

Order ratified in Academic council in Aug 2017

AMRITA VISHWA VIDYAPEETHAM

REVISED M.B.A. REGULATIONS

(2017 admissions onwards)

CONTENTS

ORDINANCE

REGULATIONS

- R.1. Admission
- R.2. Language of Instruction
- R.3. M.B.A. Programme Administration
 - R.3.1 The Dean Management:
 - R.3.2 The Chairperson of the School/Department:
 - R.3.3 The Campus Level PGP Committee:
- R.4. Registration
 - R.4.1 Registration for the Programme
 - R.4.2 Registration in trimesters beyond the first one.
- R 4.3 Break in Studies
- R 4.4 Withdrawal from the Programme:
- R.5. Payment of Tuition, Residence and Other Fees:
- R.6. Norms and Standards for Discipline
- R.7. Penalties
- R.8. Attendance and Leave
- R 9 The Grading System**
 - R 9.3. Improvement Examination
 - R 9.4. System of Student Evaluation.
 - R 9.5 Revaluation
 - R 9.6. Communication of Grades
 - R 9.7. Rules for Promotion
 - R.10 Grace marks
 - R.11 Award of the MBA Degree and Classification of Successful Candidates
 - R.12 Ranking
 - R.13 Redress of grievances
 - R.14. Interpretation Clause
 - R.15 Amendment to Regulations

ORDINANCES

- O 1. Candidates who have passed the Bachelor's Degree examination recognized by the Association of Indian Universities (AIU), (10+2+3 years of education), with 50% each in 10th, 12th, and the degree programme and who have earned valid MBA Entrance test score from any one of the department recognised competitive examinations are eligible to apply for the MBA programme. Each year the M.B.A. departments will publish on the website which examinations from among CAT/ MAT/CMAT/GMAT/XAT/GRE are being recognised for admission purposes.
- O 2. Procedure for admission will be decided from time to time by the University in accordance with the guidelines from competent authorities.
- O 3. The duration of the M.B.A. Programme will normally be two academic years (six trimesters).
- O 4. The award of M.B.A. Degree will be recommended by the Academic Council and approved by the Board of Management in accordance with the regulations of the University.
- O 5. Notwithstanding anything stated above, the Amrita VishwaVidyapeetham reserves the right to modify any of the ordinances, as deemed fit, from time to time.

REGULATIONS

- R.1. Admission
 - R.1.1 The admission to the M.B.A.programmes will be as per the ordinances and regulations of the University.
 - R.1.2 The intake to each batch will be decided by the University from time to time.
- R.2. Language of Instruction

The language of instruction shall be English, except in cases so specified.
- R.3. M.B.A. Programme Administration
 - R.3.1 The Dean Management:

The Dean, Management will be the overall administrative head of the M.B.A. programme and will normally be the representative of the M.B.A. programmes in the Academic Council. He/she will normally be the chairperson of the School Level Post-Graduate Programmes Committee for Management,
 - R.3.2 The Chairperson of the School/Department:

Each department/school in different campuses of the university offering M.B.A. programmes will be headed by a chairperson of the department/school. All faculty working in a particular department/school and students of the department/school have to abide by the decisions of the Chairperson of the Department. The responsibilities of the Chairperson will include

 - a) Administration and supervision of matters relating to academic discipline
 - b) Decisions on issues requiring the interpretation of policies laid down in the MBA programme rules and regulations
 - R.3.3 The Campus Level PGP Committee:

The Campus Level PGP Committee of a particular school/department offering M.B.A. programme will be formed by the Chairperson of the Department/School in consultation with the Dean, Management. The Campus Level PGP Committee will comprise of the PGP Chair who acts as the coordinator of the Committee and to the extent possible one representative from each functional area. Wardens in charge of the MBA student hostels may be invited to Committee meetings as and when needed.The CampusLevel PGP Committee may invite any faculty member from the

school or sister institutions and / or two student representatives as and when required. The terms of reference of the PGP Committee shall include:

- a) Ratifying the course plans prepared by the faculty members for delivery of their courses
- b) Review of question papers set for the mid-term and end term examinations
- c) Development of necessary guidelines for evaluating the performance of students and ratifying the grades awarded by the faculty members
- d) Initiating actions on matters relating to the students' academic performance, conduct and behaviour
- e) Initiating amendments or any revisions of the MBA programme rules and regulations and
- f) Executing any other matter that may be delegated to the Campus Level PGP Committee by the Chairperson of the Department/school or the Dean, Management.

