

**CENTURION UNIVERSITY FOR TECHNOLOGY &  
MANAGEMENT**

**School of Management**

**REGULATIONS FOR M.B.A PROGRAM**

**1. Introduction**

The University can offer the following MBA programs namely:

- Regular,
- Distance,
- Part time (executive MBA) modes.
- Functional as well as application oriented (domain) MBA.
- MBA courses in collaboration with foreign Universities.

The University can frame rules for these programs from time to time following due procedure. To start with, the MBA (Regular) program is offered.

**2. Duration of Curriculum and Calendar of MBA (Regular)**

- 2.1 The MBA (Regular) is a two year programme consisting of four semesters and summer internship of two months duration.
- 2.2 Each year shall be divided into two Semesters – Autumn Semester (July to December) and Spring Semester (January to June). The autumn semester shall ordinarily begin in July for students already on rolls and the spring semester shall ordinarily begin in January. However, the first semester (autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of teaching weeks in each semester shall be 15 to 18 with a minimum of 90 teaching days excluding the period of examination.
- 2.3 Each year the University shall draw out a calendar of academic and associated activities which shall be adhered to. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the need of the specialization concerned.

- 2.4 Duration: The duration of the programmes shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations, the duration of the M.B.A programmes is two years (4 semesters). A weaker student may complete the two year M.B.A program in not more than four (4) years.
- 2.5 A student can take a break from the course for only one academic year. This is possible only if the concerned student has completed all requirements for first year including the summer project and secured a passing grade in all the courses prescribed for the 1<sup>st</sup> year. On return the student will however be required to pay the fee as per the fee structure prevailing at the time of rejoining the Programme. All students desiring to take such leave of absence have to formally apply to the appropriate authority. The University reserves the right to decline such requests and its decision will be treated as final and binding

### **3. Eligibility for Admission:**

- 3.1 Admissions to MBA courses of the University shall be based on criteria decided by the Academic Council of the University in accordance with the stipulations of AICTE / UGC, modified as necessary.
- 3.2 There shall be provision for direct admission for a limited number of NRI / FN students. Details of criteria for admission shall be as per provisions of the rules formulated for the purpose.
- 3.3 Physically handicapped Candidates shall be required to satisfy the prescribed medical fitness norms.
- 3.4 Reservation of seats for SC & ST categories of students shall be as per the prescribed norms of the Government.
- 3.5 Admissions shall ordinarily close on a specified date before commencement of the first semester classes, through a notification / academic calendar.
- 3.6 Inter college Transfer: The University provides the option of transfer of students within the university colleges. Every year such requests will be processed before the start of the odd semester by a committee appointed by the Vice Chancellor.

#### 4. Rules pertaining to courses:

The following is the course structure for the MBA Programme.

<b>Semester/ Course work</b>	<b>Courses</b>	<b>Credits</b>	<b>CREDITS for a Semester</b>
Semester I	7 core courses	7 @ 4 credits	28
Semester II	7 core courses	7 @ 4 credits	28
Summer Internship	-----	4 credits	4
Semester III	1 core 6 elective courses	7 @ 4 credits	28*
Semester IV	Domain courses offered through workshop mode	20 credits	20
<b>Total Credits</b>			<b>108</b>

***\* A student can opt for more credits from the free electives in order to avail the benefit of skip provision as envisaged in proviso 11.2***

- 4.1 Each core and elective course excepting summer internship will have 3 credit class work and 1 credit project/ field work/student practice sessions.
- 4.2 The 3 credit class work of a course will be taught over 30 classes of 1 hour duration. .
- 4.3 Minimum 30 hours of project/student practice sessions or 60 hours of field work will be required to earn the 1 credit of a course.
- 4.4 The first two semesters will have 7 core courses and the third semester will have 1 core course and 6 free electives to be chosen from an elective basket comprising Finance, Marketing, HR and Rural Management areas.
- 4.5 Domain specialization in four areas namely Financial Services, Rural, Business Analytics and ERP will be offered in the 4<sup>th</sup> semester. Choice of one of the domains is compulsory.
- 4.6 Area of concentration can be achieved by opting for 5 electives from Marketing and HR and by opting the domain specialization in rural and financial services.
- 4.7 ERP and business analytics domains can be opted after meeting the eligibility criteria.
- 4.8 The pedagogy used for delivering the courses will be interactive lecture sessions, case discussions, games, simulated exercises, experiential learning, project participation etc.

## **5 Registration**

- 5.1 Candidates shall have to register as bonafide students with the University as per University regulations before commencement of classes in First Semester.
- 5.2 All Registered Students of the University have to register for each of the subjects they are required to study before commencement of a semester.
- 5.3 A student is allowed to attend classes only for those subjects that he / she has registered in a semester.
- 5.4 In the first two semesters, a student is automatically registered for all core subjects of the semesters.
- 5.5 In the third and fourth semesters the students are required to register for the electives and domain specialization respectively in the format supplied by the university for the said purpose. University reserves the right to offer an elective or domain specialization.
- 5.6 However, a student can change the electives and domain specialization within 2 clear days from commencement of classes provided approval is sanctioned by the appropriate authority on valid grounds.

