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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 Campus Level 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.

R.4.1.2 Newly registered students shall submit originals of all academic records and including those for the entire qualifying degree programme for verification to the Chairperson's office latest before the start of the end term examination of Term 1. 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 and degree certificates are produced.

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 Elective Courses: Credit courses are those for which the grade earned are used for CGPA calculation. Audit courses are those electives that students can take in addition to their credit courses, where the grade obtained will not count towards CGPA calculation. While all core courses are mandatorily credit courses, students may register for an elective course either in the credit mode or in the audit mode subject to the restrictions of 4.2.3, 4.2.4 and 4.2.7. A course once taken, cannot be dropped after the commencement of classes. Hence, the students are advised to choose their electives judiciously. They may contact the concerned faculty and refer to the course outline before taking their decision. In order to fulfil the credit requirements, students shall take twelve elective courses (over and above the BRP) from any of the functional areas which may be distributed across trimesters 3, 4, 5 and 6. Normally, a maximum of three electives can be chosen in trimester 4, four in trimester 5 and a three in trimester 6. Two core electives are offered in trimester 3. Every student must make a preliminary registration for elective courses as per the schedule given in the Academic Calendar. The PGP Committee has the right to assign elective courses if a student fails to register by the due date.

Students are allowed to take online courses through Government portal such as NPTEL and SWAYAM. The following shall apply to such courses:

1. Amrita grade, equivalent to the score secured in online courses to be awarded to the students
2. Students with CGPA of 7.0 and above can opt for a maximum of TWO NPTEL/SWAYAM courses with the credits not exceeding SIX
3. A similar course is not offered by the MBA program at Amrita
4. The courses should be authorized by the PGP Committee and the Chairperson before registration
5. The Course registration requisite of maximum credits per trimester to be maintained while registering for online courses
6. Students will have to bear the expenses for the course

R.4.2.3 Audit courses: Every student who has a cumulative grade point average (CGPA) of 7.5 and above is eligible to take an additional elective as audit. However for MBA-MS Programme offered at Bangalore this threshold level may be reduced up to 6.5 for deserving students at the PGP Chair and Chairperson's discretion. This exception is due to the availability of limited Amrita electives to accommodate University of Buffalo 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 Business Research Project (BRP)/CIS. Of these five courses, one should be the Core elective of that area offered in Term 3 and at least three should be from the list of courses announced by the area as core to specialize in the area. 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 (and maximum 10 weeks) duration in the time gap between the two years. The summer internship work has to be presented at the beginning of the second year of study for assessment. A summer internship report has to be submitted in the prescribed format.

R.4.2.6 Business Research Project/Course of Independent Study: The student will have to register for a Business Research Project (BRP)/CIS of 3 credits as specified in the curriculum. The topic is chosen in consultation with the chosen faculty mentor. The BRP/CIS will have multiple components of evaluation like proposal presentation, proposal document submission, 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. This publication is a requirement for the completion of degree. All submissions to conferences or journals will be routed through the faculty guide, who will run a plagiarism check before submission. The student shall submit the proof of publication before leaving the course after sixth trimester in order to qualify for the degree.

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 the academic background, aptitude and level of performance in related courses.

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: The student has to pay the tuition and other fees as of the corresponding batch in which the student is re-joining.
- 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 completed for such application to be considered.
- R.5. Payment of Tuition, Residence and Other Fees: The School reserves the right to revise the fee structure as and when needed.
- 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
- All students must participate in the morning prayer of the School.
 - A student shall behave in a manner befitting a professional. 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 an act of indiscipline. The PGP Committee will have the authority to resolve disciplinary matters arising out of general behaviour of students.
 - Students are required to adhere to the classroom code of conduct and to refrain from all forms of unacceptable / unprofessional behaviour during lectures and colloquia. The class instructor decides the code of conduct in his/her class. Failure to comply with the class room code conduct will attract disciplinary procedure.
 - Students are required to adhere to the code of conduct as given in annexure 1, during mid-term and end-term examinations. For quizzes and class tests, they have to follow the instructions given by the course instructor.
- 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
- The PGP Committee shall have the right to take decisions regarding the violations of disciplinary norms on a case by case basis and shall override, if necessary, any of the guidelines mentioned herein. Student(s) would normally be given an opportunity to express their stand on the case before the PGP Committee makes its decision.
 - Any student who is aggrieved about action taken by the PGP Committee may appeal to the Dean (Management) / Chairperson. The decision of the Dean (Management)/ Chairperson, in all such cases shall be final and binding.

