



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE

Academic Rules & Regulations Governing the Degree of Master of Business Administration (MBA)

Under Outcome Based Education (OBE) and
Choice - Based Credit System (CBCS)
Scheme Effective from the Academic Year 2023-24

MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE

Autonomous Institute, Affiliated to Visvesvaraya Technological University, Belagavi
(Approved by AICTE, New Delhi & Government of Karnataka)

Accredited by NBA & NAAC

Belawadi, Srirangapatna Taluk, Mandya – 571 477, Karnataka, India



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DEFINITIONS OF KEYWORDS

The following are the definitions / descriptions that have been followed for the different terms used in the Regulations of the MBA Program:

- 1. Programme:** This is an educational program in Masters of Business Administration leading to the award of a degree. It involves events / activities, comprising lectures / tutorials / laboratory work / field work, outreach activities / project work / vocational training / viva / seminars / internships / assignments / presentations / self-study, etc., or a combination of some of these.
- 2. Branch:** Means Specialization or Discipline.
- 3. Semester:** Refers to one of the two sessions of an academic year (vide: serial number 4), each session being of sixteen weeks duration (with working days greater than or equal to ninety days).
- 4. Academic Year:** Refers to the sessions of two consecutive semesters (odd followed by an even) including periods of vacation.
- 5. Course:** Refers to subjects / papers of a program. All Courses need not carry the same weight. The Courses should define learning objectives and learning outcomes. A Course may be designed to comprise lectures / tutorials / practical and skill development activities / field work / outreach activities / internships / project work / vocational training / viva / seminars / term papers / assignments / presentations / self-study etc., or a combination of some of these.
- 6. Credit:** Refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture or two hours of laboratory / practical courses / tutorials / field work per week etc.

Table 1: Credit Values				
Lectures (L) (Hours / Week)	Tutorials (T) (Hours / Week)	P + SDA (Hours / Week)	Credits (L:P & SDA)	Credits (Total)
4	0	0	4:0	4
3	0	0	3:0	3
2	2	0	2:1	3
2	0	2	2:1	3
2	2	2	3:1	4

Note: P: Practical, SDA - Skill Development Activities: Activities like practical training, study tour, industrial visit, guest lectures, and workshops are not to carry credits.



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- 7. Audit Courses:** This means Knowledge / Skill enhancing courses without the benefit of a grade or credit for a course.
- 8. Choice - Based Credit System (CBCS):** Refers to customizing the course work, core, elective and soft skill courses, to provide the necessary support for the students to achieve their goals.
- 9. Course Registration:** Refers to formal registration for the courses of a semester (Credits) by every student under the supervision of a Faculty Advisor (also called Mentor, Counselor etc.) in each Semester for the Institution to maintain proper records.
- 10. Course Evaluation:** This means Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) to constitute the major evaluations prescribed for each course. CIE and SEE shall carry a weightage of 50 % each, to enable each course to be evaluated for 100 marks, irrespective of its credits.
- 11. Continuous Internal Evaluation (CIE):** Refers to the evaluation of student's achievement / progress in the learning process. CIE shall be done by the course instructor and includes tests, assignment, problem-solving, group discussion, quiz, mini-project, and seminars throughout the semester, with weightage for the different components being fixed at the University level.
- 12. Semester - End Examinations (SEE):** Refers to examinations conducted at the Institute level covering the entire course syllabus. For this purpose, Syllabi are to be modularized, and SEE questions are to be set from each module. SEE is also termed as Semester End Examination.
- 13. First Attempt:** Refers to a student who has completed all formalities and has become eligible to attend the SEE and has attended at least one head of passing, such attempt shall be considered as a first attempt.
- 14. Credit - Based System (CBS):** Refers to quantification of the course work, after a student completes teaching - learning process, followed by passing in both CIE and SEE. Under CBS, the requirement for awarding a degree is prescribed in terms of the total number of credits to be earned by the students.
- 15. Credit Representation:** Refers to credit values for different academic activities considered. Credits for seminars, project phases, project viva - voce and internship shall be as specified in the scheme of teaching and examination.



16. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, and F.

