	4			
	Assessment II (60% weightage) (Laboratory Component)	Continuous Assessment (75%)	Observation, Record	75	Periodic evaluation of lab experiments	75	45	60		
		Laboratory Test (25%)	Model Practical	25	1	25	15			
End Semester Examination (50%)	Theory Exam	End semester Examination (ESE)							100	ESE marks (100) Is converted into 50 marks

10.3 Laboratory Courses

For all Laboratory courses out of 100 marks, the continuous assessment shall be for 60 marks and the end semester examination shall be for 40 marks. Every exercise / experiment shall be evaluated based on the student's performance during the Laboratory class and the students' records shall be maintained.

10.3.1 The assessment pattern for awarding continuous assessment marks for each course shall be decided by the course coordinator based on rubrics of that particular course, and shall be based on rubrics for each experiment.

Type of Exam	Category	Name of the Assessment	Marks per Assessment	Frequency of Assessment	Total Marks of Assessment	Total Marks-category wise	% of Marks-category wise	Total marks / Lab Course (100)
Internal mark Contribution (60%)	Continuous Assessment (75%)	Observation, Record, Performance in lab	75	Periodic evaluation of lab experiments	75	45	60	100
	Laboratory Test (25%)	Model Practical	25	1	25	15		
End Semester Laboratory Examination (40%)	End semester Laboratory Examination						40	

10.3.2 The end semester examination shall be conducted for a maximum of 100 marks for duration of 3 hours and reduced to 40 marks. The appointment of examiners (among the three names proposed by HoD) and the schedule shall be recommended by Dean Academics and forwarded to CoE.

10.4 SEED Courses

10.4.1 Evaluation of Seminar

The Seminar is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. A three member committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

10.4.2 Evaluation of Summer Internship

Summer Internship will comprise of 4 weeks. The students will be working under a department appointed guide. The student shall submit an attendance certificate from the organization where student has undergone internship and a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva-Voce Examination will be conducted by a Departmental Committee constituted by the Dean (Academics).

The evaluation will be done as follows:

- 20 marks for evaluation by the guide
- 40 marks for the report
- 40 marks for the viva voce examination.

Certificates submitted by the students along with the report shall be sent by the Head of the Institution to the Controller of Examination.

10.4.3 Evaluation of Project Work

10.4.3.1 There shall be three assessments (each 100 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the Committee. The Dean (Academics) on the recommendation of HoD of the Department concerned shall constitute the review committee for each programme. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated.

10.4.3.2 The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer (as per the Table given below). There will be a vice-voce

Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination.

The distribution of marks for the internal assessment and End semester examination is given below:

Internal Assessment (40 Marks)			End Semester Examination (60 Marks)			
Review - I	Review - II	Review - III	Project Report Submission (15 Marks)	Viva-voce (Rounded off to 45 Marks)		
			External Examiner	Internal Examiner	External Examiner	Supervisor
10	15	15	15	15	15	15

The Project Report prepared according to approved guidelines as given by Dean (Academics) and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

10.4.3.3 If the student fails to obtain 50% of the internal assessment marks in the final project, student will not be permitted to submit the project report and has to register for the same in the subsequent semester.

10.4.3.4 If a student fails to submit the project report on or before the specified deadline, student is deemed to have failed in the Project Work and shall register for the same in a subsequent semester.

10.4.3.5 If a student fails in the end semester examinations of the Final Project work of M.B.A., student shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

10.4.3.6 If a student has submitted the project report but did not appear for the viva-voce examination it is considered as fail and student will be permitted to resubmit the report within 30 days from the declaration of results and permitted for reappearance in supplementary viva-voce examination.

10.4.3.7 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

10.4.3.8 At the end of Summer Internship, the student shall submit an Attendance certificate from the organization where student has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a viva-voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.

10.4.3.9 A copy of the approved project report after the successful completion of viva-voce examination shall be kept in the department library.

11. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION

11.1 A student who could not satisfy the attendance requirements due to medical reasons (hospitalization / accident / specific illness) but has secured not less than 70 % in the current semester may be permitted to appear for the current semester examinations (In addition the student shall secure not less than 65% attendance in each course) with the approval from the committee comprises of the Dean Academics (Chairman), Head of the Department concerned and faculty mentor of the student concerned. The medical certificate needs to be submitted along with the leave application. A student can avail this provision only twice during the entire duration of the degree programme.

A student who could not satisfy the attendance requirements due to his/her entrepreneurship/ start-ups activities, but has secured not less than 65 % in the current semester can be permitted to appear for the current semester examinations with the recommendation of HOD and approval from the Head of the Institution.

A student shall be deemed to have completed the requirements of study of any semester only if student has satisfied the attendance requirements and has registered for examination by paying the prescribed fee. Student's progress is satisfactory.

Student's conduct is satisfactory and student was not involved in any undisciplined activities in the current semester.

The students who do not complete the semester shall not be permitted to appear for the examinations at the end of the semester and not be permitted to go to the next semester. They have to repeat the incomplete semester in next academic year.