## **6 Eligibility Criteria to Appear at Examination.**

### **6.1 Attendance Requirements for Examinations**

- 6.1.1 A student will be allowed to appear in the End-Semester Examination in those theory subjects where his /her attendance is not less than 75%.
- 6.1.2 The attendance shall be considered from the date of commencement of classes as per academic calendar of the university. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester.

6.1.3 Attendance record must be compiled at the time of each class test and the students with poor attendance must be informed through notification. The guardian must also be informed through letters. Letters must be issued to the student and the guardian before he/she is debarred for appearing at University examination due to shortage of attendance. University has to be informed about the percentage of attendance before starting of examination.

6.2 Concessions:

A student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic / official assignments in the interest of the institution / college / University / government with prior written permission of the head of the institution / college shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at University examination(s) with shortage of attendance below 65% in any of the registered subjects.

6.3 A student shall be admitted to any examination in a subject only if he / she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.

6.4 A candidate shall be allowed in an End - Semester examination only after he / she is issued an Admit Card for the relevant examination by the College. The college shall obtain written clearance on eligibility from the University.

## **7 Rules for Examinations:**

7.1 Each Course may consist of the following four items of examinations:

- Theory Items (Mid-Semester/s and End-Semester)
- Practical Items (Laboratories)
- Sessional Items (Quizzes, Games, Seminars, Simulation exercises, Term papers & Assignments)
- Project Items (Summer Internship, Individual & Group projects, Field Works)

7.2 The course facilitator has to present a course outline highlighting the evaluation components of the course before the commencement of

- classes and get it approved by the Head of the Institute. It shall be as per the items of examination given in 7.1.
- 7.3 At the end of each semester, there shall be an examination (hereinafter called end-semester examination) conducted by the University as per program announced at the beginning of each academic year.
- 7.4 For this purpose the university will hold the following examinations.
- 7.4.1 End Semester Examinations at the end of the Semester course work (1<sup>st</sup>/ 2<sup>nd</sup>/ 3<sup>rd</sup> semesters)
- 7.4.2 Repeat / Improvement Examinations of all semesters (1<sup>st</sup>, 2<sup>nd</sup> / 3<sup>rd</sup> semesters).
- Repeat Examination is meant for the students who fail to acquire the required grade to pass. The repeat exams will be held in the examination window, where all even (i.e. 2<sup>nd</sup> semester window) and odd i.e. (1<sup>st</sup> and 3<sup>rd</sup> semester window) semester examinations can be conducted for end term examination only.
  - The Improvement Examinations are intended to enable the candidates who have passed an examination and yet wish to improve their grades.. However, such test can only be done for the end-semester examination. The higher of the marks of the pre-improvement and post-improvement examinations will be taken into account. There will be no bar on number of attempts a student can make in improvement
- 7.4.3 Special Supplementary Examinations of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semesters, for the benefit of those candidates, who failed to secure D grade in individual papers or C grade in CGPA. These examinations can be held after 4<sup>th</sup> semester upto a maximum 2 years and shall be held during the examination window periods only.
- 7.5 For all such repeat/improvement examinations, prescribed fees must be paid to the University.
- 7.6 All the marks/ grades originally secured in internal assessments and summer internship will be carried forward without change, in the case of students who have failed to secure a pass grade and/or interested in improving their grade by appearing at the improvement/repeat and special supplementary examination.

- 7.7 Students who have been found to indulge in malpractice at examination and have secured “M” grade in any subject will be governed by the disciplinary action taken against them by the University. Such candidates will be allowed to appear at any of the subsequent examinations based on the action taken against them.
- 7.8 Students who are absent at the examination in any subject for valid reasons will be awarded absent ‘S’ grade. They are permitted to appear at the subsequent repeat examinations in those subjects.

## **8 Evaluation Pattern**

- 8.1 Internal paper setting & evaluation will be up to maximum 60% and External paper setting & evaluation will be 40%.
- 8.2 The mid-semester examinations, the student practice components, assignments, quizzes, games, simulated exercises, etc. shall come under the internal paper setting and evaluation.
- 8.3 The end-semester examinations shall be purely external to be conducted by the University both in terms of paper setting and evaluation.
- 8.4 The project report based on the summer internship at the end of the 1<sup>st</sup> year shall be evaluated by a panel of examiners appointed by the Head of the institution based on the work done, its presentation by the student and performance at the viva-voce test.

### **8.5 Guidelines for internal evaluation**

- 8.5.1 There will be two mid semester exams one at the end of completion of 30 % of courses; another at the end of 60 % of courses before the end term examination.
- 8.5.2 All the internal evaluation papers will be conducted at the college level by the faculty members within the completion of the course and the corrected papers have to be shown to the students. The marks secured in the internal evaluation shall be sent to the University under copy to the Head of the institution and informed to the students.
- 8.5.3 There is no compensatory test on internal evaluation components. If a candidate misses a class test due to genuine reasons, the candidate will make an application to the appropriate authority, indicating the reasons for absence with sufficient evidence. If satisfied, the authority may recommend for compensatory

percentage points, which correspond to the average of the percentage points secured by the candidate in the remaining tests.