- The Dean (Management) has the power and authority to dismiss a student.
- Student disciplinary procedure:
 - Stage 1: Formal Verbal
Warning This is a formal verbal warning given by the course instructor.
 - Stage 2: Dismissal from the class room/session.
This will be the action taken by the course instructor, if the student continues to violate the code of conduct despite the warning given.
 - Stage 3: Written Warning
This is issued by PGP Committee, based on the Report given by the course instructor, cases either, of serious misconduct or, cases where the student has not improved despite warning or dismissal from the classroom. The Report and the Warning will be recorded and entered into the personal file of the student.
 - Stage 4: Disciplinary Committee Action: Suspension/Dismissal from the Course.
If the behaviour is of a very serious nature, or if the student has failed to improve after following the above stages of the Disciplinary Procedure, the Disciplinary Committee may recommend suspension or dismissal of the student from the course.

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:

- Attendance of the students will be marked by the instructor during every session of the course. A student is expected to maintain 100% of attendance, in each of the regular or re-do course, he/she has registered, seminars, guest lectures and forum activities, unless intimated otherwise.
- Leave is granted by the Chairperson of the School or his/her nominee and shall be availed by students only under unavoidable circumstances. It is mandatory that students shall apply in the prescribed form before proceeding on leave. Students seeking leave must apply in the prescribed form during office hours and obtain sanction from the PGP Chair, 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 after informing the School authorities.
- Leave sanctioned for whatever reason cannot be cited as an excuse for not meeting academic requirements. The course instructors are not bound to give another opportunity for assessments missed during the leave period. Leave granted will not be counted as physical presence and will not count towards attendance.

- Students representing 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” (counted as equivalent to attendance for administrative purposes) 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. However, the responsibility for maintaining required attendance rests with the student. The School reserves the right to stop students with lack of required attendance from appearing for the end-term examinations.
- Finalization of attendance for every course shall be done three working days before the last instruction day of the trimester. As per UGC norms, 75% attendance is required to write the end term examination. Hence, students cannot miss more than 6 sessions for a 3 credit course and 4 sessions for a 2 credit course. Those students who do not meet the minimum requirements for attendance will be awarded an AF grade and will not be allowed to take their end-term examination for that course. They shall not be eligible for the improvement examination and will have to re-register for the course again when it is offered next, on paying the required fees for the same.
- **The allowed absence includes leave taken for personal reasons, duty leave and medical leave, if any.**
- The chairperson in consultation with the PGP Chair and the respective faculty teaching the course may relax the attendance rule in situations like extended hospitalization of the student or other genuine reasons. **However, in case of absence above 5 sessions in 2-credit courses and 8 sessions in 3 credit courses, no special concessions in attendance requirements will be granted under any circumstance.**
- A student shall be governed by the rules of the organization that provide the facility for summer training, projects, and other assignments, as well as by the relevant rules specified by the School.
- If a student is dismissed from summer training or projects for reason of misdemeanour or disciplinary violations, the School will initiate disciplinary proceedings.
- Attendance and participation in seminars and guest lectures is compulsory, unless informed otherwise. Students are strongly encouraged to attend all Colloquia which is a 2 credit course. The grading for Colloquia will be based on the attendance, as given in 5.1.

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

For those students with grades less than C (and other than AF), and wish to improve their grades, an improvement examination for the end-term component only, will be conducted in the following trimester. The grade allotted after the improvement examination will be capped at C. Students who received AF grade due to attendance failure will be required to re-do the course when it is offered next by paying fees as applicable. An 'I' grade will be given if a student is not able to attend the end term examination for genuine reasons. Such students can also write the improvement examinations to complete the course. This provision is applicable only for end term examination and not mid-term examination.

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.

At the end of every trimester, the faculty in charge of the course submits the component- wise marks and the proposed grades to the Deputy Controller of Examinations (DCoE). The proposed grades are then ratified by the PGP Committee. A result finalization faculty meeting will be organized by the Deputy Controller of Examinations (DCoE). The results will be finalized after the approval of the PGP committee.

R 9.5 Grading process for online courses (NPTEL/SWAYAM)

- a) 10 hours of online course to be mapped to 1 credit.
- b) Percentage score awarded is mapped to grade point as per the following table

Grade	Grade Points	Mark Range	
		Lower bound	Upper Bound
O	10	93	100
A+	9.5	85	92
A	9	78	84
B+	8	71	77
B	7	64	70
C	6	57	63
P	5	50	56
F	0	0	49

If the course is offered in between two trimesters

- If the online course is completed before the grade publication of the given trimester, the grade from the online course will be included in that trimester grade sheet.
- If the online course completion date is past the grade publication date of the current trimester, grade for the online course will be included in the subsequent trimester grade sheet.

R 9.5 Revaluation

A student, who may need clarification of her /his grades, may discuss the matter with the respective instructors within three days from the date of publication of the grades. If the grievance about grading is not resolved with the instructor concerned, the student can apply for revaluation to the PGP Committee within seven days from the date of publication of the grades, on payment of Rs. 500/- for every paper revaluated. The PGP committee can order revaluation of the end-term paper through an examiner chosen by the committee who should

be different from the original evaluator (instructor). Based on the results of the revaluation, the allotted grades can be changed by the PGP Committee. The amount will be refunded to the student if there is any grade improvement.

