

SRM UNIVERSITY

(Under Section 3 of UGC Act, 1956)

MBA REGULATIONS – 2017 FULL TIME

(For students admitted from the academic year 2017-18 onwards)

FACULTY OF MANAGEMENT SRM UNIVERSITY

SRM Nagar, Kattankulathur – 603 203 Chennai, India

INDEX TO REGULATIONS

	INDEX TO RECOLATIONS
R.1.0	Admission
R.2.0	Structure of MBA Programme
R.3.0	Faculty Advisor
R.4.0	Class Committee
R.5.0	Registration and Enrollment
R 6.0	Compensatory Courses
R.7.0	Maximum duration of the programme
R.8.0	Temporary withdrawal from the programme
R.9.0	Discipline
R.10.0	Attendance
R.11.0	Assessment procedure
R.12.0	End Semester Examination
R.13.0	Course Wise Grading of Students
R.14.0	Method of Awarding Letter Grades
R.15.0	Declaration of Results
R.16.0	Review of answer scripts
R.17.0	Grade Card
R.18.0	Academic Dishonesty
R.19.0	Eligibility for Award of the MBA Degree
R.20.0	Change of Regulations

MBA REGULATIONS-2017

(For students admitted from the academic year 2017 REGULATIONS

R.1.0 ADMISSION

- **R.1.1** The number of seats in MBA programme for which admission is to be made in the Faculty of Management will be decided by the Board of Management of SRM University.
- **R.1.2** Admission to the MBA programme in any academic year will be based on the results of SRM Entrance Examination (SRM EE) in that year and the percentage of marks / CGPA obtained in specified subjects of the qualifying examinations (R.1.5).
- R.1.3 The eligibility criteria, in accordance with R.1.5, for appearing at SRMEE, as well as the criteria to be satisfied to apply for direct admission in any year will be decided by the Admission Committee and forwarded to the applicants along with the relevant application forms.
- R.1.4 The Admission Committee will decide on the procedure for conducting the SRMEE. Subject to a minimum performance criteria in the SRMEE, as decided by the Admission Committee from year to year and the percentage of marks / CGPA obtained in specified subjects of the qualifying examinations (R.1.5). The Admission Committee will prepare a merit list. According to the merit list the Committee will offer admissions through counseling taking into account the available seats.

R.1.5 Eligibility Criteria

(i). The minimum percentage of marks / CGPA will be as prescribed by the University. The eligibility criteria for appearing at SRMEE, as well as the criteria to be satisfied to apply for direct admission in any year will be decided by the Admission Committee. The criteria will be set out in an information brochure and forwarded to the applicants along with the relevant application

- forms. The qualifying degree should be from a university recognized by this university.
- (ii). Candidates appeared in MAT examination conducted by AIMA and other competitive admission test conducted by respective institute are also eligible for admission.
- (iii).At the time of admission, a candidate should have appeared / passed in the final examination of the qualifying examinations.
- **R.1.6** Notwithstanding the above, the actual admissions will be based on the rules and regulations of the UGC/Competent authorities.
- **R.1.7** Candidates have to fulfill the medical standards required for admission as set out by the Admission Committee.
- **R.1.8** The selected candidate will be admitted to the MBA programme after he / she fulfills all the admission requirements as indicated in the letter of admission after payment of the prescribed fees.
- **R.1.9** In the matter of admission to the MBA programme the decision of the Admission Committee is final.
- R.1.10 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director/ Dean of Faculty of Management may revoke the admission of the candidate and report the matter to the Vice Chancellor.

R.2.0 STRUCTURE OF MBA PROGRAMME

R.2.1 The complete programme will consist of 6 categories: 1) Core courses 2) Functional Elective- Finance, Human Resources, Marketing, Data Analytics, Operations, 3) Summer internship 4) Mini project, 5) Project (General Management).