Letter Grade	O	A+	A	B+	B	C	F
	Out- standing	Excellent	Very Good	Good	Average	Pass	Fail
Grade	10	9	8	7	6	5	0
% of Marks	90-100	80-89	70-79	60-69	55-59	50-54	0-49

17. Grading: Grade refers to a qualitative measure of achievement of a student in each course, based on the percentage of marks secured in (CIE + SEE). Grading is done by Absolute Grading [Refer to 23MBA6.0]. The rubric attached to letter grades is as follows:

O – Outstanding, A+ – Excellent, A – Very Good, B+ – Good, B – Average, C – Pass, and F – Fail.

18. Grade Point (GP): Refers to a numerical weightage allotted to each letter grade on a 10 - point scale as under.

19. Passing Standards: Refers to passing a course only when getting GP greater than or equal to 05 (letter grade C) (as per serial number 18). The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing mark for the CIE is 50% of the maximum mark. Minimum passing marks in SEE is 40% of the maximum marks of SEE. A student shall be deemed to have satisfied the academic requirements (passed) and earned the credits allotted to each course if the student secures not less than 50% of the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together.

20. Credit Point: Is the product of grade point (GP) and number of credits for a course i.e.,
 Credit points (CrP) = GP × Credits for the course.

Semester Grade Point Average (SGPA): Refers to a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses of a semester and the total course credits taken during that semester.

21. Cumulative Grade Point Average (CGPA): This measures a student's overall cumulative performance over all semesters. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all



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courses in all semesters. It is expressed up to two decimal places.

22. Grade Card: Refers to a certificate showing the grades earned by a student. A grade card shall be issued to all the registered students after every semester. The grade card will display the program details (course code, title, number of credits, grades secured) along with the SGPA of that semester and CGPA earned till that semester.

23. University: Visvesvaraya Technological University (VTU), Belagavi.

24. Institute: Maharaja Institute of Technology Mysore, an Autonomous Institution under the University.



Regulations

23MBA1.0 Title, Duration and Credits of the Programme of Study

23MBA1.1: Title

The Program shall be called Master of Business Administration (Subject of Specialization) abbreviated as MBA (Subject of Specialization).

23MBA1.2: Minimum Duration

The Programme shall be a full time program extended over a period of two academic years duration divided into four semesters and each semester shall be of 16 weeks in duration.

23MBA1.3: A Faculty / Employee working on full time basis in an Institution / Organization and pursuing / pursuing any full time course for the same duration as that of regular shift shall be considered as ineligible for the purpose of employment / higher studies.

23MBA1.4: Maximum Duration for Programme Completion

A candidate shall be allowed a maximum duration of 4 years from the first semester of admission to become eligible for the award of the Degree, failing which he / she may discontinue the program or register once again as a fresh candidate to I semester.

23MBA1.5: Prescribed Number of Credits for the Programme

The number of credits to be completed for the award of the degree shall be 100.

23MBA1.6: Definition of Credits

01 - hour Lecture (L) per week per semester = 1 Credit

02 - hour Tutorial (T) per week per semester = 1 Credit

02 - hours of Practical / Skill Development Activities (SDA) per week per semester = 1 Credit.

Note:

- (i) Four credit courses are designed for 50 hours teaching – learning process.
- (ii) Three credit courses are designed for 40 hours teaching – learning process.

23MBA1.7: The Calendar of events in respect of the Programme shall be

Table 3: Calendar of Events							
S/L	Action Plan	Registration of Courses	Course work	Preparations	Examinations	Declaration of Results	Total
1	Odd Semester	One week before the	16 Weeks	1 Week	2 Weeks	1 Week	20 Weeks



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		commencement of the semester					
2	Vacation	2 Weeks					2 Weeks
3	Even Semester	One week before the commencement of the semester	16 Weeks	1 Week	2 Weeks	1 Weeks	20 Weeks
4	Supplementary Semester	Within one week after the announcement of results	7 Weeks	1 Week			8 Weeks
5	Vacation	2 Weeks					2 Weeks
Total Duration (Fifty Two Weeks)							52 Weeks

23MBA2.0: Eligibility for Admission

23MBA2.1: Candidates should have passed recognized bachelor’s degree of minimum 3 years duration or equivalent examination and obtained an aggregate minimum of 50% marks taken together in all the subjects including languages in all the years of the Degree Examination (45% in case of SC, ST and Category - 1 Karnataka candidates).

