

# **Student Hand Book for MBA in Development Management (MDM)**

*Management Education through Action Learning*



Centurion University of Technology & Management (CUTM)

School of Management, Paralakhemundi

Odisha

## **1. OVERVIEW OF CUTM**

### **1.1 An Introduction**

The Centurion University of Technology and Management was established by The Centurion University of Technology and Management, Odisha Act, 2010. It has been promoted by eminent edupreneurs who had the ambition to engineer social change through education. The university comprises of the constituent campuses at Paralakhemundi, Bhubaneswar, Bolangir and Raigada. The group carries out a plethora of social and environmental programmes across Odisha and Andhra Pradesh. At present it has the School of Agriculture, School of Basic Sciences, School of Management, School of Planning and Architecture, School of Technology and School of Vocational Training and Education under its Umbrella.

The infrastructure of the University aims to provide its students the most conducive learning environment with committed faculty members, progressive teacher-student relationship, state-of-the-art labs, well-stocked libraries, hi-tech IT facilities in a setting close to nature – with well manicured lawns, sprawling open spaces, and trees dotting the campus. The campuses at Paralakhemundi and Bhubaneswar are self-sufficient townships - with colleges, students and staff housing, conference facility, playgrounds, ATM, medical centre, accessible schools, etc.

### **1.2 Mission**

“A globally accredited human resource centre of excellence catalysing sustainable livelihoods in the less developed markets across the globe”

### **1.3 Vision**

- ▶ Provision of quality, globally accredited academic programmes in technology and management
- ▶ Provision of globally accredited employability training for less endowed segments of the population
- ▶ Promotion of entrepreneurial culture and enterprise in the target areas
- ▶ Facilitating improved market access to goods and financial services to the target population
- ▶ Promotion of lighthouse project interventions in the target area

## **1.4 Values**

To achieve strategic purpose, the raison d'être and vision will have coherence which is built on following values:

- ▶ Strive to achieve economic, environmental and educational sustainability of the community where Centurion University operates.
- ▶ Equality and equity remain the fundamental principles

## **1.5 Key Principles – Quality and Anti-Ragging**

Among the different principles implicitly and explicitly embedded in the culture and ethos of CUTM, the Quality and Anti-Ragging principles need special mention. The salient guidelines of the same are as below:

### **1.5.1 Quality Principle**

The Quality Policy of CUTM is to adhere to the highest standards of academic quality through honest dealings with stakeholders namely students, faculty, staff, employees and the community in general.

### **1.5.2 Anti Ragging Principle**

CUTM has 'Zero Tolerance' towards any form of ragging as described in the Supreme Court judgment. Ragging is strictly banned in college premises and anybody found indulging in such activities will be strictly punished.

## **Manual of Policies for Students of MBA in Development Management (MDM)**

### **1. Introduction**

The Manual of Policies for MDM students comes into effect from the date of registration at the University. The rules/policies prescribed in the manual are applicable to all students. The rules will be changed/fine-tuned according to their need and relevance from time to time.

Every student must access the Manual of Policies and carefully go through the prescribed rules and policies. Ignorance of university rules and regulations will not be accepted as an excuse.

These rules and regulations hold till the date of convocation where candidates are awarded the diploma on successful completion of coursework.

### **2. Vision and Mission of the School of Management (SoM), Paralakhemundi**

School of Management, Paralakhemundi wants to become a *“high quality resource center in the sphere of social enterprise management by catalyzing sustainable development in rural and urban areas”*

To realise the above mission and vision it will undertake the following strategies:

- Entrepreneurial and social development activities for local development;
- Promotion and facilitation of entrepreneurial culture among faculty, staff, students and the public at large;
- Creating and disseminating knowledge through cutting edge research and training programmes; and
- Achieving balanced growth and financial sustainability, with progressive reduction in dependence on student tuition fees.

### **3. Duration of Curriculum and Calendar of MDM**

3.1 The MDM is a two year programme consisting of four semesters

3.2 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 student engagement weeks in each semester shall be 15 to 18 with a minimum of 90 student engagement days excluding the period of examination.