- **R.2.2** MBA programme will have a curriculum and course contents (syllabi) for the courses approved by the Academic Council.
- **R.2.3** Credits are assigned to the courses based on the following general pattern:

One credit for each lecture (L) period;

One credit for two or less tutorial (T) periods;

One credit for two laboratory / practical / project / seminar (P) periods Theory based courses are that with 'L' & 'T' or 'L' alone or 'T' alone.

Courses with theory and practical components are that with 'L', T' & 'P' or 'T' & 'P' or 'L' & 'P'.

Courses with only practical component are that with 'P' alone.

- **R.2.4** The curriculum of MBA programme is designed to have a total of 78 credits for the award of the MBA degree.
- **R.2.5** The medium of instruction, examination will be in English.

R.2.6 Career Advancement Courses

These are mandatory courses designed to provide the necessary inputs to the students to facilitate their employability in their chosen domains, to start entrepreneurial ventures or to enable them to pursue research.

R.3.0 Faculty Advisor

R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, a certain number of students will be assigned to a Faculty advisor.

R.4.0 Class Committee

R.4.1 Every class (comprising of sections) of the MBA programme will have a class committee consisting of faculty and students. The class committees for the programme of each semester will be constituted by the Dean.

- **R.4.2** The constitution of the Class committee for the programmes of each semester will be as follows:
 - All teachers of the courses
 - Two students of the class to be chosen by the student of the class.
 - One professor, preferably not associated with teaching of the class, to be nominated by the Dean to act as the Chairman of the Class committee
 - Faculty Adviser(s) of the respective class.

R.4.3 The basic responsibilities of the class committee are:

- To review periodically the progress of the classes,
- To discuss problems concerning curriculum and syllabi and the conduct of the classes.
- The method of assessment in the course will be decided by the teacher in consultation with the class committees and will be announced to the students at the beginning of the semester.
- The class committees shall meet at least twice in a semester, once at the beginning of the semester and once towards the end of the semester.

R.5.0 Registration and Enrollment

- R.5.1 Students are enrolled after they pay the prescribed fees. Registration and enrolment will be controlled by the office of the Faculty of Management. For a student to attend classes he/she has to complete both registration and enrolment. All students shall formally register for the courses every semester to undergo course work.
- R.5.2 From the second semester onwards all students have to enroll on a specified day at the beginning of a semester. A student will be permitted to enroll only if he/she has cleared all dues to the University, Hostel, Library etc. up to the end of the previous

semester, and he/she is not debarred for enrolment by a disciplinary action of the University.

- **R.5.3** The registration sheet contains the course number, course name, number of credits and category for each course taken in that semester. The student makes the choice of course in consultation with his/her Faculty adviser.
- **R.5.4** For a student to become eligible for enrolment to a higher semester, the student should have enrolled, applied for the end semester examination and appeared in the end semester examination at least one course in the previous semester.

R 6.0 Compensatory Courses

Compensatory Courses are meant for students who, due to some unavoidable reasons, have not earned 75% attendance during the normal course of study and are detained from appearing in the end semester examination. These courses offer an opportunity for the students to have necessary teaching input which they may have missed out.

- R.6.1 Compensatory courses may be offered by the department with the approval of the Director/Dean of the Faculty of Management to students detained for lack of attendance in the respective courses (Grade I only 13.1). The course will be conducted during the regular academic session either during the weekends or in the evenings after the regular classes as decided by the Director/Dean of the Faculty of Management and the number of hours that will be conducted will be 75% of the hours specified in the curriculum for a course. The student has to earned at least 75% attendance in the compensatory course.
- R 6.2 Compensatory courses will be announced by the Director/Dean of the Faculty of Management of after the publication of results of end semester examinations of odd/even semester and the conduct of these courses will not go beyond the last working day of the semester. A student will have to register for compensatory

courses within the time stipulated in the announcement by paying the prescribed fees. No students should registered for more than two compensatory courses offered during a semester and totally not more than 6 courses in the normal duration of the study.