23MBA2.2: For Admission under Government Quota: In addition to Section 23MBA2.1 candidates should have a qualifying rank in PG CET entrance examination conducted by KEA.

23MBA2.3: For Admission under Management Quota: In addition to Section 23MBA2.1 candidates should have a qualifying rank in PG CET / Karnataka Management Aptitude Test (KMAT) / Common Management Admission Test (CMAT) / any approved entrance examination conducted by the authority recognized by Government of Karnataka / VTU / any other University of Karnataka State.

23MBA2.4: For Admission of Candidates from Other Universities of Karnataka / Outside Karnataka [Other than VTU]: The candidates from Universities other than VTU shall have to obtain migration certificate from concerned University and obtain eligibility approval from VTU.

23MBA2.5: Further, as and when the government regulations for admission are revised, the same shall be applicable as criteria for admission to the said courses at our autonomous institution.





23MBA3.0: Courses

23MBA3.1

(i) The curriculum of the Programme shall be any combination of the following type of courses:

(ii) Professional Core Courses (PC) - Relevant to the chosen specialization / branch [May be split into Hard (no choice) and Soft (with choice), if required]. The core course is to be compulsorily studied by a student and is mandatory to complete the requirements of a program in said discipline of study.

(iii) Professional Electives Courses (PE) - Relevant to the chosen specialization / branch: these are the courses, which can be chosen from the pool of papers. It shall be supportive of the discipline / providing extended scope / enabling exposure to some other discipline / domain / nurturing student skills.

(iv) Open Electives Courses (OE) - From other technical and / or emerging specialization areas.

(v) Project Work and Seminar.

(vi) Audit Courses (AC) / Skill Enhancement Course (SEC) - The Audit course can be any non - credit course offered by the program to which the candidate is admitted (other than the courses considered for completing the prescribed program credits). Audit course/s are non - credit courses opted by students for self - enrichment. Though, the CIE and SEE are not required, the attendance to be compulsorily satisfied, for the audit course/s to find a place in the grade card without the mention of letter grade and credit.

(vii) Professional Training / Internship - Preferably at an industry / R and D Organization / IT company / Government Organization / Business Organization of significant repute for a specified period mentioned in scheme of Teaching and Examination.

- ❖ A candidate shall exercise his / her option in respect of the electives and register for the same before the beginning of the concerned semester. The candidate may be permitted to opt for a change of elective subject within 10 days from the date of commencement of the semester as per the calendar of the Institute.
- ❖ Students shall be allowed to choose the elective/s, depending on their career plans, and there shall not be any restriction as regards the minimum number of students to be registered for an elective course.



23MBA4.0: Internship

23MBA4.1: The student shall undergo mandatory Internship / Organization study as per the scheme of Teaching and Examination.

- 1) The internship shall be carried out in any industry / R&D organization / research institute / Institute of national and international repute business organization / recognized national and international professional bodies, societies or organizations.
- 2) The Department / college shall nominate a faculty to facilitate, guide and supervise students under internship.
- 3) The students shall report the progress of the internship to the internal guide in regular intervals and seek his / her advice.
- 4) The Internship shall be completed during the period specified in the scheme of Teaching and Examination.
- 5) After completion of the Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides.
- 6) There will be 50 marks for CIE (Presentation: 20, Internship / Organization study report: 30) and 50 marks for Viva - Voce conducted during SEE.
- 7) The internal guide shall award the CIE marks for the seminar and internship reports after evaluation. He / she will also be the internal examiner for Viva - Voce conducted during SEE.
- 8) The external guide / examiner will be from the industry / faculty from the other PG institutions offering MBA programme as an examiner for the viva voce of Internship. Viva - Voce on internship shall be conducted at the college and the date of Viva - Voce shall be fixed in consultation with the external guide / examiner. The Examiners shall jointly award the Viva - Voce marks.
- 9) (i) In case the external guide / examiner is not available or expresses his inability to conduct viva voce, the chief superintendent shall be permitted to make alternate arrangements. The examiner, in the order of preference, shall be an industry person or a faculty of another institution chosen from the list of examiners. The same shall be intimated to the COE.
(ii) In case the external guide / examiner accept to conduct a viva-voce examination from his / her workplace, it shall be arranged via video / web conferencing / webinar. The external



examiner shall send the signed marks list, soon after the examination, via email / any electronic media.