The students who satisfy the attendance but do not complete the course shall not be permitted to appear for the end semester examination of that course alone. They have to repeat the incomplete course in the subsequent semester when it is offered next.

11.2 A student shall normally be permitted to appear for end semester examination of the current semester if student has satisfied the semester completion requirements as per clause 9, and has registered for examination in all courses of that semester. Registration is mandatory for current semester examinations as well as for arrear examinations failing which the student shall

not be permitted to move on to the higher semester.

11.3 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades/marks.

12. PROVISION FOR WITHDRAWAL FROM EXAMINATIONS

12.1 A student may, for valid reasons, be granted permission to withdraw from appearing for the examination in any regular course or all regular courses registered in a particular semester. Application for withdrawal is permitted only once during the entire duration of the degree programme. The withdrawal application shall be valid only if the student is otherwise eligible to write the examination (vide clause 11) and has applied to the Head of the Institution for permission prior to the last examination of that semester after duly recommended by the Head of the Department.

12.2 The withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction/First Class. If a student withdraws a course or courses from writing end semester examinations, student shall register the same in the subsequent semester and write the end semester examinations. A final semester student who has withdrawn shall be permitted to appear for supplementary examination to be conducted within reasonable time as per clause 16. The final semester student who has withdrawn from appearing for project viva-voce for genuine reasons shall be permitted to appear for supplementary viva-voce examination within reasonable time with proper application to Controller of Examinations and on payment of prescribed fee.

13. PROVISION FOR BREAK OF STUDY

13.1 A student is normally permitted to avail the authorised break of study under valid reasons (such as accident or hospitalization due to prolonged ill health or any other valid reasons) and to re-join the programme in a subsequent academic year. Student shall apply in advance to the Head of the Institution, through the Head of the Department, stating the reasons therefore, in any case, not later than the last date for registering for that semester examination. A student is permitted to avail the authorised break of study only once during the entire period of study for a maximum period of one year. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year.

13.2 The students permitted to re-join the programme after break of study / prevention due to lack of attendance shall be governed by the rules and regulations in force at the time of re-joining.

13.3 The students re-joining in new Regulations shall apply to the Head of the Institution in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in- force, so as to bridge the curriculum in-force and the old curriculum.

A 3 member committee consisting of HoD, a senior faculty member and Class Advisor will suggest the list of additional courses (semester wise) and send the proposal to Head of the Institution through Dean Academics recommendations. Head of the Institution will place the proposal in the BoS concerned for approval.

13.4 The total period of completion of the programme reckoned from the commencement of the semester to which the student was admitted shall not exceed the maximum period specified in clause 5 irrespective of the period of break of study in order to qualify for the award of the degree.

13.5 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized break of study.

13.6 If a student has not reported to the college for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrolment. Such students are not entitled to seek readmission under any circumstances.

14. PASSING REQUIREMENTS

14.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses. However, the student should also secure not less than 50% of internal marks in case if Project Work to appear for End Semester Examinations. Student who secures less than 50% internal assessment is declared to have failed in the Project Work.

14.2 If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if student secures a minimum of 50% marks prescribed for the University end semester examinations alone.

14.3 If the course, in which the student has failed, is a Professional Elective or Non-Functional Elective course, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks as per clause 14.1, then the student shall be declared to have passed the examination if student secures a minimum of 50% marks prescribed for the end semester examinations alone.

14.4 If any other Professional Elective or Non-Functional Elective course is to be opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new

Professional Elective or Non-Functional Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per clause 9 and appear for the end semester examination.

14.5 If a student is absent during the viva - voce examination, it would be considered as fail. If a student fails to secure a pass in Project Work, the student shall register for the course again in the supplementary viva-voce examination, only when the student has secured 50% in internal assessment and submitted the project report within the deadline.

14.6 The passing requirement for the courses which are assessed only through purely internal assessments (SEED courses except Project Work and business communication laboratory), is 50% of the internal assessment (continuous assessment) marks only.

14.7 A student can apply for revaluation of the student's semester examination answer paper in a theory course, as per the guidelines of the COE on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and SEED courses.

15. REVALUATION OF ANSWER SCRIPTS

A student shall apply for a photocopy of his / her semester examination answer script within two weeks from the declaration of results, on payment of a prescribed fee by submitting the proper application to the Controller of Examinations through HoD. The answer script shall be pursued and justified jointly by a faculty member who has handled the course and recommended for revaluation. Based on the recommendation, the student can register for revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for revaluation and the results will be intimated to the student concerned. Revaluation is permitted only for Theory courses and Theory cum Laboratory courses where end semester examination is involved.

16. SUPPLEMENTARY EXAMINATION

16.1 A student who has withdrawn any 4th semester courses with proper application to Controller of Examinations shall be permitted to appear for supplementary examination which is to be conducted within reasonable time.

16.2 If a student is absent or fails to secure a pass in courses of 4th semester, student will be permitted to reappear for supplementary viva-voce examination within 30 days after the declaration of results for Project Work.