- R 6.3 The evaluation process for compensatory courses consists of only end semester examinations and no internal assessment process. Student shall have to score the passing minimum in the end semester examination only and full weight age will be given to marks scored thereof.
- **R 6.4** Withdrawal from Compensatory courses is not permitted.
- **R.6.5** Student who has obtained F or Ab grade in a course shall not register for compensatory courses.
- R.6.6 Students cannot demand a compensatory course for a course in any semester as a matter of right. Compensatory courses will be conducted subject to availability of faculty, class rooms and other logistics.

R.7.0 Maximum duration of the programme

- R.7.1 Each semester shall normally consist of 90 working days or 450 hours. A student is ordinarily expected to complete the MBA programme in four semesters for regular programme. However a student may complete the programme at a slower pace by taking more time but in any case not more than 8 semesters under regular programme excluding semesters withdrawn on medical grounds etc. as per R.8.1.
- **R 7.2** In compliance with the rules and norms of UGC, no student will be allowed to complete the MBA degree in less than 4 full-semesters.

R.8.0 Temporary withdrawal from the programme

R.8.1 A student may be permitted by the Director/Dean of the Faculty of Management to withdraw from the programme for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the programme only for a maximum continuous period of two semesters or the aggregate of individual discontinuation not exceeding two semesters

R.9.0 Discipline

- **R.9.1** Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity that will tend to bring down the prestige of the university.
- R.9.2 Any act of indiscipline of a student will be considered first by the Discipline and Welfare Committee for necessary action. If the issue demands more serious consideration, the indiscipline will be reported to the Director/ Dean of the Faculty of Management who will refer it to the discipline and welfare committee of the University, constituted by the Vice Chancellor. The committee will enquire into the charges and recommend suitable actions if the charges are substantiated. The Director/Dean will take appropriate action based on the recommendation of the Committee.
- R.9.3 Director/Dean of the Faculty of Management may suspend a student pending inquiry depending upon the prima facie evidence. If on completion of inquiry the student is declared innocent, he /she shall be given attendance during the period of suspension
- **R.9.4** Appeal: The student may appeal to the Vice Chancellor whose decision will be final and binding.

R.10.0 Attendance

- R. 10.1 Attendance is the physical presence of the student in the class / laboratory / field work. It is a well-observed fact that the students who score good grades are those who attend the class / laboratory / field work, regularly. Therefore, the students must strive to attend all the classes without fail.
- R.10.2 Every faculty member handling a course will take attendance till the last instruction day in the semester. The percentage of attendance, calculated up to this point, will be indicated by a code number/letter as follows:

Attendance rounded to	Code
95% and above	Н
85 to 94%	9
75 to 84%	8
Below 75%	L

R.10.3 A student must maintain an attendance record of at least 75% in individual courses, exclusive of leave of absence due to medical reasons, on-duty, extra-curricular / extramural activities, permitted assignments such as job interviews, unforeseen emergencies etc. Without the minimum attendance of 75%, in any course, students become ineligible to appear for the end semester examination in that course. His / Her registration for that course will be treated as cancelled, and he/she shall be awarded 'I' grade (I stands for Incomplete or registration cancelled due to want of minimum attendance) in that course. This grade shall appear in the grade card until the course is successfully completed (R.6.0).

The student should register for compensatory course and repeat the entire course when it is offered next.

R.10.4 A student must strive to attend all the classes without fail. However, the minimum attendance requirement of 75% allows a student the facility to use the balance 25% to account for illnesses, permitted assignments such as job interviews, inter university sports meets, inter-collegiate/inter-university competitions, accidents, unforeseen emergencies etc. An attendance of 75% in a course (except in cases governed by R.10.6) is considered to be the minimum required for a student to get just enough input on the course syllabus through class room contact hours to make him / her eligible to appear in the end semester examination for that course.