The students are permitted to carry out the internship anywhere in India or abroad. The Institute will not provide any kind of financial assistance to any student for internship.

23MBA4.2: Failing to Undergo Internship: Internship is one of the heads of passing. Completion of the Internship is mandatory. If any student fails to undergo / complete the Internship, he / she shall be considered as fail in that course and the prescribed credits shall not be awarded in that course. The student, however, can submit the project dissertation and appear for viva voce. The student shall be eligible for the internship credits only after satisfying the conditions prescribed for the same during the subsequent academic year. Their appearance shall be considered an attempt.

23MBA5.0: Project

23MBA5.1: Project work and Dissertation

1. Each candidate shall carry out the mandatory project work independently as per the scheme of Teaching and Examinations under the guidance of one of the faculty members of the Department in the Institution of study. If the project is of interdisciplinary nature, a co-guide shall be taken from the other concerned department.
2. The Department Head shall submit the list showing the name of the students, USN, Title of the project, Name of the guide at the time of submission of the project report to COE.
3. The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide, if any, during the III semester itself. The subject and topic of the dissertation shall be from the major field of study of the candidate. Modification of only the title but not the field of work may be permitted at the time of the final submission of the dissertation report during the IV semester. If the dissertation has to be carried out in any industry / R&D labs / business organizations, outside the campus, permission shall be taken from the Principal to that effect.

23MBA5.2: The candidate shall submit a soft copy (CD) of the dissertation work to the Institute. The CD shall contain the entire dissertation in monolithic form as a PDF file (not separate chapters). The guide, after checking the report for completeness shall upload the



dissertation along with the name, University Seat Number, address, mobile number of the candidate, etc.

23MBA5.3: Plagiarism Check

Once the guide uploads the dissertation, the same shall be linked for plagiarism check. The allowable plagiarism index is less than or equal to 10%. If the check indicates a plagiarism index greater than 10%:

- (a) For the first time, the candidate has to resubmit the dissertation, to the Controller of Examinations), along with the penal fees of Rs. 2000/- (Rupees Two thousand only).
- (b) For the second time, the candidate has to resubmit the dissertation along with the penal fees of Rs. 4000/- (Rupees four thousand only).
- (c) If the dissertation is rejected again during the second resubmission with reference to the plagiarism index, the candidate shall redo the project and submit it after a semester's time subject to provisions of 23MBA1.4.

23MBA5.4: Evaluation

- The dissertation shall be sent through email for evaluation to two examiners – one internal examiner (guide) and one external examiner (first) appointed by the CoE. The evaluation of the dissertation shall be made independently by each examiner.
- Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of the dissertation through email.
- The examiners shall independently submit the marks through the specified link.
- The average of the marks awarded by the two examiners shall be the final evaluation marks for the dissertation.

23MBA5.5: Viva-Voce

- a) Viva-voce examination of the candidate shall be conducted as per 23MBA5.5 (h), if the dissertation work and the reports are accepted by the external examiner (first).
- b) If the external examiner (first) finds that the dissertation work and the report are not up to the expected standard and the minimum passing marks cannot be awarded, the dissertation shall not be accepted for SEE.
- c) The external examiner (first) can recommend modifications / suggestions of the dissertation or totally reject the dissertation. The examiner shall offer suggestions for



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improvement of the dissertation for resubmission or list the reasons for rejection of the dissertation.

d) The resubmitted dissertation incorporating the modifications / suggestions [as per 23MBA5.5 (b)] of the external examiner (first) and satisfying provision 23MBA5.3 shall be sent again to the external examiner (first) for evaluation. If the dissertation and the report are accepted by the external examiner (first), the viva-voce examination of the candidate shall be conducted as per 23MBA5.5 (h).

