



**SRM UNIVERSITY**  
(Under Section 3 of UGC Act, 1956)

**MMS REGULATIONS – 2015**  
**FULL TIME**  
(For students admitted from the academic year 2015-16)

**FACULTY OF MANAGEMENT**  
**&**  
**TIMES CENTRE FOR LEARNING LTD**  
**Kattankulathur – 603 203**

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## **R.1.0 Admission**

- R.1.1 The program Master of Management Studies is offered by Faculty of Management, SRM University with the academic training partnership of Times Learning Centre, Times Group. The number of seats in MMS program for which admission is to be made in the Faculty of Management will be decided by the Board of Management of Times centre for learning Limited(TCLL) in consultation with SRM University. An admission committee shall be formed comprising of members from both the parties.
- R.1.2 Admission to the MMS program in any academic year will be based on the results of TCLL Entrance Examination (TCLL 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 TCLL Entrance Examination (TCLL EE) 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 TCLL EE. Subject to a minimum performance criteria in the TCLL EE, 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 (i).The minimum percentage of marks / CGPA will be as prescribed by the University. The eligibility criteria, for appearing at TCLL, 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 SRM University has the right to reserve 1% of seats in the admission process of MMS. The initial admission process will be done by TCLL at their centre. The selected candidates shall be taken through the admission process at SRM Kattankulathur Campus.

The selected candidate will be admitted to the MMS program 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 MMS program 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 MMS program**

R.2.1 The complete program will consist of 6 categories: 1) Core courses 2) Functional and industry based elective courses 3) Summer internship 4) Surprise test, cycle test and model exam 5) Mini project and 6) non – credit Certificate Courses viz certificate courses and immersion Modules.

R.2.2 MMS program will have a curriculum and course contents (syllabi) for the courses approved by the Academic Council.

R2.3 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 MMS program is designed to have a total of 72 credits for the award of the MMS degree.

R.2. 5 The medium of instruction, and examination will be in English.

### **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 program, a certain number of students will be assigned to a Faculty advisor. In addition to the advisor, one Program coordinator shall be functioning on behalf of TCLL for each vertical.

### **R.4.0 Class Committee**

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

R.4.2 The constitution of the Class committee for the programs of each semester will be as follows:

- I. All teachers of the courses
- II. Two students of the class to be chosen by the students of the class.
- III. One professor, preferably not associated with teaching of the class, to be nominated by the
- IV. Dean to act as the Chairman of the Class committee.
- V. Faculty Adviser(s) of the respective class.

R.4.3 The basic responsibilities of the class committee are

1. To review periodically the progress of the classes,
2. To discuss problems concerning curriculum and syllabi and the conduct of the classes.
3. 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.
4. 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.6.0 Maximum duration of the program**

R.6.1 Each semester shall normally consist of 90 working days or 720 hours. Each session lasts for 50 minutes, total number of sessions workout to 1080. These sessions would not include preparatory sessions for placements , short projects, immersion modules, certificate and other non credit courses. A student is ordinarily expected to complete the MMS program in four semesters for regular program. Further all students shall have to pass the Degree program within the span period of the program which is four years from the date of admission in the program.

R.6.2 In compliance with the rules and norms of UGC, no student will be allowed to complete the MMS degree in less than 4 full-semester.

### **R.7.0 Temporary withdrawal from the program**

R.7.1 A student may be permitted by the Director/Dean of the Faculty of Management to withdraw from the program for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the program only for a maximum continuous period of two semesters.

### **R.8.0 Discipline**

R.8.1 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.8.2 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.8.3 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.8.4 Appeal: The student may appeal to the Vice Chancellor whose decision will be final and binding.

## **R 9.0 Attendance**

R.9.1 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.9.2 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:

<b>Attendance rounded to</b>	<b>Code</b>
95% and above	H
85 to 94%	9
75 to 84%	8
Below 75%	L

R.9.3 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 for want of minimum attendance) in that course. This grade shall appear in the grade card until the course is successfully completed.

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

R.9.4 The students must 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. 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.9.5 The teacher shall announce the particulars of all students who have attendance less than 75% in that course in the class. Copies of the same will be sent to the Director/Dean of the Faculty of Management. The students who have less than 75% attendance will not be permitted to sit for the end semester examination. In case of Lack of attendance the student has to repeat the course and appear for the examination after securing the required attendance.

R.9.6 **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.10.0 Assessment procedure**

- R.10.1 The complete academic performance of a student is evaluated in-house by the concerned teacher / department except in the case of project work where an external examiner shall be nominated for the viva voce.
- R.10.2 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
5. Field visits
6. Seminars
7. Group discussions/activities etc.
8. Certificate Course. (If the concerned course warrants)

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.10.3 The assessment method is further detailed below:

**(a). Course without any practical component- Theory courses**

<b>Assessment tool</b>	<b>Weightage</b>	<b>Remarks</b>
Cycle test I	10%	Duration –100 minutes
Surprise Test	5%	Duration – 50 minutes
Model Examination	15%	Duration – 180 minutes
Mini Project	15%	Individual Project to be submitted by the student and Presentation/Viva-Voce supervise by the concerned faculty.
Class Participation	5%	Active participation in class: Raising doubts and questions / Taking initiative/ Participating in discussion / Seminar presentation / Notes making
<b>Total in-semester assessment</b>	<b>50%</b>	
<b>End semester Examination</b>	<b>50%</b>	<b>Duration – 3 hours</b>

**(b) Course with only practical component**

**(i) Laboratory courses**

<b>Assessment tool</b>	<b>Weightage</b>	<b>Remarks</b>
Carrying out laboratory work and submission of record	<b>60%</b>	Assessment components: 1. Every experiment will carry marks for observation, collection of data, analysis, interpretation, inference and prompt submission of record of work done. 2. Marks for model examination (if any) or for tests or for quizzes etc.