R.4. Registration

R.4.1 Registration for the Programme

Registration of a student for the M.B.A. programme will be considered as complete if he/she has completed satisfactorily the requirements in regulations R.4.1.1 to R.4.1.3.

R.4.1.1. The candidate for admission should have completed all the eligibility requirements (written/oral) in respect of acquiring the academic qualifications for admission before the date set by the university for the start of classes for the batch of students to which the candidate is seeking admission. It may be possible in some cases that the results of such qualifying examinations would not have been declared by the time the classes start. In such cases, the candidate can be provisionally registered if he/she gives an undertaking that he/she agrees to cancellation of admission if he/she does not attain the eligibility when the results are declared. The candidate will not be able to invoke the provision of writing any further supplementary or improvement examination after start of classes for the M.B.A. programme to attain eligibility. If the candidate is not able to get the declared result by October 31 of the year in which he/she is being admitted to the M.B.A. programme, the admission will be cancelled.

R.4.1.2 Newly registered students shall submit copies of all academic records and the originals for the entire qualifying degree / diploma programme for verification to the Chairperson's office latest by October 31 of the year in which they are admitted to the M.B.A. programme. Any delay in submission of mark sheet beyond this date will result in cancellation of registration of the student. The registration is provisional till the original mark sheets are produced. The registration is also provisional till the degree certificate or the provisional degree certificate is submitted by December 31 of the year in which they are admitted to the M.B.A programme.

R.4.1.3 Registration of a student will be complete only if he/she pays completely all the tuition, hostel and other fees.

R.4.2 Registration in trimesters beyond the first one.

R.4.2.1 The academic calendar will show the date for registration. On this date just before the start of a trimester, all students should do the registration for subjects they wish to study during that particular trimester. Note that registration is mandatory for all courses including the core and the elective courses. It is the responsibility of the student to register for all courses prescribed in the curriculum to qualify for the M.B.A. degree

R.4.2.2 Audit Courses: Credit courses are those for which the grade earned are used for C.G.P.A. calculation. Audit courses are courses, the grade obtained for which will not count towards C.G.P.A calculation. Core courses are mandatorily credit courses. The student may register for an elective course either in the credit mode or in the audit mode subject

- to the restrictions of R.4.2.4 and R.4.2.7. A student may make the final decision to either audit, credit or drop an elective course immediately after the first three scheduled sessions, subject to the class schedule already published.
- R.4.2.3 Every student who has a cumulative grade point average (C.G.P.A.) of 6.5 and above and who wishes to audit any course must indicate his/her choice of the audit courses. The total number of audit courses are limited to three during the entire programme, subject to the maximum course load specified by the PGP committee for each term. A student auditing a course must satisfy all its pre-requisites. The PGP Committee has the right to accord or deny permission for any student to audit courses.
- R.4.2.4 Specialisation: To obtain specialisation in any area, a student must take a minimum of five courses in that area excluding the Course of Independent Study as explained in R.4.2.5. The responsibility of fulfilling these requirements rests with the student.
- R.4.2.5 Summer internship: The students have to do a summer internship of minimum 8-weeks duration in the time gap between trimesters 3 and 4. The summer internship work has to be presented as posters at the beginning of the second year of study.
- R.4.2.6 Business Research Project/Course of Independent Study: The student will have to register for a Business Research Project (BRP) of 6 credits(at Coimbatore campus) or a Course of Independent Study (CIS) of 3 credits (at Amritapuri, Bangalore and Kochi) as specified in the curriculum, in consultation with the assigned faculty guide. The BRP/CIS will have multiple components of evaluation like Proposal presentation, proposal document, work-in-progress presentation, final poster presentation and a research paper. The BRP/CIS shall result in a research paper which shall be published in a Scopus Indexed journal or presented at a Scopus Indexed Conference. All submissions to conferences or journals will be routed through the faculty guide, who will run a plagiarism check before submission. The research paper resulting from the BRP/CIS will be a requirement for graduation.
- R.4.2.7 Instructors may evolve suitable criteria in consultation with the Chairperson/Dean (Management) and the Campus Level PGP Committee for admission of students to their respective elective courses. Such criteria will be based on
- i. the academic background, aptitude and level of performance in related courses and/or
 - ii. the maximum number of students who can be accommodated
- R.4.2.8 Under exceptional circumstances, a student may be permitted to drop at the most one elective course at any time before the mid-course evaluation, subject to the approval of the concerned faculty member and the PGP Committee. The consequent shortfall in the number of electives has to be made up later.
- 4.3 Break in Studies
- 4.3.1 A student may be permitted by the Chairperson of the Department/School to take a break in studies for genuine reasons based on written request from the student.
- 4.3.2 A student who rejoins the programme after a break in studies will be allowed to continue the programme from the beginning of the trimester from which he/she discontinued the programme
- 4.3.3 Maximum duration of the programme: The student will have to complete the M.B.A. programme within three years from the date of admission. In exceptional cases, the vice-chancellor of the university can give permission for extension of study period.