e) In case of rejection of the dissertation by the external examiner (first), the same will be sent to a second examiner (external) approved by the CoE. The decision of the second examiner (external) is final. If the dissertation and the report are accepted by the second examiner (external), Viva-voce examination of the candidate shall be conducted as per 23MBA5.5 (h). If the second examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 23MBA1.4. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of dissertation in soft copy.

f) In case of rejection of dissertation, with reasons, by the external examiner (first) [as per 23MBA5.5 (b)], the same will be sent to a second examiner (external) [not necessarily the same examiner considered under [as per 23MBA5.5 (b)] approved by the CoE. The decision of the second examiner (external) is final. If the dissertation and the report are accepted by the second examiner (external), the Viva-voce examination of the candidate shall be conducted as per 23MBA5.5 (h). If the second examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 23MBA1.4. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of the dissertation in soft copy.

g) The candidate, whose dissertation is rejected, can rework the same topic or choose another topic of the dissertation under the same guide or a new guide if necessary. In such an event, the report shall be submitted within four years from the date of admission to the programme.

h) Viva-voce examination of the candidate shall be conducted by the external examiner and internal examiner / guide. Internal examiner as per the direction of the CoE shall arrive at a mutually convenient date for the conduct of viva-voce examination of the concerned





- candidate with an intimation to the CoE. In case one of the examiners expresses his / her inability to attend the viva-voce, the CoE shall appoint a substitute examiner in his / her place.
- i) The relative weights for the evaluation of dissertation and the performance at the viva voce shall be as per the scheme of teaching & examination.
 - j) The marks awarded by both the examiners at the viva voce examination shall be sent jointly to the CoE immediately after the examination.
 - k) Examination fee as fixed from time to time by the Institute for evaluation of dissertation report and conduct of viva voce shall be remitted through the Head of the Institution as per the instructions of Principal from time to time.
 - l) The candidates who fail to submit the dissertation work within the stipulated time have to submit the same at the time of next ensuing examination.

23MBA6.0: Computation of SGPA and CGPA

- 1) Semester Grade Point Average (SGPA) will be awarded at the end of each semester and Cumulative Grade Point Average (CGPA) will be awarded at the end of the program. However, CGPA is calculated at the end of each semester from the second semester onwards and reflected in the grade card for indicating the progress of the student.
- 2) Each course in a program is associated with number of credits (C). Based on the number of credits for a course and obtained Grade Point (GP) for that course in a Semester, the GPA is calculated as given below:
 - a) The SGPA is the ratio of sum of the product of the number of credits with the grade points secured by a student in all the courses taken by him and the sum of the number of credits of all the courses undergone by a student, i.e.,

Semester Grade Point Average (SGPA)

$$SGPA = \frac{\sum(\text{Course Credits})(\text{Grade Points})}{\sum(\text{Course Credits})}$$

- b) The CGPA is also calculated in the same manner considering all the courses undergone by a student over all the semesters of a programme, i.e.

Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{\sum(\text{Course Credits})(\text{Grade Points})}{\sum(\text{Course Credits})}$$



Finally, the SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade cards.

23MBA6.1: Conversions of CGPA into Percentage of Marks and Class Equivalence

The following formula for conversion of the CGPA on a 10 - point scale into the percentage of marks (M) for employment / higher studies, etc. may be used;

$$\text{Percentage of Marks (M)} = 10 \times (\text{CGPA} - 0.75)$$

23MBA6.2: Class Equivalence

Subsequent to the conversion of final CGPA, after successful completion of the Program, into the percentage of marks (M), a graduating student is reckoned to have passed in

Table 4: Class Equivalence			
S/L	Class Awarded	CGPA	Percentage
1	First Class with Distinction	≥ 7.75	≥ 70%
2	First Class	≥ 6.75	≥ 60% and < 70%
3	Second Class	< 6.75	< 60%

23MBA6.3: Grade Card

Based on the secured letter grades, grade points, SGPA and CGPA, a grade card for each semester and a consolidated grade card indicating the performance in all semesters shall be issued.