3.3 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.

3.4 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 student may complete the two year M.B.A program in not more than four (4) years.

3.5 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.

#### **4. Registration**

4.1 Candidates shall have to register as bonafide students with the University as per University regulations before commencement of classes in First Semester.

4.2 All Registered Students of the University have to register for each of the subjects they are required to study before commencement of a semester.

4.3 A student is allowed to attend classes only for those subjects that he / she has registered in a semester.

4.4 Students will come to know the courses to register (core as well as electives) before start of the semester.

4.5 A core course is one which every student must register. An elective course is one where a student has a choice

4.6 Since the whole programme is action learning oriented, a course can be a taught course, project, field work or any other type of student engagement as decided by the faculty in the course outline.

## 5. Curriculum Design

The course is designed with a clear objective. This course is to prepare a cadre of professionals with following skills and abilities:

- Sound basic managerial skills like leadership, decision making, motivating, etc.
- Empathy and sensitivity towards society & social issues
- Analytical and problem solving skills in trying conditions
- Ability to take risk and identify opportunity as an entrepreneur

### 5.1 Pedagogy

The course uses bottoms up learning tools. The Action Learning paradigm uses the spiral of Action-Reflection–Action for learning. Students are exposed to real life problems of management, made to reflect on them through management tools and implement improved actions.

### 5.2 Enterprise on Campus

The course will make students constantly move between lab to land and make them very dynamic in thinking and problem solving.

A key part of the course is a **business game which** will run over all semesters of the programme. It involves running a **live business on campus** which they need to document, manage as well as try and earn profit. Seed capital will be provided by the university itself.

### 5.3 Credits

A student will have to complete coursework in 108 credits for the successful completion of the programme. The programme consists of twenty-five percent core (compulsory) courses

and rest as electives that may include projects/ games/ seminars/ business activities/co-curricular and extra-curricular activities. The students can opt for elective courses, out of the options available based on their interest and career goals.

#### **5.4 Domain Specialisation**

In the second year, a student, subject to feasibility depending on numbers, will be offered domain specialisation in Agriculture Management, Rural Livelihoods Management, Urban Poverty alleviation as well as working in Development Organisations.

#### **5.5 Practical Internship**

Apart from periodic field visits, students will be placed with some organisations for the entire duration of second year. The whole second year programme will involve students taking up problem solving and management activities in the host organisation and move between campus and field. Online mode of instruction, field supervision as well as faculty advice will be provided in the field. The students will be mentored over the period of one year. Examinations may involve submission of work supervision reports, evaluation by work supervisors, academic supervisors as well as project reports and occasional taught courses and examinations.

#### **5.6 Culture, Sports and Responsibility**

Each student has to earn credit from culture, sports and responsibility activity. Details are mentioned elsewhere.

#### **5.7 Student Engagement Through Workshops**

Sessions on fundamental subjects will be offered through innovative workshop mode. The student engagement learning method is different from traditional lecture delivery mode.

Students will also be encouraged to organise events, seminars as well as post their experience using blogs and other IT tools.

#### **5.8 Use of Technology**

Students need to be “smart” in use of technology. The programme will encourage use of ICT from the first semester itself. By the end of the programme, students will have a lot of

experience in social media, event management and will be writing their own blogs. All students should use the university ERP system for all academic work.

## **6. Attendance Norms**

The University attaches great importance to punctuality and attendance in all sessions. The guidelines mentioned below will be followed in all courses. However, depending on the nature of a particular course, the faculty may follow a suitable attendance policy, which may deviate from the guidelines. But in such cases, the policy shall be announced to the students at the beginning of the course and communicated to the Dean's Office by the faculty concerned.

- 6.1 It is mandatory for the students to be regular and punctual in all the student engagement without exception. Individual faculty members may, at their discretion, assign some weightage to attendance and class participation in the evaluation of the course. In such an event, absenteeism on the part of the student may adversely affect both the components, namely, "**attendance**" and the consequential "**class participation**", if any.
- 6.2 Students should secure minimum 75% attendance, no matter whatever may be the other compulsions.
- 6.3 The faculty member will not be responsible, if the student suffers loss in the evaluation of any segment on account of his/her absence. The faculty may on his/her discretion administer make-up tests/assignments only to those students who remained absent with prior permission (in case of serious illness or pressing family problems).