Assessment tool	Weightage	Remarks
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 10.4 Project Evaluations

MMS 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 10.4.1 During the final Semester the Student should undertake a real time project under the supervision of the designated faculty and submit the project report/Dissertation within the stipulated time. The viva will also be conducted for evaluation.

R 10.4.2 The project done during the last Final semester shall be evaluated as follows

1. Internals - 150 Marks
2. External - 150 Marks

The progress of the project would be Monitored and evaluated at regular intervals. The pattern is as given below

First Review	: 20 Marks
Second Review	: 50 Marks
Third Review	: 20 Marks
Report & Presentation	: 60 Marks

The external evaluation shall be decided by the industry expert chosen and assigned . The student is expected to score minimum of seventy five marks in each of the components.

R 10.4.3 Whenever there is a deviation from procedures stated , as warranted by the unique nature of the course, the same will be specifically indicated in the syllabus.

### **R.11.0 End Semester Examination**

R.11.1 There will be an end semester examination for three hours duration in each lecture based course.

R.11.2 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.11.3 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.11.4 Students who have secured **F-Fail, Ab** due to incomplete work, withdrawal from the course 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 Students who have secured F, Ab grade in courses with practical component shall appear in the end semester examinations of both the theory and practical components.

R.11.5 All students should compulsorily register for every semester with the courses for which he will be appearing for the forthcoming examination. Registration is also compulsory for students who have secured **F/AB** with the failed courses apart from the new courses.

### **R.12.0 Course Wise Grading of Students**

R.1 2.1 Letter Grades and Grade Points (GP)

Based on the semester performance, 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 are as follows:

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

R.12.2 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** in that course. A letter grade F or Ab in any course implies a failure in that course.

R.12.3 A course successfully completed cannot be repeated.

### **R.13.0 Method of Awarding Letter Grades.**

R.13.1 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 R12.1:

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.13.2 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 **Ab and F** will be as per R. 12.1

## **R.14.0 Declaration of Results**

- R.14.1 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.14.2 ***The Ab 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.14.3 ***'F' grade obtained by a student will be deleted in the grade card once that course is successfully completed.*** The pass grade acquired by the student will be indicated in the grade card of the appropriate year with an indication of the month and the year of passing. The CGPA will be accordingly revised.

## **R.15.0 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.16.0 Grade Card**

- R.16.1 The grade card issued by the Controller of Examinations to each student, after the announcement of the results will contain the following:
- The credits for each course registered for that semester,
  - The letter grade obtained in each course
  - The total number of credits earned by the student up to the end of that semester in each of the course categories
  - The Cumulative Grade Point Average (CGPA) of all the courses taken from the I semester onwards .

**R.16.2 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

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

$$\text{SGPA} = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

Where  $C_i$  = credit for the  $i^{\text{th}}$  course,  $(GP)_i$  = grade point obtained for the  $i^{\text{th}}$  course (refer R.16.1) ,  $n$  = 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:

$$\text{CGPA} = \frac{\sum_1^r S_i \times (SGPA)_i}{\sum_1^r S_i}$$

where  $S_i$  = Sum of credits in  $i^{\text{th}}$  semester,  $(SGPA)_i$  = Semester Grade Point Average earned in  $i^{\text{th}}$  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.16.3 Class/Distinction will be awarded to the students after they successfully complete the MMS programme as per the norms stipulated in the following table:

<b>Category</b>	<b>CGPA (From I-IV semesters)</b>	<b>Class / Distinction</b>
Students who successfully complete the MMS programme within the time duration of 4 semesters (R.7.0)	$\geq 5$ & $< 5.5$	Pass
	$\geq 5.5$ & $< 6$	Second Class
	$\geq 6$ & $< 8.5$	First Class
	$\geq 8.5$ (without F or temporary withdrawal-R.7.0 in any Semester)	First Class with Distinction
	$\geq 8.5$ (with F in any Semester but obtained pass grade (O to P) subsequently)	First Class
Students who cannot complete the MMS program in 4 semesters but complete it successfully within the time duration of 5 semesters. (R.7.0)	$\geq 5$ & $< 5.5$	Pass
	$\geq 5.5$ & $< 6$	Second Class
	$\geq 6$	First Class
Students who cannot complete the MMS program in 5 semesters but complete it successfully within the time duration of 8 Semesters(R.7.0)	$\geq 5$ & $< 5.5$	Pass

### **R.17.0 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.18.0 Eligibility for Award of the MMS Degree**

R.18.1 A student shall be declared to be eligible for the award of the MMS degree if he/she has

- a. Registered and successfully completed the courses and projects as per the curriculum and obtaining an aggregate of credits totalling 72.
- 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.19.0 Change of Regulations**

R.19.1 Any regulation can be modified by the Academic Council of SRM University.

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