



**MBA (INTEGRATED) DEGREE PROGRAMME  
REGULATIONS 2014**

**FACULTY OF MANAGEMENT  
SRM UNIVESITY  
SRM NAGAR – KATTANKULATHUR – 603 203  
Chennai, India**

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**FACULTY OF MANAGEMENT**  
**SRM UNIVERSITY**  
**MBA (Integrated) DEGREE**  
**SEMESTER PATTERN - CREDIT SYSTEM**  
**REGULATIONS**

**R.1.0 Admission**

- R.1.1 The number of seats in each branch of the MBA (Integrated) 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 Notwithstanding the above, the actual admissions will be based on the rules and Regulations of the UGC/Competent authorities.
- R.1.3 Candidates have to fulfill the medical standards required for admission as set out by the Admission Committee.
- R.1.4 The selected candidate will be admitted to the MBA (Integrated) programme after he/she fulfills all the admission requirements as indicated in the letter of admission after payment of the prescribed fees.
- R.1.5 In the matter of admission to the MBA (Integrated) programme the decision of the Admission Committee is final.
- R.1.6 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 Dean/Director (Faculty of Management) may revoke the admission of the candidate and report the matter to the Vice Chancellor.

**R.2.0 Structure of the MBA (Integrated) Programme**

- R.2.1 The main courses of study for Integrated MBA Degree Course shall consists of the following.
1. Foundation Courses: The Programme shall comprise the study of,
    - a) Part-I Tamil/Hindi/French
    - b) Part-II English

2. Core Courses:  
a) Main courses  
b) Elective Courses  
c). Project

R.2.2 Credits are assigned to the courses based on the following general pattern: One credit for each lecture period; One credit for each laboratory or practical or project session of two periods.

R.2.3 The curriculum of the MBA (Integrated) programme is designed to have a total of **212** credits for the award of the MBA (Integrated) degree and 140 credits for the award of BBA degree. (For BBA degree the regulation of 2011 is applicable).

R.2.4 No semester shall have more than eight lecture-based courses and one Laboratory course as prescribed in the curriculum carrying a maximum of 30 Credits.

R.2.5 The medium of instruction, examination and project reports will be in English.

### **R.3.0 Registration and Enrolment**

R.3.1 Registration and enrolment of any course will be controlled by the Office of the Controller of Examinations. Except for the first semester, the registration of a semester will be done during a specified week before end semester examination of the previous semester.

**Late registration/enrolment will be permitted with a fine, decided time to time, up to two weeks from the last date specified for registration/enrolment.**

R.3.2 ***From the second semester onwards all students have to enroll on a specified day at the beginning of a semester.*** A student will be eligible for enrolment only if he/she satisfies R.9 and will be permitted to enroll only if he/she has cleared all dues to the University, Hostel, Library, NCC etc. up to the end of the previous semester, provided he/she is not debarred for enrolment by a disciplinary action of the University.

R.3.3 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 Advisor.

#### **R.4.0 Minimum Requirement to Continue the Programme**

R.4.1 To be eligible for next semester a student should take at least 3 courses in the previous semester university examination.

R.4.2 A student not meeting the requirements given in R 4.1 will have to discontinue the programme temporarily. He/she can rejoin the programme after fulfilling requirements as in R.4.1.

#### **R.5.0 Maximum Duration of the Programme**

R.5.1 Each semester shall normally consist of 90 working days or 450 hours. A student is ordinarily expected to complete the MBA (Integrated) programme in 10 semesters. However a student may complete the programme at a slower pace by taking more time but in any case not more than 16 semesters under regular programme excluding semesters withdrawn on medical grounds etc. as per R.6.1.

#### **R.6.0 Temporary withdrawal from the programme**

R.6.1 A student may be permitted by the Dean/Director 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.

## **R.7.0 Discipline**

R.7.1 Every student is required to maintain discipline and decorous behavior both inside and outside the University campus and not to indulge in any activity that will tend to bring down the prestige of the University.

R.7.2 Any act of indiscipline of a student is first to be considered by the Discipline and Welfare Committee of the Department/School for necessary action. If the issue demands more serious consideration, the indiscipline will be reported to the Dean/Director (Faculty of Management), and he 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 punishment if the charges are substantiated. The Dean/Director will take appropriate action on the recommendation of the Discipline and Welfare Committee.

R.7.3 Appeal: The student may appeal to the Vice Chancellor whose decision will be final and binding.