17. AWARD OF LETTER GRADES

The award of letter of grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as listed below:

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
RA (Re-appearance)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	0

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

$$GPA \text{ or } CGPA = \frac{\sum_1^n C_i GP_i}{\sum_1^n C_i}$$

Where,

C_i is the number of credits assigned to the course

GP_i is the Grade point corresponding to the grade obtained for each Course

n is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

- The GPA and CGPA are computed only for the students with a pass in all the courses.
- The GPA and CGPA indicate the academic performance of a student at the end of a semester and at the end of successive semesters respectively.
- A grade sheet for each semester shall be issued containing Grade obtained in each course, GPA and CGPA.
- A duplicate copy, if required can be obtained on payment of a prescribed fee and satisfying other procedure requirements.
- **Withholding of Grades:** The grades of a student may be withheld if student has not cleared his/her dues or if there is a disciplinary case pending against him/her or for any other reason.

18. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the MBA Degree provided the student has

- Successfully completed all the courses under the different categories, as specified in the regulations.
- Successfully gained the required number of total credits as specified in the curriculum

corresponding to the student's programme within the stipulated time (vide clause5).

iii. Successfully passed any additional courses as per the approval from Dean (Academics) which is recommended by the 3-member committee whenever readmitted under regulations other than R-2022 (vide clause 13.3). The 3-member committee consists of HoD, the faculty mentor of the student and a senior faculty member may go through the details of requirement of attending the additional courses by referring to old and new regulations and recommend the required additional subjects to be taken up by the student. This proposal may be put up to Dean (Academic) for approval.

iv. No disciplinary action pending against him / her.

19. CLASSIFICATION OF THE DEGREE AWARDED

19.1 First Class with Distinction:

A student who qualifies for the award of the degree (vide clause 18) and who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the semesters in the First Appearance within three years, which includes authorized break of study of one year (if availed) (vide clause 13) after the commencement of his / her study.
- Withdrawal from examination (vide clause 12) shall not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50
- Should not have prevented from writing end semester examination due to lack of attendance in any of the courses
- Should not have faced any disciplinary action

19.2 First Class:

A student who qualifies for the award of the degree (vide clause 18) and who satisfies the following conditions shall be declared to have passed the examination in First class

- Should have passed the examination in all the courses of all the semesters within three years, which includes authorized break of study of one year (if availed) (vide clause 13) after the commencement of his / her study or prevention from writing the End Semester Examination due to lack of attendance (if applicable)
- Should have secured a CGPA of not less than 6.50

19.3 Second Class:

All other students (not covered in clause 19.1 and 19.2) who qualify for the award of the degree (vide clause 18) shall be declared to have passed the examination in Second Class.

19.4 A student who is absent for end semester examination in a course / project work after having registered for the same shall be considered to have appeared for that examination for the

purpose of classification.

20. CONSOLIDATED STATEMENT OF GRADES

At the end of the programme, all successful students will be furnished with a consolidated statement of grades which will contain the following particulars:

- Grades in the courses of all the semesters
- CGPA
- Classification (First Class with Distinction/First Class/Second Class) Then, the provisional certificate and the degree certificate will be awarded by Anna University, Chennai.

21. STANDING COMMITTEE FOR ACADEMIC MATTERS

This committee is constituted for the smooth functioning of the various autonomous programmes of the institute and shall consist of the following members:

Standing Committee members	
Principal	Convener
Dean-Academics	Member
HoDs	Member
Member Secretary, Academic Council	Member
Controller of Examinations	Member

The Committee shall meet twice in a semester to discuss academic related matters, progress and status of the students. The committee will meet as and when necessary and send its recommendations to the Academic Council for consideration / ratification / approval after placing in BoS for recommendations.

22. MALPRACTICES IN TESTS AND EXAMINATIONS

If a student indulges in malpractice in any of the tests or end semester examinations, student shall be liable for punitive action as per the examination rules prescribed by the Anna University and adopted by the college from time to time.

23. DISCIPLINE

a. Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of the Institution shall constitute a disciplinary committee

consisting of the Dean Academics, Two Heads of Departments of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution.

b. If a student indulges in malpractice in any of the End Semester Examination / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

24. PERFORMANCE AUDIT COMMITTEE

Head of the Department concerned may suggest the list of Audit committee members with one external course expert member drawn from a Management / Technical institution of repute near the institute to Dean (Academics) for approval which may be forwarded to Director of Internal Quality Assurance Cell (IQAC) for constitution of the Committee. The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester. This committee shall review the attainment of Course Outcomes and Program Outcomes, progress and progress of the students twice in a semester. The committee may take the feedback from the faculty mentors and students and suggest appropriate solutions to ensure continuous improvement in the learning outcomes across all semesters.

25. REVISION OF REGULATION AND CURRICULUM

The PSVP Engineering College through the Academic Council of the College may modify/amend without notice, the Regulations, Curricula, Syllabi, Scheme of Examinations, procedures, requirements, and rules pertaining to its MBA programme with the approval of Syndicate of Anna University.