## **7. Attendance Requirement for Participating in the End-term /Final Evaluation**

- 7.1 In any course, the student has to maintain a minimum attendance of 75% to be eligible for appearing in the end-term examination. The faculty may insist that the students should attend a minimum number of sessions in his/her course. The faculty will be ***free to adopt any measure*** to regulate attendance, penalize absence, and ensure smooth and undisturbed learning in the class. There will be 10% concession on attendance due to medical reasons.
- 7.2 **Waiver:** No waiver is allowed for any course in the programme. For example, a person who has done masters in statistics will not be exempted from participating in a quantitative techniques course.



7.3 In the case of Action Learning or field components, absence from field, or not contributing to the group activity will be viewed seriously under the programme. Students can be given “zero” marks in the component, given an F in the course itself and in case of repeat, may be asked to leave the programme.

## 8. Scheduling of Classes

All classes will be scheduled keeping in mind the convenience of the faculty and interests of students. The *elected/selected class representative* will coordinate with faculty and the MDM coordinator office if there is any change in the schedule.

## 9. Grade Systems

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:

Sl. No.	Qualification	Grade	Score on 100 Percentage Points	Point
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

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

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

**9.3** Grade C shall be the overall pass Grade in CGPA.

**9.4** 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.

**9.5** 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)	$\frac{\text{CREDIT INDEX of all course items up to the end of that semester}}{(\text{CREDITS up to the end of that semester})}$

**10. Plagiarism and other Malpractices**

A lot of assessments will be concurrent and continuous. Each course will have a minimum of 4 components and the faculty will inform through a course outline the evaluation pattern.

Students must mention source of information while submitting any written component. Verbatim quotes are also allowed if the source is prominently mentioned. Any effort where source has not been mentioned will be deemed as plagiarism and the component will be marked “0” for the purpose of grading.

In case of written examinations (closed book) students are advised to refer the general university exam rules mentioned in the MBA guidelines. Same rules will apply. However faculty may also set open book examinations under the programme. In such cases, rules will be notified.

## **11. Announcement of Grades**

The announcement of Grades will always be made by the University QA cell. The faculty will not communicate grades to the students, no change will be allowed in the grade sheet submitted to the academics office. **However individual component marks will have to be shared with the students.**

**Faculty should only submit individual component marks to the exam cell of the University. Relative grading will be applicable and will be done by the MDM office in consultation with the QA cell of the University.**

The university QA cell, may, at its time and discretion, call for any record to satisfy itself the quality of grading as well as its authenticity.

The grades of sponsored candidates, if any, may be communicated to the sponsoring organizations at the request of the student and/or of the sponsoring organization. However, as general rule, the grades of a student will not be communicated to any other person or organization without the consent of the student concerned.

All those who qualify for the award of the Certificate will be issued the official transcript of their grades.

In case a student fails to complete the course along with his batch and the School is not offering the course in same format or the specific location, he or she would be issued a certificate indicating the courses successfully completed and the grades obtained.

## **12. Academic Discipline**

The University attaches great importance to integrity, honesty and discipline. The following commissions and/or omissions on the part of students will constitute breach of discipline or, say, acts of misconduct.

- i. Damage to the property of the University while student are on campus;
- ii. Violent or disorderly behaviour;
- iii. Reporting fictitious data for empirical study or in the dissertation or assignments;
- iv. Theft or fraud;
- v. Copying in any form in the assignments, dissertation or in any examination;

- vi. Permitting, whether wilfully or otherwise, a co-student to copy from one's own answer book or document or material;
- vii. Smoking in the class-rooms;
- viii. Unsolicited communication by group email;
- ix. Impersonation or proxy submission of assignments, reports and other documents to the faculty;
- x. Levelling false and baseless allegations against any faculty member or officer or employee of the University; and
- xi. Doing or causing to do, any act, which is likely to adversely affect the relations of the Institute with its stakeholders like companies, foreign interns, etc.;

A student, who is alleged to have committed an act of misconduct will be directed to show-cause against disciplinary action and will be given an opportunity to present his/her case. The Academic Disciplinary Committee may, after giving a hearing to the student and after conducting such investigation may impose such punishment as is deemed fit and proper. Punishments include warning or down-gradation up to grade "F", or withholding of Certificate or expulsion from the programme.