## **R.8.0 Attendance**

R.8.1 Attendance is the physical presence of the student in the class. It is a well- Observed fact that the students who score good grades are those who attend classes regularly. Therefore, the students must strive to attend all the classes without fail.

R.8.2 Every teaching staff member handling a class will take attendance till 3 calendar days before the last instruction day in the semester.

R.8.3 A student must maintain a cumulative attendance record of at least 75% in each And every semester. If the minimum attendance is less than 75% in that particular semester, the student will become ineligible to sit for the end semester examination.

The student should register for and repeat the same semester along with next batch of students.

R.8.4 The students 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 short illnesses of a few days; permitted assignments such as job interviews; inter university sports meets, inter-collegiate/inter-university competitions, etc.

R.8.5 The teacher shall announce the particulars of all students who have attendance less than 75% in the class. Copies of the same should also be sent to the Dean/ Director (Faculty of Management), and Heads of Schools/ Departments concerned. The students who have less than 75% attendance will not be permitted to sit for the end semester examination.

R.8.6 **Condonation of Attendance:**  
In rare and genuine cases, a committee consisting of Pro-Vice Chancellor, Director/Dean will examine the case and recommend suitably to the Vice Chancellor, who may give condonation of attendance in deserving cases.

### **R.9.0 Assessment Procedure**

R.9.1 The complete academic performance of a student is evaluated internal by the concerned teachers/departments.

R.9.2 The student's performance in each theory course is evaluated for a maximum of 100 marks of which 50 marks for in-semester assessment and 50 marks for the end semester examination.

### **R.9.3 Internal Assessment:-**

#### ***A-1. Theory courses for the Semester 1 to 6***

<b>Assessment tool</b>	<b>Weightage</b>	<b>Remarks</b>
Total In-semester assessment	50%	
End semester Examination	50%	Duration- 3 hours

Assessment tool	Weight age	Remarks
Cycle test	10%	Duration – 2 periods
Surprise test	5%	Duration – 1 period
Class Participation	5%	Active participation in class: Raising doubts and questions / Taking initiative/ Participating in discussion / Seminar presentation / Notes making
Mini Project	15%	Individual Project to be submitted by the student and Presentation/Viva-Voce supervise by the concerned faculty
Model Examination	15%	Duration – 3 hours
End semester Examination	50%	Duration – 3 hours

### A-2. Practical for the Semester 1 to 6

Internal Assessment (End Semester Examination)		
Assessment tool	Weightage	Remarks
Observation Note Book	10 Marks	Assessment components: 1. Every experiment will carry marks for observation, completion, results and prompt submission of record for each experiment. 2. Marks for model examination (if any) or for tests.
Maintaining Record Note Book	20 Marks	
Output Result in time	10 Marks	
Regularity	10 Marks	
External Assessment (End Semester Examination)		
Assessment tool	Weightage	Remarks
Record Note Book Submission	10 Marks	The nature of the end semester examination shall be informed to the students at the commencement of the



Programme Writing	10 Marks	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 I grade will be awarded for non appearance.]
Debugging	15 Marks	
Result / Output	15 Marks	

### B-1.Theory Courses semester 7<sup>th</sup> to 10<sup>th</sup>

Assessment tool	Weight age	Remarks
Cycle test	10%	Duration – 2 periods
Surprise test	5%	Duration – 1 period
Class Participation	5%	Active participation in class: Raising doubts and questions / Taking initiative/ Participating in discussion / Seminar presentation / Notes making
Mini Project	15%	Individual Project to be submitted by the student and Presentation/Viva-Voce supervise by the concerned faculty
Model Examination	15%	Duration – 3 hours
End semester Examination	50%	Duration – 3 hours

## B-2. Laboratory courses semester 7<sup>th</sup> to 10<sup>th</sup>

Assessment tool	Weightage	Remarks
Carrying out laboratory work, attendance, and submission of record	60%	Marks shall be allocated on the basis of exercises and activities as stipulated to be completed.
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.

R.9.4 The courses having internal assessment only will be conducted by the department and the marks be forwarded to the Controller of Examinations to appear in the marks statement.

### R.10.0 Passing Minimum up to 6<sup>th</sup> semester

R.10.1. A candidate shall be declared to have passed in each paper / practical / Mini Project and Viva-voce, if he / she secures not less than 40% of marks (the continuous internal assessment (CIA) and the University examinations (External) put together), provided a minimum of 40% of marks secured in the University examination.

