

**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE – 637 215**  
(An Autonomous Institution, Affiliated to Anna University Chennai  
and Approved by AICTE, New Delhi)

**M.B.A. REGULATIONS 2014**

**CREDIT SYSTEM**

These regulations are applicable to all candidates admitted into M.B.A. programme from the academic year 2014-15 onwards.

**Master of Business Administration (Four Semesters)**

**1. Preliminary Definitions and Nomenclature**

In these Regulations, unless the context otherwise requires:

- i. **Programme** means PG Degree Programme that is MBA (Master of Business Administration).
- ii. **Branch** means Business Administration.
- iii. **Course** means a theory or practical subject that is studied in a Semester, like Managerial Economics, Marketing Management, Human Resource Management, Business Application Software lab, etc..
- iv. **University** means the Affiliating University, ANNA UNIVERSITY, CHENNAI.
- v. **College** means K.S.Rangasamy College of Technology, Tiruchengode, an Autonomous Institution affiliated to Anna University, Chennai and approved by AICTE, New Delhi.
- vi. **Head of the Institution** means the Principal of the College.
- vii. **Director** means the authority of the College who is responsible for all academic activities of the Department for implementation of relevant Rules and Regulations.

**2. M.B.A. Programme offered**

<b>Programme Code</b>	<b>Degree</b>	<b>Branch of Study</b>
MB	MBA	Master of Business Administration

**2.1 MODE OF STUDY:**

Candidates admitted under MBA Programme 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 candidates should not attend any other Full-Time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full-Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

### 3. Duration of the Programme

The programme will lead to the Degree of Master of Business Administration of the Anna University, Chennai and spread over a period of **two years**. The two academic years will be divided into **four Semesters** with two Semesters per year.

A student is ordinarily expected to complete the M.B.A. Programme in **four Semesters** (two academic years) but in any case not more than eight consecutive Semesters (4 years). These periods being reckoned from the commencement of the Semester to which the candidate was first admitted.

- 3.1 The Curriculum and Syllabi of all Programme shall be approved by the Academic Council of the College. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the Programme.
- 3.2 Each Semester shall normally consist of 90 working days. The Principal 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.
- 3.3 Credits will be assigned to the courses for different modes of study as given below:
  - One credit for each lecture period allotted per week
  - One credit for each tutorial period allotted per week
  - One credit for each seminar/practical session of two periods per week.
- 3.4 The minimum prescribed credits required for the award of the degree shall be within the limits specified in the curriculum.

### 4. Admission Criteria

Candidates for admission to the M.B.A. degree programme will be required to satisfy the conditions of admission thereto prescribed by the Anna University, Chennai and Government of Tamil Nadu, as given below:

Sl.No.	Course	Eligibility Norms
1.	M.B.A.	<ol style="list-style-type: none"><li>1. A pass in any degree from a recognized University with 10+2+3/4 years pattern.</li><li>2. A pass in any degree from a recognized University with 10+3 (Diploma) + 3 years pattern.</li><li>3. Candidates who have already passed the above qualifying Degree course and candidates who have appeared for the final semester/year examination of the said qualifying degree course during April/May may apply for admission to MBA degree programme along with TANCET score.</li></ol>

## **5. Structure of the Programme**

5.1. The Programme will have a curriculum and syllabi consisting of Theory Courses, elective courses, seminar, practical, Industrial training / Mini-project, project work as prescribed by the respective Board of Studies from time to time.

5.1.1. The electives from the curriculum are to be chosen with the approval of the Head of the Department.

5.1.2. The students have to opt for two electives each with four courses. Out of these four courses, three courses are theory-based and one course will be on activity-based learning. The activity-based course will be treated as practical course.

5.2. The medium of instruction, examination, seminar and project report shall be in English.

### **5.3. Project Work**

#### **5.3.1. Summer Project Work**

5.3.1.1. The Summer Project Work of MBA programme shall be carried out under the supervision of a faculty member.

5.3.1.2. Normal duration for the Summer Project Work is 42 calendar days (6 weeks).

5.3.1.3. The deadline for submission of the rough draft of the report is the 15th day after the commencement of the Third Semester.