It is the responsibility of each and every student to keep track / monitor his / her percentage of attendance for each course and ensure that he / she satisfies the attendance norms prescribed by the university. If the student finds any discrepancy / error in the attendance status, he /she should immediately bring it to the attention of the concerned faculty member and seek redressal

- **R.10.5** The teacher shall prepare the particulars of all students who have attendance less than 75% in his / her course. Copies of the same should also be sent to the Director/Dean Faculty of Management. The students who have less than 75% attendance will not be permitted to appear in end semester examination.
- R.10.6 Condonation of Attendance: In rare and genuine cases, a committee consisting of Director / Dean Faculty of Management will examine the case, based on the documents submitted by the student, facts and circumstances. Assessment will be done, by the committee, on the merit of the case and spell out their recommendation to the Vice Chancellor. The Vice Chancellor, based on the recommendation of the committee may then give condonation of attendance, only if the Vice Chancellor deems it fit and deserving but in any case the condonation cannot exceed 10%.

R.11.0 Assessment Procedure

R.11.1 The complete academic performance of a student is evaluated inhouse by the concerned teacher / department except in the case of project work where an external examiner may be nominated.

R.11.2 The student's performance in each course, in general, is evaluated based on in-semester continuous assessment (internal assessment) and end-semester examination.

An in-semester continuous assessment (also known as internal assessment / comprehensive assessment) is spread through the duration of course and is done by the teacher teaching the course.

The assessment is done through various means including:

- 1. Written tests
- 2. MCQ based quizzes
- 3. Presentations
- 4. Projects
- Field visits
- Seminars
- 7. Group discussions/activities etc

The end-semester examination shall have assessment from the following perspective with respect to all courses:

- 1. Evaluation with respect to knowledge.
- 2. Evaluation with respect to Understanding.
- 3. Evaluation with respect to skill.
- 4. Evaluation with respect to Applications
- 5. Higher Order Thinking Skills
- **R.11.3** The assessment method is further detailed below:
 - (a). Theory courses Course without any practical component-

Assessment tool	Marks	Remarks	
Cycle test I	10	Duration –100 minutes	
Surprise Test	5	Duration – 50 minutes	
Model	15	Duration – 180 minutes	
Examination	10		
Mini Project	15	Individual project to be submitted by the student and presentation /Viva-voce supervise by the concerned faculty (or) MCQ of not less than 150 may be administered spreading over all units. (or) Seminar regarding topics of relevance. (or) Three assignments in relevant areas each carrying 5 marks (or) May include combination of any of the above mentioned assessment. (or) Completion of One edx or Cousera or NPTEL courses specified by the faculty.	
Class Participation 5		Active participation in class: Raising doubts and questions / Taking initiative/ Participating in discussion / Seminar presentation / Notes making	
Total in-semester assessment	50		
End semester Examination	50	Duration – 3 hours	
	13	MRA Populations 2017	

(b) Courses with only practical component (i) Laboratory courses

Assessment tool	Marks	Remarks	
Carrying out laboratory work and submission of record	40	Assessment components: Every experiment will carry marks for Observation, Collection of Data, Analysis, Interpretation, Inference and prompt submission of Record of Work done.	
orrecord	20	Marks for Model Examination and Viva	
Total in- semester assessment	60		
End semester examination	40	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination and "Ab" grade will be awarded for non appearance.	

R 11.4 Project Evaluations

MBA Projects as far as possible should be corporate based, research orientated and socially relevant engagements. Every student is expected to complete this requirement successfully in time

R11.4.1The students have to undergo a Summer Internship (MB17301) in a business organization for a period of 6 weeks during summer vacation.

All the students should submit their internship report to the Faculty of Management and a Viva voce examination will be conducted by

a team consisting of the External Experts from the industry. The Weightage for the evaluation shall be for 100 marks.

Assessment	Tool		Marks
Phase I	Social		10
Assessment by	relevance		
External	/converted		
Practitioner	research		
	Reports:		30
	I Review	10	
	II Review	10	
	III Review	10	
	Innovation /		10
	Contribution		
	Total Marks awa	50	
	Internal Examin		
Phase II	Evaluation of R	50	
Viva	External exper member		
	Grand Total	100	

- **R.11.4.2**MBA Final Projects (MB17401) should be socially relevant and industry focused ones. Project has to be done by every individual student in the final semester. On the completion of Project work the student will submit a project report which will be evaluated by duly appointed internal examiner and external examiner.
- R.11.4.3The evaluation of the Project (General Management) is done in two phases aggregating to marks 300 on the basis of criteria stipulated by the Faculty of Management. In Phase I, 150 marks awarded by internal faculty members. In Phase II, the balance 150 marks is awarded by way of Project Viva, evaluated by External Expert along with an internal faculty member.