- 4.4 Withdrawal from the Programme: A student may withdraw from the programme at any time, for genuine reasons. In order to be considered under this provision, the student must apply to the chairperson/Dean Management. All formalities for obtaining clearances from accounts department, library, hostel, computer labs, canteen etc. must be at the time of withdrawal for such application to be considered.
- R.5. Payment of Tuition, Residence and Other Fees:
- R.5.1 Students shall pay all the fees as prescribed and according to the schedule published for the same by the Accounts Department / Campus Level PGP Committee.
- R.5.2. Refund of fees to students who discontinue the programme will be as per the existing University rule in this regard.
- R.5.3. If fees are not paid by the due date specified, fine will be levied as will be announced by competent authorities from time to time. Further the student will not be allowed to register or attend classes till full fee payment along with fine is completed. The student will lose attendance for the missed sessions and may lose eligibility for completing the course. Please refer to Regulation for attendance for details.
- R.6. Norms and Standards for Discipline
- R.6.1. The Norms and Standards of Discipline specified in these Regulations shall apply to all students during the entire period of the M.B.A. programme which includes summer internship and project work without regard to place or time. Any behaviour on the part of any student which violates these norms specified will entail disciplinary action. The Discipline Committee set up by the Chairperson of the Department/School will have the authority to initiate required disciplinary action.
- R.6.2. Any instance of unseemly behaviour or of activities amounting to breach of trust and integrity on the part of any student, both inside and outside the university campus will be regarded as a matter of indiscipline
- R.6.3.1 Ragging is a criminal offence. Ragging includes tormenting others by words or deed, playing rough jokes on others, engaging in rough play, physical assault or threat, use of physical force, verbal abuse and aggression, exhibiting indecent gestures and obscene behaviour, exposing fellow students and others to ridicule and contempt, violating the status, dignity and honour of fellow students and others, violating the privacy and rights of others and harassing or exhibiting riotous behaviour.
- R.6.3.2 The campus would have formed an anti-ragging committee and the names and telephone numbers of the members of the anti-ragging committee would have been exhibited at several places in the campus and inside the university building.
- R.6.3.3 Any student subjected to any form of ragging must bring it to the notice of the hostel warden or any member of the anti-ragging committee or the chairperson of the department/school.
- R.6.3.4 On receipt of a written complaint from a student, parent, guardian or a staff member about an incident of ragging, the Chairperson should institute a committee for preliminary enquiry. If the report of the committee for preliminary enquiry establishes the genuineness of the complaint. the chairperson should place the possible offenders identified in the preliminary enquiry under suspension and order for a detailed enquiry. In this case the complaint received may be handed over to police depending on the gravity of the offence. Students who are finally established to have been involved in ragging will face disciplinary action including summary expulsion from the Institution with a note in his/her transfer certificate to that effect.
- R.6.4 Smoking, consuming and possessing of alcoholic beverages and substances containing tobacco and narcotics are strictly prohibited.