While imposing punishment, the Academic Discipline Committee will take into account the nature and gravity of misconduct, the surrounding circumstances, and the impact of the misconduct on the general discipline, image and standing of the University.

### **13. Grievance Redressal Forum for Students**

- In case a student has a grievance he or she can approach the MDM Coordinator with the same.
- A grievance redressal committee will be constituted for enquiry and appropriate action.
- The representation should set out all the circumstances and grounds, and should be accompanied by all the relevant documents in support of the allegation. The committee will be constituted only after it is ascertained that there is no malafide intention in the complaint that is being raised.
- The onus of proving the complaint with documents and /or witnesses will lie with the aggrieved party.

#### **14. Hostel Rules**

- All students will have to abide by the rules of the hostel.
- Use of alcoholic beverages, cigarettes (all tobacco products) and narcotic substances within the hostel premises are strictly prohibited.
- Students are supposed to be back in the hostel rooms within the schedule decided by the warden.
- Overnight absence from the hostel requires **WRITTEN** permission from the warden.
- Violation of hostel rules will lead to summary expulsion from the hostel premises.

#### **15. Fees**

It will be decided and notified at the beginning of the programme for the period of the programme. Ordinarily, it will hold good for the duration of the programme. However, fee for residence and transport can vary depending on costs.

#### **Defaults in Payment of Fees**

A student will not be allowed to appear the end-Term/final examinations, if he/she has not paid the University fees or if appeared, the results will not be released until all the dues are fully paid. A student will not be awarded the Certificate, if all dues and fines are not cleared, even if **all academic requirements** are fulfilled.

#### **16. Eligibility for Award of Degree**

A candidate will be eligible for award of MBA in Development Management (MDM) 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 School/University.

### **16.1 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 MDM 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.

### **17. Culture, Sports and Responsibility (CSR)**

All students of Centurion University of Technology and Management are be required to participate in the Culture, Sports and Responsibility program during their studies at CUTM.

The program gives students an opportunity to learn from the experience of doing real tasks beyond the classroom, related to Culture (student life / creative pursuits), Sports and Responsibility (activities for the benefit of the community or the environment).

Each student is required to complete a total of 30 hours of CSR activities each academic year: 10 hours of Culture, 10 hours of Sports and 10 hours of Responsibility. This is a minimum and students can complete as much as they like. Each student must document their activities and have each hour signed off by a supervisor. Only students, who have completed the required hours of CSR, are eligible to pass that academic year. Each student will get 1 credit for CSR activity (To be evaluated by Dean, Student Affair)

The CSR program provides a refreshing counterbalance to academic activities. It is an opportunity to have fun, get to know fellow students and try new experiences. At the end of the Centurion University degree, student will receive a certificate listing all of the CSR activities she/he has completed during their student life. This can be used for student CV, to demonstrate to potential employers that students have teamwork skills, leadership skills, organizational skills, innovative ideas, etc.

Any faculty member can supervise the activity and sign the form indicating that the hours have been completed. Groups of students can also submit proposals for new activities or student clubs for the CSR program. The Centurion University will endeavour to support student ideas for CSR activities.

## **18. Conclusion**

The Administration of CUTM and School of Management, Paralakhemundi reserves the right to change requirements for admission or graduation, content of courses, fees charged, awards and regulations affecting students, should they be deemed necessary in the interest of the students and /or the institute.

- 19.** Any provision necessary for smooth functioning of the MDM program, in not mentioned, or not covered specifically, MBA programme rules shall be appropriately applied.