### R.10.2 Passing Minimum from 7<sup>th</sup> to 10<sup>th</sup> semester

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.10.3 If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the next semester when examination is conducted in that course. He / She should continue to register and reappear for the examination till he/she secures a pass. However, the internal assessment marks obtained by the candidate in the first attempt shall be retained and considered valid for all subsequent attempts.

### R.11.0 Institutional Training and Project work Internship

The candidate has to undergo Institutional Training in an institution (Public sector or Private sector or Public limited company) for a period of not less than 8 weeks immediately after the completion of IV Semester and VIII semester examination respectively which is to be supervised by professor-in-charge. The report and viva-voce examination will be done in the VI and IX semester respectively.

- The candidate should submit periodical reports of the project to the supervisor.
- The candidate should submit the final reports as will be prescribed by the HOD from time to time
- The HOD will assign the number of candidates to each supervisor based on the total number of candidates.
- The project work should be neatly presented in not less than 60 pages and not more than 100 pages
- Each candidate should submit hard copy (2 copies) and soft copy in CD to the department. After evaluation of the project report, one copy will be returned to the candidate after the evaluation.

R.11.1 **Evaluation Scheme for Institutional and Summer Training Report**

Project Evaluation by Internal Examiner	25 marks
Project Evaluation by External Examiner	25 marks
Project Viva-Voce by Internal Examiner	25 marks
Project Viva-Voce by External Examiner	25 marks
<b>Total</b>	<b>100 mark</b>

If a candidate fails to submit the project work or fails to appear for the viva-voce examination, then the candidate should submit or appear only in the next Viva voce Examination.

R.11.2 **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.

R.11.2.1 The students have to undergo a Summer Internship in a business organization for a period of 8 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.

R.11.2.2 Industry Elective will be offered by the practitioners in the industry. Students in groups will be coached, monitored and mentored by the practitioners in the industry. The theoretical framework for each of such groups will be developed by the practitioner in consultation with Faculty

of Management stating the objectives, units of contents, action plan specifying number of days for each. This kind of a live project shall be monitor with periodical feedbacks given by practitioner, leading to the submission of project report certified by practitioner to the department.

R.11.2.3 The evaluation of the Industry Elective 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 external practitioners under whose supervision the project is carried out. In phase II, the balance 150 marks is awarded by way of Project Viva, evaluated by External Expert along with an internal faculty member.

<b>Phase I</b> Assessment by External Practitioner	Attendance	75 76-80 81-85 86-90 91-95 96- 100	5 10 15 20 25 30	10%	30
	Reports: I Review      II Review        III Review		30 30 30	30%	90
	Innovation/ Contribution			10%	30
	<b>Total Marks awarded by External Practitioner</b>			<b>50%</b>	<b>150</b>
<b>Phase II</b> <b>Viva</b>	<b>Evaluation of Report &amp; Viva by External experts and Faculty member</b>			<b>50%</b>	<b>150</b>
	<b>Grand Total</b>			<b>100%</b>	<b>300</b>

R.11.2.4 Whenever there is a deviation from procedures stated under 11.2.3, 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 Evaluation Method

R.12.1 Question paper setting by external examiner up to 6<sup>th</sup> semester (BBA). From Semester 7<sup>th</sup> to 10<sup>th</sup> semester for setting question paper for internal faculty members (MBA).

R.12.2 Evaluation for theory/practical /project will be conducted by external examiner appointed by the university

### **R.13.0 End Semester Examination**

R.13.1 There will be one end semester examination for three hours duration in each lecture based Course.

R.13.2 The examinations at the end of a particular semester will be conducted for the Courses of all odd and even semesters.

R.13.3 A student should have appeared for the end-semester examination of the prescribed course of study to be eligible for the award of the grade in that course.

### **R.14.0 Reappearance in end Semester Examination**

Students who have secured F 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.

### **R.15.0 Course Wise Grading of Students**

R.15.1 Award of Letter Grade up to 6semester  
All assessment of course will be done on absolute marks basis. However for the purpose of the reporting the performance of a candidate, letter grades, each carrying certain points, will be awarded as per the range of total marks (out of 100) obtained by the candidate as detailed below.