Assessment	Tool		Marks
Phase I	Reports:		120
Assessment	I Review	40	
by External	II Review	40	
Practitioner	III Review	40	
	Innovation /		30
	Contribution		
	Total Marks aw	150	
	Examiner		
Phase II	Evaluation of	150	
Viva	experts and Faculty member		
	Grand Total		300

R.11.4.4 Whenever there is a deviation from procedures stated under 11.0, as warranted by the unique nature of the course, the same will be specified by the concerned Course Coordinator and approved by the Director /Dean Faculty of Management.

R.12.0 End Semester Examination

- R.12.1 There will be an end semester examination for Three hours duration in each lecture based course
- R.12.2 The examination at the end of a particular semester will be conducted for the courses of all odd and even semesters. A student should have appeared for the end semester examination of the prescribed course of study to be eligible for the award of grade in that course.
- R.12.3 To pass in any course it is mandatory that a student should get 50 % marks in the end semester examination and also 50% marks (overall) in the internal assessment and end semester marks put together.

R.12.4 Students who have secured F or Ab, or I grade in a particular course can reappear when the end semester examination for that course is again conducted provided they satisfy other eligibility conditions such as lack of attendance overcome by attending Compensatory courses (R.6.0) and temporary withdrawal from the programme (R.8.0) and Discipline(R.9.0). Students who have secured F or Ab or I grade in courses with practical component shall appear in the end semester examinations of both the theory and practical components.

R.13.0 Course Wise Grading of Students

R.13.1 Letter Grades and Grade Points (GP) Based on the aggregate of marks obtained through internal assessment and external assessment, each student is awarded a final letter grade at the end of the semester, in each Course. The letter grades and the corresponding grade points, as recommended by UGC, are as follows:

Letter Grade	Grade Points	Normalized Mark range	
O (Outstanding)	10	95-100	
A+ (Excellent)	9	90-94	
A (Very Good)	8	85-89	
B+ (Good)	7	75-84	
B (Above average)	6	65-74	
C (Average)	5	55-64	
P (Pass)	4	50-54	
F (Fail) 0 <50 Failure of		<50 Failure due to insufficient	
		marks in the course	
Ab (Absent) 0		Failure due to non-appearance in	
		the examination	
I (Incomplete) 0		Failure due to insufficient	
		attendance in the course.	

- R.13.2 A student is considered to have successfully completed a course and earned the credits if he / she secured a letter grade other than F or Ab or I in that course. A letter grade F or Ab or I in any course implies a failure in that course.
- **R.13.3** A course successfully completed cannot be repeated.
- R.13.4 Students who have secured 'F'(Fail) / 'Ab'(Absent) grade in a particular course can reappear when the end semester examination for that course is again conducted provided they satisfy other eligibility conditions such as lack of attendance overcome by attending Compensatory course / appearance in end semester examinations requirements / Temporary withdrawal from the programme and Discipline.
- **R.13.5** For the first three attempts, the internal marks obtained in the first attempt will only be considered and it will be combined with the marks obtained end semester examinations for the award of appropriate grade.
- R.13.6 However if a student obtains 'F'(Fail) / 'Ab' (absent) grade in a course in the first three attempts, from fourth attempt onwards, full Weightage(100%)shall be assigned to marks scored in the end semester examinations and the internal assessment marks they have scored during the regular course of study will be ignored
- **R.13.7** If a student gets F grade or I or 'Ab' in an attempt that is treated as an attempt.
- **R.13.8** All applicable fees charged for the purpose of examination will apply for re-appearance courses as well.
- R.14.0 Method of Awarding Letter Grades.
- R.14.1 The internal marks awarded to the students are first normalized and combined with the normalized marks of end semester examination. Subsequently letter grades are awarded for the

normalized marks as indicated in the table under section R13.1: The detailed methodology of normalization of internal marks as well as marks in the end-semester examinations shall be formulated by the Controller of Examinations.