Table 5: Grade Card							
Letter Grade	O	A+	A	B+	B	C	F
		Out- standing	Excellent	Very Good	Good	Average	Pass
Grade	10	9	8	7	6	5	0
% of Marks	90-100	80-89	70-79	60-69	55-59	50-54	0-49

23MBA7.0: Continuous Internal Evaluation and Semester End Evaluation

Theory Course with 4 Credits: Profession Core Course (PC)

This section of regulations is applicable to all theory-based courses. The minimum CIE marks requirement is 50% of maximum marks in each component.



Table 6: CIE Split up for Professional Core Course (PC)					
Components		Number	Weightage	Max. Marks	Min. Marks
(i)	Internal Assessment - Tests (A)	2	50%	25	12.5
(ii)	Assignments / Practical & SDA (B)	2	50%	25	12.5
Total Marks				50	25

Final CIE Marks = (A) + (B)

Internal assessment marks shall be the average of the two test conducted.

Theory Course with 3 Credits: Professional Core Course (PC)

This section of regulations is applicable to all theory - based courses. The minimum CIE marks requirement is 50% of maximum marks in each component.

Table 7: CIE Split up for Professional Core Course (PC)					
Components		Number	Weightage	Max. Marks	Min. Marks
(i)	Internal Assessment - Tests (A)	2	50%	25	12.5
(ii)	Assignments / Practical & SDA (B)	2	50%	25	12.5
Total Marks				50	25

Final CIE Marks = (A) + (B)

Internal assessment marks shall be the average of the two test conducted.

Theory Course with 3 Credits: Professional Elective Course (PE)

This section of regulations is applicable to all theory-based courses. The minimum CIE marks requirement is 50% of maximum marks in each component.

Table 8: CIE Split up for Professional Elective Course (PE)					
Components		Number	Weightage	Max. Marks	Min. Marks
(i)	Internal Assessment - Tests (A)	2	50%	25	12.5
(ii)	Assignments / Practical & SDA (B)	2	50%	25	12.5
Total Marks				50	25

Final CIE Marks = (A) + (B)

Internal assessment marks shall be the average of the two test conducted.



Theory Based Ability Enhancement Courses and Other Courses

This section of regulations is applicable to all theory - based courses. The minimum CIE marks requirement is 50% of maximum marks in each component.

Table 9: CIE for Theory based Ability Enhancement Course					
Components		Number	Weightage	Max. Marks	Min. Marks
(i)	Internal Assessment - Tests (A)	2	50%	25	12.5
(ii)	Assignments / Practical & SDA (B)	2	50%	25	12.5
Total Marks				50	25

Final CIE Marks = (A) + (B)

The CIE question paper shall have MCQ set for 30 questions, each carrying one mark. Internal assessment marks shall be the average of the two test conducted.

CIE Assessment Pattern – MOOCs Online Courses

For MOOCs Online course there will be no CIE and SEE. The grade awarded in the online course certificate provided by the competent authority will be considered. If grades are not mentioned, but marks are mentioned in the online course certificate, then, the marks are converted to equivalent Letter Grade.

Internship: Internship shall be evaluated as per the following guidelines.

Report Evaluation

The split - up of marks for report evaluation shall be based on:

Table 10: Marks Distribution for Internship Report Evaluation			
S/L	Description	% of Marks	In Marks
1	Assessment by Guide: Interactions & Presentations	25%	25
2	Report Evaluation by Guide	25%	25
Total		50%	50

SEE Viva - Voce

The split-up of marks for Viva-voce shall be based on:



Table 11: Marks Distribution for Internship Viva - Voce			
S/L	Description	% of Marks	In Marks
1	Introduction and Understanding the Industry	5%	5
2	Understanding the Corporate Functions / Company Profile	10%	10
3	Mckensy's 7S Framework and Porter's Five Force Model	10%	10
4	SWOT / SWOC Analysis Justification	10%	10
5	Financial Statement Analysis	5%	5
6	Learning Experience	10%	10
Total		50%	50

Final CIE in Internship Course:

Table 12: Final Internship Marks for CIE			
S/L	Description	% of Marks	In Marks
1	CIE	50%	50
2	SEE Viva - Voce	50%	50
Total		100%	100

Project Work:

- The CIE marks awarded for project work shall be based on the evaluation of project work by the guide, project presentation skill and viva - voce in the ratio 50:25:25.
- Marks awarded for the project report shall be the same for all the students of the batch. The faculty guide / mentor guiding the project phases shall evaluate the performance for 50% of the maximum marks of CIE for the report.