- R.6.5 Consumption of non-vegetarian food anywhere inside the campus is prohibited.
- R.6.6 Indulging in any form of graffiti on the walls and surfaces of any institutional property is an offence.
- R.6.7 Students shall not represent the institution in any event, outside the institution without the written approval of the Chairperson of the Department/school or the Dean (Management).
- R.6.8 Students are strictly prohibited from using mobile phones in the class rooms, library and the computer labs.
- R.6.9 Students shall not engage in any activity which may impair the progress of any of the courses.
- R.6.10 Students shall not undertake any activity that damages the reputation or standing of the School/University.
- R.6.11 Any survey/study/project as part of the M.B.A. programme by the student would require prior written approval from the course instructor and the Chairperson. The Course Instructor is expected to monitor the survey/project/study to observe compliance by students.
- R.6.12 Students are advised to be aware of the cyber laws of the country. If any complaint is received alleging cyber crimes, the matter will be forwarded to concerned department of the Government.
- R.7. Penalties
- R.7.1. Any activity that is deemed to be an offence will attract a penalty that may be any one or a combination of the following:
- Warning and Counseling
 - Withdrawal of Placement Services
 - Imposition of Fine
 - Suspension for a Specified Period
 - Expulsion from the University
- R.7.2 A student found guilty of any kind of malpractice or of using any unfair means, including plagiarism, in examination, project work, term paper, or any academic assignment and/or abetting other students to commit any of the aforesaid malpractices will be penalised as per the details given in Annexures 1 and 2.
- R.8. Attendance and Leave
- R.8.1 Full attendance is required in all courses, seminars, guest lectures and forum activities, unless intimated otherwise.
- R.8.2 Leave is granted by the Chairperson of the Department/School or his/her nominee only under exceptional circumstances. Students seeking leave must apply in the prescribed form during office hours and obtain sanction, before proceeding on leave. In case of an emergency, during non-office hours, the warden of the respective students' hostel is empowered to sanction leave.
- R.8.3 Leave sanctioned for whatever reason cannot be cited as an excuse for not meeting academic requirements.
- R.8.4 Students going to represent the School for sports, games or cultural events, or for presenting papers in conferences or seminars, or business competitions, or for placement purposes will be eligible for "duty leave" on the recommendation by the faculty member or the official in charge of the activity. The applications have to be made to the PGP Chair, and the PGP committee will be the sanctioning authority. Duty leave will be counted as equivalent to attendance for administrative purposes.
- R.8.5. In the event of shortfall of attendance, the student is liable for deduction of grades in the following manner.

| | 2 Credit Course | 3 Credit Course | 4 Credit Course | Consequence |
|--------------------------|-----------------|-----------------|-----------------|-------------|
| Total Number of sessions | 16 | 24 | 32 | |

| | | | | |
|---------------------------|-----|-----|-----|-----------------------|
| Number of sessions missed | 2 | 3 | 4 | Nil |
| | 3 | 4 | 5 | 1 grade cut |
| | 4 | 5 | 6 | 2 grade cut |
| | 5 | 6 | 7 | 3 grade cut |
| | >=6 | >=7 | >=8 | AF grade, course redo |

R.8.6 The student who receives an AF grade shall not be eligible for an improvement exam and will have to re-register for the course in the next available opportunity.

R.8.7 The campus chairperson in consultation with the campus PGP Chairs and the respective faculty teaching the course may relax the grade cuts in situations like extended hospitalization of the student or other genuine reasons. However, beyond 35% absence, no special concessions in attendance requirements will be granted.

R 9 The Grading System

R 9.1 The course Colloquia will be graded based on attendance. The scheme of grading is given below.

| No. of absences | Letter Grade |
|-----------------|--------------|
| 0 | O |
| 1 | A+ |
| 2 | A |
| 3 | B+ |
| 4 | B |
| 5 | C |
| 6 | P |
| >6 | F |

R 9.2 The Letter Grades and Grade Points

Letter grading system based on a seven point scale is used to qualitatively evaluate the performance.

| Grade | Grade Point | Course Performance Indicator |
|-------|-------------|---------------------------------------|
| O | 10 | Outstanding |
| A+ | 9.5 | Excellent |
| A | 9 | Very Good |
| B+ | 8 | Good |
| B | 7 | Above Average |
| C | 6 | Average |
| P | 5 | Pass |
| F | 0 | Fail |
| AF | 0 | Failed due to insufficient attendance |
| I | 0 | Incomplete |
| W | | Withheld |

The Cumulative Grade Point Average is calculated using the following formula

$$CGPA = \frac{\sum C_i X_i}{\sum C_i} \text{ where } C_i = \text{Credits applicable to course } i \text{ and } X_i = \text{Grade Points obtained by the student in course } i.$$

The summation is done for all the courses registered by the student. CGPA may be expressed for any one trimester or for all the trimesters completed.

Only the credit courses in the MBA programme count towards CGPA. However, grades obtained in audit courses will be recorded in the official transcripts. At the end of each year, an official transcript of grades will be given to every student.

R 9.3. Improvement Examination

An improvement examination will be conducted in the first week of the succeeding trimester where the student can write the end course evaluation to improve grades less than C and other than AF. The grade allotted after the improvement examination will be capped at C. The I grade will be allotted if a student is not able to attend the end-course examination for genuine reasons. Such students can also write the improvement examinations to complete the course.

R 9.4. System of Student Evaluation.