- 8.5.4 The teacher imparting instruction is solely responsible for evaluation of Class Tests, Practical Sessional works and projects. He / She is also responsible for maintaining all records to justify his / her evaluation scheme and score thereof.

## **9 Declaration of Results and Promotions:**

- 9.1 In order to pass a programme / course, a candidate must secure at least a pass grade (as defined in clause 10.2 & 10.3).
- 9.2 The promotional status between two consecutive semesters and or two consecutive levels / years shall be indicated on the semester grade sheet as detailed below:-
- A. In the event of passing in all the papers, the **Semester Grade Point Average** (SGPA) achieved can be reflected in the grade sheet.
- B. In the event of not clearing in any one or more of the papers, the grade sheet will only carry “promoted to next year”, as the university has no restriction on the number of back papers to be carried.
- 9.3 The SGPA of the semester shall be updated after the candidate clears the subjects in which he / she has failed, after appearing at a subsequent examination.
- 9.4 The University shall publish the result of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.
- 9.5 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.
- 9.6 A student’s level of competence shall be categorized in accordance with the **Cumulative Grade Point Average** (CGPA).



## 10 **Grade Systems**

10.1 A Nine category grading system on a 10 point scale shall be followed in the University. Categorization of these grades and their correlation shall be as under:

<b>Sl. No.</b>	<b>Qualification</b>	<b>Grade</b>	<b>Score on 100 Percentage Points</b>	<b>Point</b>
1	Outstanding	“O”	90 & above up to 100	10
2	Excellent	“E”	80 & above but less than 90	9
3	Very Good	“A”	70 & above but less than 80	8
4	Good	“B”	60 & above but less than 70	7
5	Fair	“C”	50 & above but less than 60	6
6	Below Average	“D”	40 & above but less than 50	5
7	Failed	“F”	Below 40	2
8	Malpractice	“M”	-----	0
9	Absent	“S”	----	0

***Grade sheet would be issued year-wise to students who have cleared all the subjects as per syllabus of the preceding semesters.***

10.2: Grade D shall be Pass Grade for individual paper taking together the theory, practical, Sessional & project components.

10.3 Grade C shall be the overall pass Grade in CGPA.

10.4 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA – Semester grade point average

CGPA – Cumulative grade point average

It shall be the basis of judging his / her overall competence in the course.

## 10.5 Definition of terms:

(a)	POINT	Integer equivalent for each letter grade
(b)	CREDIT	Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
	CREDIT POINT	(b) X (a) for each course item
	CREDIT INDEX	$\sum$ CREDIT POINT of course items in a semester
	SGPA (of a Semester)	$\frac{\text{CREDIT INDEX}}{\sum \text{CREDITS for a Semester}}$
	CGPA (Upto a Semester)	$\frac{\text{CREDIT INDEX of all course items up to the end of that semester}}{(\text{CREDITS up to the end of that semester})}$

## 11. Requirements for Award of Degree

There shall be no class / division awarded to a student either at semester or degree level.

### 11.1 Eligibility for Award of Degree

A candidate will be eligible for award of MBA degree if one satisfies all the following conditions:

- a) Has cleared all the subjects with at least pass grade and acquired minimum CGPA of C grade.
- b) Has obtained requisite credits, which at present are 108.
- c) Has satisfactorily participated in cultural sports and socially responsible activities during the study period and obtained certificate to that effect from the Head of the Institute.

### 11.2 Skipping of subjects for award of degree

The following provisions regulate the skipping of subjects:

- a) Skipping is not allowed in core and domain specializations.

- b) The student can skip only in elective paper(s) if he / she has failed or secured low grade.
- c) The student has to accumulate more credits beyond the present minimum requirement of 108 credits by choosing more subjects from free electives offered in 3<sup>rd</sup> semester.

**NOTE:**

- (i) The student has to make a formal application through the college to the University after completion of the two year degree programme.
- (ii) Such subject(s) which he / she has chosen to skip shall not appear in the grade sheet issued by the University
- (iii) The CGPA at the end of the programme shall, in such cases, be based on the remaining credits and credit points earned by the candidate.

**11.3 Disqualification for Award of Degree**

Students who have been convicted for any cognizable offence shall be debarred from receiving the degree.

**11.4 Criteria for award of Gold Medals**

- (a) The best graduate / university gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the graduate passing out in the academic year.
- (b) The candidate must have passed all the course items prescribed for all the four semesters in the **FIRST ATTEMPT** and completed the MBA programme in two years..
- (c) For award of gold medal / scholarships etc, more than one candidates may be declared Joint Winner if they have same CGPA.
- (d) Candidate securing less than 8.0 CGPA will not be considered for award of Gold Medal.

**12 General**

12.1 The academic regulations should be read as a whole for the purpose of interpretation. In case of doubt or ambiguity in the interpretation of the above regulations, the decision of the Vice – Chancellor is final which need to be ratified by the Executive Committee.

**12.2** The University may change or amend the academic regulations or syllabus at anytime and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University