Table 13: Project Report Evaluation for CIE			
S/L	Description	% of Marks	In Marks
1	Assessment by Guide: Interactions & Presentations	50%	25
2	Report Analysis	50%	25
Total		100%	50

Table 14: Project Report Evaluation for SEE			
S/L	Description	% of Marks	In Marks
1	Report Evaluation by Guide and External Examiner	50%	25
2	Viva - Voce Examination to be conducted by the	50%	25



	Guide and External Examiner		
	Total	100%	50

Semester End Examinations: PG Programmes

Theory Course with 4, 3 and 2 Credits: Professional Core Course (PC) / Professional Elective

1. Question paper pattern will be of Part A shall consists of 7 questions is subdivided into a, b, c covering all the topics of irrespective module. Part B Question No. 8 shall be compulsory on case study / practical problem. Each question is set for 20 marks. The medium of the question paper shall be English unless otherwise it is mentioned.
2. The students have to answer 4 full questions from Q.No 1 to Q.No 7.
3. Marks scored will be proportionally scaled down to 50 marks

Theory Course with 1 Credit

The SEE question paper shall have MCQ set for 50 questions, each carrying 1 mark. The time duration for SEE is 1 hour.

a) Maintenance of Standards: For ensuring a high standard in both CIE and SEE fully meeting the provisions of the University Statutes and being able to declare the results of students’ performance at both these in a time bound manner as per their Academic Calendars, each Autonomous College follows the suggestions given below for conducting the examinations:

- **SEE:** The SEE shall be conducted jointly by the course instructor and an external examiner appointed for this purpose by the Autonomous College. Here, the external examiner to mainly associate with the work of Question Paper setting, because of the difficulties in having him / her for conducting the evaluation of students’ answer scripts due to the tight time schedule for the various tasks connected with SEE, as covered below.
- **SEE Answer Scripts:** The answer scripts of SEE shall be normally evaluated by the course instructor only. But as a healthy step, a Departmental Committee at each Autonomous College to preferably oversee this task and ensure the quality



Maharaja Education Trust (R), Mysuru
MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
An Autonomous Institute, Affiliated Visvesvaraya Technological University, Belagavi
Belawadi, Srirangapatna Taluk, Mandya – 571 477
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and standard of evaluation and also of the grades awarded in all the cases. The next step to be taken before declaring the results, to include an external review of the SEE conducted.

- **External Review of SEE:** An external review shall be conducted under the aegis of the Board of Studies / Board of Examiners of the Autonomous College by appointing a panel of experts from outside the College for this purpose aiming at a complete review of SEE operation in the College. This shall include such steps as, question paper review, checking random samples of answer scripts, analysis of results / grades awarded and other related aspects. This step to be also necessary for gaining the confidence of the University and of the society at large, on the fairness, transparency and acceptability of the examination practice among the stakeholders.

b) Attendance Standards: All students of Autonomous Colleges under the University shall maintain a minimum attendance of 85% in each course registered. In case of any short fall in this, the Academic Council of the College shall consider the same and shall condone the deficiency in special cases up to 10%. Any student failing to meet the above standard of attendance in any course(s) registered shall not be allowed to appear for SEE of such course(s).

c) Attendance at CIE and SEE: Attendance at all examinations, both CIE and SEE of each course registered shall be compulsory for the students and there shall not be any provision for re - examinations. Any student against whom any disciplinary action by the College / University is pending shall not be permitted to attend any SEE in that Semester.

d) Passing Standards: High standards shall be maintained in all aspects of the examinations at Autonomous Colleges under the University. For this purpose, each Autonomous College shall follow the standards of passing at CIE and SEE for each Course, registered, as given in Tables 15.