R.14.2 To pass in a course with earnable credits a student has to score a minimum of 50% of the total normalized marks secured in both the internal and end semester examination.
Grades will be awarded as per R. 13.1

R.15.0 Declaration of Results

- **R.15.1** Normalized marks are referred to the Result Passing Board for the finalization of results. Controller of Examinations assigns letter grades and announces the results.
- R.15.2 The Ab / I / F grade once awarded stays in the record of the student and is deleted when he/she completes the course successfully later the grade acquired by the student will be indicated in the grade card of the appropriate academic year with an indication of the month and the year of passing of that course.
- **R.15.3** The CGPA will be revised accordingly.

R.16.0 Re-view of answer scripts

In case any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

R.17.0 Grade Card

- **R.17.1** The grade card issued by the Controller of Examinations to each student, after the announcement of the results will contain the following:
 - a. The credits for each course registered for that semester,
 - b. The letter grade obtained in each course
 - c. The attendance code in each course
 - d. The total number of credits earned by the student up to the end of that semester in each of the course categories
 - e. The Cumulative Grade Point Average (CGPA) of all the courses taken from the First semester.

R.17.2 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

(i) The SGPA will be calculated according to the formula

$$SGPA = \frac{\sum_{i=1}^{n} c_i \times (GP)_i}{\sum_{i=1}^{n} c_i}$$

Where C_i = credit for the i^{th} course, $(GP)_i$ = the grade point obtained for the i^{th} course (refer R.13.1) , n = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F, Ab and I grades.

(ii) For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_{1}^{r} S_{i} \times (SGPA)_{i}}{\sum_{1}^{r} S_{i}}$$

Where S_i = Sum of credits in ith semester, (SGPA)_i = Semester Grade Point Average earned in ith semester and r = number of semesters and the sum is over all the semesters under consideration.

(iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

R.17.3 Class/Distinction will be awarded to the students after they successfully complete the MBA programme as per the norms stipulated in the following table:

Category	CGPA	Class
	≥ 4 & <5.5	Pass
	≥ 5.5 & < 6.00	Second Class
	≥ 6 & < 8.00	First Class
Students who successfully complete the MBA programme within the time	≥ 8.00 (Without F or Ab or I or Temporary break of study in any Semester)	First Class with Distinction
duration of 4 semesters.	≥ 8.00 (With For Ab or I or Temporary break of study in any Semester but obtained pass grade (O to P) subsequently)	First Class
Students who cannot complete the MBA	≥ 4 & < 5.5	Pass
complete the MBA programme in 4 semesters but complete it successfully within the time duration of 5	≥ 5.5 & < 6	Second Class
semesters.	≥ 6	First Class
Students who cannot complete the MBA	≥ 4 & < 5.5	Pass
programme in 5 Semesters but complete it successfully within the time duration of 8 Semesters.	≥ 5.5	Second Class

R 18.0 Academic dishonesty

When a student is found responsible for a violation of the SRM code of conduct pertaining to academic dishonesty Malpractice in Examinations), the Office of Controller of Examinations will initiate action based on the pre-approved procedures. Appropriate penalty or punishment will be awarded to the student and communication sent to Dean / HoD of Faculty of Management.

R.19.0 Eligibility for Award of the MBA Degree

- **R.19.1** A student shall be declared to be eligible for the award the MBA Degree if he/she has
 - a. Registered and successfully completed the courses and projects as per the curriculum and obtaining an aggregate of total credits.
 - b. Successfully acquired the required credits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time duration.
 - c. No disciplinary action pending against him/her

R.20.0 Change of Regulations

R.20.1 Any regulation can be modified by the Academic Council of SRM University.