5.3.1.4. If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Summer Project Work and shall register for the same in the succeeding Semester.

5.3.1.5. The Viva-Voce of the Summer Project Work shall be conducted along with Third Semester examinations.

5.3.1.6. A soft copy of the approved project report shall be kept in the library of the college.

5.3.1.7. The Internal marks will be awarded by the members of the Project review committee with the consent of the respective supervisors.

5.3.1.8. The maximum marks for Summer Project Work is 100 marks, consisting of 50 Internal marks and 50 External marks (Viva-Voce).

5.3.1.9. The External marks shall be awarded for 100 marks during Viva-Voce examination, which will be converted to 50 marks.

5.3.1.10. The Total marks for Summer Project Work is 100 (Internal Marks - 50 and External Marks - 50).

### **5.3.2. Main Project Work**

- 5.3.2.1. The Main Project Work of MBA Programme shall be carried out under the supervision of a faculty member.
- 5.3.2.2. Normal duration for the project work is 63 calendar days (9 weeks).
- 5.3.2.3. The deadline for submission of the project report is the last instruction day of the fourth Semester.
- 5.3.2.4. If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Main Project Work and shall register for the same in the next year Main Project.
- 5.3.2.5. The Viva-Voce of the Main Project Work shall be conducted as per the Academic Calendar schedule in the fourth Semester.
- 5.3.2.6. A soft copy of the approved Main Project Work report shall be kept in the library of the college.
- 5.3.2.7. The Internal marks will be awarded by the members of the Project review committee with the consent of the respective supervisors.
- 5.3.2.8. The External marks shall be awarded for 100 marks during Viva-Voce examination, which will be converted to 50 marks.
- 5.3.2.9. The Total marks for Main Project Work is 100 (Internal Marks – 50 and External Marks - 50).

## **6. Requirements of Attendance and Progress**

- 6.1. A candidate will be deemed to have completed the requirements of study of any Semester and qualify to write the End Semester examinations only if
  - (a) he /she has kept not less than 75% of attendance on an average in all the courses in that Semester put together. However, a candidate who has secured attendance between 65% and 74% in the current Semester due to medical reasons (hospitalization/accident/specific illness) with prior permission from the Principal shall be given exemption from the prescribed attendance requirements and he/she shall be permitted to appear for the current Semester examinations.
  - (b) his/her progress has been satisfactory and
  - (c) his/her character and conduct has been satisfactory.
- 6.2. Candidates who do not qualify to appear for End Semester examinations of any Semester for want of attendance and/or progress and/or character and conduct have to register and repeat that Semester programme at the next available opportunity subject to the approval of Director of Technical Education and Anna University, Chennai.

## 7. Procedure for completing the course

- 7.1 For the purposes of these regulations, the academic year will be normally spanning the period from June to May. Each academic year will be divided into two Semesters, the first Semester normally spanning the period from July to December, the second Semester spanning the period from January to May.
- 7.2 The course work of the odd Semester will ordinarily be conducted only in odd Semester and that of the even Semester only in the even Semester.
- 7.3 A candidate will be permitted to proceed to the courses of study of any Semester only if he/she has satisfied the requirements of attendance, progress, and character and conduct in respect of the preceding Semester and had registered for the highest Semester examination for which he / she was eligible to register.
- 7.4 A candidate who is required to repeat the study of any Semester for want of attendance/ progress and character and conduct or who desires to rejoin the course after a period of discontinuance or who upon his/her own request is permitted by the authorities to repeat the study of any Semester, may join the Semester which he/she is eligible or permitted to rejoin, only at the time of its normal commencement for a regular batch of candidates and after obtaining the approval from Anna University, Chennai and the Director of Technical Education. No candidate will however be enrolled in more than one Semester at any time. In the case of repeaters, the earlier assessment in the repeated courses will be disregarded.