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.

Student Promotion Policy: Students with three or more F grades in term 1 will be asked to leave the programme after all the improvement examination results are published.

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 to either repeat the first year in full or leave 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.

A poor performing student may be put in "slow track" after the end of the first year. Under this option, the student will take less load than normal in each term so that s/he can complete the second year in four terms instead of three terms. The choice of courses will have to be done by the student with the consent of the PGP committee. Additional fees and other charges for hostel, etc. as applicable will have to be paid by the student.

An instructor may assign an "I" (Incomplete) grade to a student when the student has not been able to complete the requirements of the course(s). This "I" grade will be converted to the actual letter only after successfully completing the course requirements. If a student has not fulfilled the requirements of the course evaluation components other than end-term examination (including mid-term examinations) within the period prescribed by the instructor, zero credit is assigned to that (those) component (s) and grade is finalized. Students who have got P grade can improve their grades subject to a ceiling of grade C by writing the improvement examination only for the end term component. 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:

- To qualify for the grant of the Degree, a student must pursue prescribed courses and get the required grades.
- The MBA programme must be completed within three years from the date of First registration, unless there is a break in studies, in which case, rule will apply.
- A student shall not ordinarily take more than the prescribed number of credit courses in any trimester. The normal load will be specified for each trimester and any student wanting to take more than the normal load has to get approval of the PGP Committee.
- The PGP committee reserves the right to advise students who seem to be weak in academics to take lesser load than normal.
- The course instructor has the freedom to adopt any appropriate method to ensure that the standard of the course, regular attendance, and suitable learning environment in the classroom are maintained.
- Orientation programme at the beginning of the first year is compulsory for all students.
- Summer internship, normally for a period of 8 – 10 weeks, at the end of the first year is compulsory for all students.
- The BRP/CIS publication is a requirement for the completion of degree. The work on BRP/CIS will essentially begin in the third trimester and will go on in the subsequent trimesters
- Course feedback: Student feedback is an important aspect of the MBA programme. Students are expected to provide feedback on each course taken. The student may provide feedback concerning the course, during its progress, either formally or informally to the course instructor. At the end of the course, it is the responsibility of the student to provide feedback in the given course feedback form, through the Amrita University Management System (AUMS).

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. Certificates will be awarded to the first ten rank holders or 10% of the batch size whichever is lower. In addition, medals will be awarded to the first and second rank holders. The rank will be awarded only if the student satisfies the following criteria:

- a. The student has passed all the courses in the first attempt
- b. The student has completed the MBA programme within two academic years from the date of registration
- c. The student obtains a certificate of good conduct from the Chairperson

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 VishwaVidyapeetham reserves the right to modify any of the regulations, as deemed fit, from time to time.

AMRITA VISHWA VIDYAPEETHAM			
Malpractices and Punishments (Revised Norms)			
Nature of Malpractices and Punishment in all examinations of Amrita School of Business			
S.No	Nature of Malpractice	Punishment	
		End term exam	Any invigilated evaluation component
1	Writings on the desk relevant to the examinations	F grade in the course.	Zero in that evaluation component with no provision to compensate this loss through re-exam
2	Communication (verbal or nonverbal) to other candidate(s)		
3	Objectionable writings in the answer book		
4	Possession of any incriminating materials inside the examination hall (whether used or not)	Cancel the registration of the course and one grade lower in all courses of the trimester.	F grade in the course and not allowed for the end term examination of the course in that trimester.
5	Possession of written or printed materials, bits, writings on scale, calculator, handkerchief, hall Ticket, handbooks, dress or any part of the body		

6	Possession of mobile phone, organizer, digital watch, or any other communication device		
7	Copying from or showing answer sheet to another candidate		
8	Possession of answer book of another candidate.		
9	Giving answer book to another candidate/taking answer book from another candidate		
10	Exchange of question papers and other materials with some answers.		
11	Misbehavior in the examination hall (Disobedience, unruly conduct in the examination hall, threatening the Invigilator / Hall Superintendent/Chief superintendent and other examination officials)		
12	Forgery in any part of records submitted		
13	Involved in malpractice for the <u>second time or subsequent times</u> in cases of Sl.No. 1 to 12	Cancel the registration of all the courses of the trimester.	Cancel the registration of the course.

14	Cases of impersonation.	Cancel the registration of all the courses of the trimester and debar for one year -for both the students. Outside impersonator to be handed over to the police.	Cancel the registration of all the courses of the trimester and debar for one year - for both the students.Outside impersonator to be handed over to the police.
15	Plagiarism in any submission (assignment / term paper, etc.)	F grade in that component, with no provision to make up by repeating the component	
If any other type of malpractice is reported, the enquiry committee may recommend appropriate punishment according to the seriousness of the case.			
The above guidelines/rules are intended to guide the committee of enquiry and they may use their judgement in awarding the punishment.			