A detailed course plan consisting of the course description, session-wise plan, course evaluation components and their respective weights for grading and the course material has to be submitted by the faculty concerned to the campus level PGP Committee for approval before the start of the trimester. The approved course plan will be made available to the students in the beginning of the trimester through AUMS. An instructor is free to evolve the criterion for grading his/her course subject to approval by the PGP Committee. Evaluation components like assignments, tests and quizzes, class participation, term papers, mid-term examination and end term examination can be there subject to the following restrictions. A minimum of four evaluation components (excluding the class participation component, if used) should be there in every course with a compulsory end-term examination. The end term examination should have a minimum weightage of 30%. The maximum weightage for any component should not exceed 50%. The performance in components will be notified to the students from time to time over the entire period of the course. PGP committee meetings will be conducted to monitor these norms are followed. The committee also looks into any students' grievances on valuation of the components. At the end of the trimester, a result finalisation meeting of the PGP will be organised where the faculty in charge of the course has to present the marks scored by the students for different components together with the proposed grade to be allotted. The results will be finalised with the approval of the PGP Committee.

R 9.5 Revaluation

A student who may need clarification of her/his grades, may discuss the matter with the instructor concerned within three days from the date of publication of the grades. Any grievance about grading, if not resolved with the instructor concerned, may be referred to the PGP Committee for resolution, within seven days from the date of publication of the grades. The PGP committee can order revaluation of the end-term paper through the instructor in charge of the course or any other examiner chosen by the committee. If necessary, the allotted grades can be changed by the PGP Committee.

R 9.6. Communication of Grades

The grades of a student will not be communicated to any person or organisation external to the school without the consent of the student concerned. However, the school reserves the right to notify a student's grades to the respective parent / guardian / sponsor as per the admission records.

R 9.7. Rules for Promotion

A minimum cumulative grade point average (CGPA) of 5.0 is required in the first year consisting of trimesters I, II and III for being eligible to be promoted to the second year and a minimum CGPA of 5.0 in the second year consisting of trimesters IV, V and VI for graduation. After the mid-term and end-term examination of every term, the PGP committee will review the performance of students and counsel students who are lagging. A warning may be issued to students who fail to improve after this.

Students having one or more F grades in term 1, after all the improvement examination results are published, will be asked to leave the programme. Students having CGPA less than 5 or having more than two F grades, at the end of trimester III, after all the improvement examinations results are published, will have the option of repeating the first year in full or leaving the programme. Students with one or two F grades in the first year, but have a CGPA greater than 5.0, will be provisionally promoted to the second year. They will have to redo the course(s) where they have scored F grade, as and when the courses are offered next. Fees as applicable will have to be paid by the students who are repeating the year or redoing the courses.

Students with F grade in any course will not be allowed to attend the placement process till they have made amends as detailed above.

For graduating, a student needs a minimum of "P" grade in every course including summer internship, BRP/CIS and Colloquium, and a CGPA of 5.0 at the end of year 2. No "F" grade is permitted in any of the courses for the final award of the degree.

R.10 Grace marks

Students with special accomplishments like additional research publications (over and above the BRP/CIS publication), prizes won in business school fests, business competitions, sports, games, cultural events, and those participating in the voluntary and service activities organized by the University will be eligible for grace marks as per the norms notified from time to time. Grace marks will not be considered for ranking purposes.

R.11 Award of the MBA Degree and Classification of Successful Candidates

A student who has registered for all courses prescribed in the curriculum and has obtained a grade of P or above in all courses and has satisfied the conditions stipulated in section R 9.7 and has published a research paper in a Scopus indexed journal or presented a paper at a SCOPUS indexed conference will be awarded the degree of Master of Business Administration. A student who has satisfied the aforesaid conditions and has obtained a CGPA of 8.0 or above will be classified as having passed with distinction.

R.12 Ranking

All students who have passed all the courses in the first attempt and have completed the MBA programme within two academic years from the date of registration will be ranked based on the CGPA they have obtained. It may be noted that for the interpretation of this rule, the end-term examination and the improvement examination will be

considered as a single attempt. Certificates will be awarded to the first ten rank holders. In addition, a medal and cash prize will be awarded to the first rank holder; and a medal will be awarded to the second rank holder.

R.13 Redress of grievances

Students have the right to seek redress of grievances. For this, they have to appeal in writing to the Head of the School/Department, who will take necessary steps in the matter.

R.14. Interpretation Clause

Related to any of the academic matters, whenever there arises any doubt or dispute on the interpretation of regulations or rules, the decision of the Academic Council will be final as well as binding on all concerned.

R.15 Amendment to Regulations

Notwithstanding anything stated above, the Amrita Vishwa Vidyapeetham reserves the right to modify any of the regulations, as deemed fit, from time to time.