## 8. Credit System and Assessment

- 8.1 **Credit assignment:** Each course is normally assigned a certain number of credits with 1 credit per lecture hour per week, 1 credit for one or two tutorials per week, 1 credit for 2 hours of practical or 2 credits for 3 or 4 hours of practical. The credits for Project Work will be as prescribed by the Board of Studies.
- 8.2 The letter grade and the grade point are awarded based on percentage of marks secured by a candidate in individual course as detailed below:

Range of Percentage of Total Marks	Letter grade	Grade Point (g)
91 to 100	S	10
81 to 90	A	9
71 to 80	B	8
61 to 70	C	7
56 to 60	D	6
50 to 55	E	5
0 to 49 or less than 50 % in end of Semester examination	RA	0
Absent	AB	0
Incomplete	I	0
Withdrawal	W	0

"RA" denotes failure in the course and he/she has to reappear for the End of Semester Examination.

"AB" denotes absent for the End of Semester Examination and he/she has to reappear for the End Semester examination.

"I" denotes incomplete as per Clause 6 and hence prevented from writing End of Semester Examination.

"W" denotes withdrawal from the End of Semester Examination.

After the completion of the programme, the Cumulative Grade Point Average (CGPA) from the first Semester to final Semester is calculated using the formula:

$$CGPA = \frac{\sum_{i=1}^n g_i \times c_i}{\sum_{i=1}^n c_i}$$

where **g<sub>i</sub>** : Grade point secured corresponding to the course

**c<sub>i</sub>** : Credits allotted to the course

- 8.3 A candidate will be permitted to appear for the End of Semester examination of a Semester only if he/she has completed the study of that Semester (vide Clause 6). A candidate will not be allowed to register for any End Semester examination unless he/she simultaneously registers for the examinations of the highest Semester eligible and all the courses in which he/she has arrears. In the case of examination in project work, no candidate will be permitted to appear for the project work examination unless he /she had submitted the project report on or before the prescribed date.
- 8.4. A candidate who is absent in End of Semester examination in a course / project work after having registered for the same shall be considered to have appeared and failed in that course /project work and awarded grade AB.
- 8.5 If a candidate fails to submit the report on project work on or before the date specified by the college / department, he/she is deemed to have failed in the project work and awarded grade AB.
- 8.6 The assessment will comprise of continuous assessment and End Semester examination carrying marks as specified by Clause 9.
- 8.7 End of Semester examinations will normally be conducted during December/January and during May/June of each year. Supplementary examinations may also be conducted at such times as may be decided by the College, subject to the approval of the Academic Council.
- 8.8 Continuous assessment marks will be awarded on the basis of continuous assessment made during the Semester as per guidelines framed by the College.

## 9. Scheme of Assessment

<b>Theory Subjects</b>		<b>Practical Subjects – Lab and Seminar</b>	
Continuous Assessment (Internal)	50 Marks	Continuous Assessment (Internal)	50 Marks
End of Semester Examination	50 Marks	End of Semester Examination	50 Marks
Total	100 Marks	Total	100 Marks
Procedure of Continuous Assessment for each course		Procedure of Continuous Assessment for each experiment	
Item	Marks	Item	Marks
Class Test – I - 15	30	Preparation & Conduct of Experiment	30
Class Test – II - 15			
Class Test Duration : 1½ Hours Max. Marks : 60 (will be converted to 15 marks)		Observation & Results	30
Attendance	10	Record	30
Assignment / Tutorial	10	Viva	10
Total	<b>50</b>	Total	<b>100</b>
		All the experiment marks are averaged and converted to 50 marks	

<b>End of Semester Examination</b>		<b>End of Semester Examination</b>				
Examination Duration : 3 Hours Max. Marks : 100 (will be converted to 50 marks)		Examination Duration : 3 Hours Max. Marks : 100 (will be converted to 50 marks)				
<b>Attendance</b>						
Percentage of Attendance	00 – 75	76 – 80	81 – 90	86 – 90	91 – 95	96 – 100
Marks	0	2	4	6	8	10
<b>Assignments / Tutorials</b>						
No. of Assignments per Subject - 3						
Marks - 3 x 50 = 150 Marks (converted to 10 Marks)						
Each Assignment will have 5 Descriptive type questions, each 10 Marks (5x10 = 50 Marks)						
No. of Tutorials : As per time table.						
Marks : 50 Marks each (converted to 10 Marks).						