Range of marks	Letter Grade	Grade Points
90 – 100	S	10
80 – 89	A	9
70 – 79	B	8
60 – 69	C	7
50 – 59	D	6
40 – 49	E	5
0 – 39	F	0
Incomplete	I	0

**R.15.2 Award of Letter Grade from 7<sup>th</sup> to 10<sup>th</sup> semester**

The internal marks awarded to the students are first absolute and combined with the absolute marks of end semester examination. Subsequently letter grades are awarded for the absolute marks as indicated below:

Marks	Letter Grades	Grade Points
90-100	S	10
80-89	A	9
70-79	B	8
60-69	C	7
50-59	D	6
<50	F (Fail grade)	0
Incomplete due to absence in end semester examination	I (Fail grade)	0

“F” denotes failure in the course

“I” denotes incomplete and hence prevented from writing end semester examination.

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. Grades I will be as per R.14.1.

After results are declared, Grade sheets will be issued to each student, containing the list of courses enrolled during semester and the grade scored the grade point average (GPA) for the semester and the

Cumulative Grade point average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of courses registered and the points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$GPA = (C \times GP) / C$  Where CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester.

**R.16.0 Revaluation of Answer Scripts (Only for theory courses) up to 6<sup>th</sup> semester only**

R.16.1 In case any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply along with the prescribed fee, for the revaluation of answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate to revalue the answer script by the faculty.

**R.17.0 Grade Card**

R.17.1 The grade card issued by the Controller of Examinations at the end of the semester to each student will contain the following:

- a) The credits for each course registered for that semester,
- b) The letter grade obtained in each course
- c) The total number of credits earned by the student up to the end of that semester in each of the course categories
- d) The Cumulative Grade Point Average (CGPA) of all the courses Taken from the first semester.

R.17.2 The GPA will be calculated according to the formula

$$GPA = \frac{\sum(C \times GP)}{\sum C}$$

Where C = credit for the course, GP = the grade point obtained for the course (refer R.16.1) and the sum is over all the courses taken in that semester, including those in which the student has secured F grades.

For the cumulative grade point average (CGPA) a similar formula is used where the sum is over all the courses taken, including those in which the

student has secured F grades, in all the semesters completed up to the point in time.

R.17.3 Class/Distinction will be awarded to the students after they successfully complete the MBA (INTEGRATED) programme within the time duration of 10 semesters (for Regular) as per norms given below.

CGPA  $\geq 5$  &  $< 6$  Second Class

CGPA  $\geq 6$  &  $< 8.5$  First Class

CGPA  $\geq 8.5$  (without F or I in any Semester) First Class with Distinction

R.17.4 The students who fail to complete within 10<sup>th</sup> semesters but successfully complete the MBA (integrated) programme within the time duration of 11<sup>th</sup> semester as per norms given below:

CGPA  $\geq 6$  First Class

CGPA  $\geq 5$  &  $< 6$  Second Class

R.17.5 The students who fail to complete within 10 semesters for regular but successfully complete the MBA (INTEGRATED) programme within the time duration of 16 semesters (for regular) (R.9.0), as per norms given below

CGPA  $\geq 5$  Second Class

### **R.18.0 Lateral Entry Exit (After 6<sup>th</sup> Semester)**

If a candidate desire to withdraw the course after 6<sup>th</sup> semester, if the candidate successfully completed all the courses mentioned in the curriculum, the BBA degree can be awarded.

R.18.1. Class/ Distinction with in 6<sup>th</sup> semester same as: R.16.3

R.18.2 Class/Distinction will be awarded to the students after they successfully complete the MBA (INTEGRATED) programme within the time duration of 10 semesters (for Regular) as per norms given below.

CGPA  $\geq 5$  &  $< 6$  Second Class

CGPA  $\geq 6$  &  $< 8.5$  First Class

CGPA  $\geq 8.5$  (without F or I in any Semester) First Class with Distinction



R.18.3 The student who fails to complete within 6<sup>th</sup> semester but successfully complete the BBA programme with in the duration of 7<sup>th</sup> semester from the date of admission, the class will be awarded as follows:

CGPA  $\geq$  8.5 (without F or I in any Semester) First Class with Distinction

CGPA  $\geq$  6 First Class

CGPA  $\geq$  5 <6 Second Class

### **R.19.0 Eligibility for Award of the MBA(Integrated)Degree**

R.19.1 A student shall be declared to be eligible for the award of the MBA (INTEGRATED) / BBA degree if he/she has

- a) Registered and successfully completed all the courses and projects as per the Curriculum.
- b) Successfully acquired the minimum 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.21.1 Any regulation can be modified by the Academic Council of SRMU.