## 10. Passing Requirements and Provisions

- 10.1. A candidate who secures grade point 5 or more in any course of study will be declared to have passed that course, provided a minimum of 50% is secured in the End of Semester examination of that course of study.

- 10.2. A candidate who lacks in attendance or who fails to submit the report on the Semester project (or whose report is not accepted for reasons of incompleteness or other serious deficiencies) within the prescribed date or whose project work and viva voce has been assessed as grade RA will have to reregister at the beginning of a subsequent Semester following the Semester, repeat and submit the project report at the end of that Semester and appear for End of Semester examination.
- 10.3. A candidate shall be declared to have qualified for the award of the M.B.A. Degree provided the candidate has successfully completed the course requirements and has passed all the prescribed courses of study in all the four Semesters within a maximum period of 4 years reckoned from the commencement of the Semester to which the candidate was first admitted.
- 10.4. A candidate who qualifies for the award of the Degree (vide Clause 10.3) having passed all the courses of study of all the four Semesters at the first opportunity within four consecutive Semesters after the commencement of his /her study and securing a **CGPA of 8.50 and above** in the **four Semesters** shall be declared to have passed in **First Class with Distinction**. For this purpose the withdrawal from examination (vide Clause 11) will not be construed as an opportunity for appearance in the examination.
- 10.5. A candidate who qualifies for the award of the Degree (vide clause 10.3) having passed all the courses of study of Semesters 1 to 4 within a maximum period of four consecutive Semesters after commencement of his /her study and securing a **CGPA of 6.50 and above** in all the **four Semesters** shall be declared to have passed in **First Class**.
- 10.6. All other candidates who qualify for the award of the degree shall be declared to have passed in **Second Class**.

## 11. **Withdrawal from the Examination**

- 11.1. A candidate may, for valid reasons, be granted permission to withdraw from appearing for the examination in any course or courses of only one Semester examination during the entire duration of the degree programme. Also, only ONE application for withdrawal is permitted for that Semester examination in which withdrawal is sought.
- 11.2. Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made prior to the commencement of the examination in that course or courses in normal circumstances and also recommended by the Head of the Department. In case of accidents or unforeseen circumstances, the withdrawal will be considered even after the conduct of examination, however the application is made within a week time subject to the approval of the Head of the Department and the Principal.
- 11.3. Withdrawal shall not be construed as an opportunity for appearance in the examination for the eligibility of a candidate for First Class with Distinction.



## **12. Faculty Advisor**

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach about 30 students to a faculty member of the Department who shall function as Faculty Advisor for those students.

Such Faculty Advisor shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him/her and counsel them periodically.

If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students through the Head of the Department concerned.

## **13. Class Committee**

13.1 Every class shall have a class committee consisting of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein.
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar 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.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help of guidance or coaching to such weak students.

13.2 The class committee for a class under a particular branch is normally constituted by the Head of the department.

13.3 The class committee shall be constituted on the first working day of any Semester or earlier.

13.4 At least four student representatives (usually 2 boys and 2 girls) shall be included in the class committee.

13.5 The chairperson of the class committee may invite the Faculty Adviser(s) and the Head of the Department to the meeting of the class committee.

13.6 The Principal may participate in any class committee of the institution.

13.7 The chairperson is required to prepare the minutes of every meeting, submit the same to Principal within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the head of the institution.

13.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. During these meeting the student members express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

#### **14. 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 Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department / Principal depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course committee' shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Where it is feasible, the course committee may also prepare a common question paper for the test(s).

#### **15. Issue of Mark Sheet & Degree Certificate**

After the publication of the results by the college in each Semester, the college will issue the grade statements. After successful completion of the degree, the college will recommend the candidate to the University, which in turn shall award the degree.

#### **16. Discipline**

Every student is required to observe discipline 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 College and the University. The Principal shall constitute a disciplinary committee consisting of Heads of Departments of which one should be from the faculty of the student, to enquire into acts of indiscipline and report to the Principal.

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

#### **17. Industrial Visit**

Every student is required to undergo one industrial visits, starting from the third semester of the programme.

#### **18. Revision of Regulation and Curriculum**

The College may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary. Such revision / Changes will be made by Academic Council assisted by Board of Studies and Standing Committee.

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