Table 15: Passing Standards at Colleges using Absolute Grading	
Evaluation Method	Passing Standard
Continuous Internal Evaluation - CIE	Score: $\geq 50\%$
Semester End Examination - SEE	Score: $\geq 40\%$





Overall Score for Passing is $\geq 50\%$

e) Successive Failures:

- If a student fails to pass a course even after 4 Attempts, that course is deemed to be exempted for him / her. Then, the student may choose a course of his / her choice with the same number of credits from the pool of courses stipulated by the concerned BoS. The course so selected should not have been studied by the student or to be studied in higher semester(s). The faculty advisor shall guide / advise the student in this regard.
- This provision is given only for two courses (one at a time) during the entire duration of the programme. However, this is optional and the student can prefer to repeat the same course in which he / she has failed repeatedly.
- If a student **does not fulfill the attendance requirements** in any course, he / she is not permitted to attend the Semester End Examination (SEE) in that course and is deemed to have been **awarded NE** in that course (option for withdrawal is not available in such cases).

f) In the case of other requirements, such as seminar, industrial internship, field work, comprehensive viva voce, if any, the assessment shall be made as laid down by the Academic Council of the College.

g) There shall be no re-examination for any course in the credit system to take care of such students:

- Who have absented themselves from attending CIE or SEE without any valid reason;
- Who have failed (Grade F) to meet the minimum passing, standard prescribed for CIE and / or SEE;
- Who have been detained for shortage of attendance in any course work;
- Who have withdrawn (Grade W) from a course.

Such students shall be required to re-register for the course(s) and go through CIE and SEE again and obtain a Grade E or better in each case. While such students shall have to re- register for the same course(s) if hard core, they can re-register for alternative course(s) from among the soft core or elective courses, as



applicable. The re-registration shall be possible only when the particular course is offered again either in a main (Odd / Even) or a supplementary semester.

h) Monitoring / Assessment for Research Degrees: Students registered for Research Degrees shall be monitored and assessed at College level. For details, refer to the exclusive Academic Rules & Regulations for Research Programmes.

23MBA8.0: Eligibility for Passing and Award of Degree

(i) A student who obtains any grade O to C shall be considered as passed and if a student secures F grade in any of the head of passing he / she has to reappear in that head for the SEE.

(ii) A student shall be declared successful at the end of the Programme for the award of Degree only on obtaining CGPA ≥ 5.00 , with none of the courses remaining with F Grade.

1) For a pass in Internship / Seminar / Project / Dissertation / Viva-Voce examination, as student shall secure a minimum of 50 % of the maximum marks prescribed for the SEE in Internship / Seminar / Project / Dissertation / Viva-Voce. The Minimum Passing Grade in a course is C.

2) 4th semester candidates having backlog courses are permitted to upload the dissertation report and to appear for SEE. The 4th semester grade card shall be released only when the candidate completes all the backlog courses and become eligible for the award of degree.

3) A candidate may at his / her desire reject his / her latest semester, except the 4th semester, results of Semester End examination in respect to all courses of that semester. Rejection shall be permitted only once during the entire Programme. The CIE marks of the rejected semester shall remain the same. Rejection of results of the Semester End Examination including CIE marks is not permitted.

4) If the rejection of the Semester End Examination results of the semester happens to be of an odd semester, the candidate can take admission to the immediate next even semester. However, if the rejection of the Semester End Examination result is of even semester, the candidate cannot take admission to the next odd semester.



- 5) Application for rejection shall be submitted to the CoE through the Head of the Department through The Principal, within thirty days from the date of announcement of results.
- 6) A candidate, who opts for rejection of results of a semester shall be eligible for the award of class and distinction, but shall not be eligible for the award of rank.
- 7) **Eligibility for Award of Degree:** A student shall be declared to have completed the degree of Master of Business Administration (MBA), provided the student has undergone the stipulated course work as per the regulations and has earned the prescribed credits, as per the scheme of Teaching and Examination, of the programme.

23MBA9.0: Attendance Requirement

All students shall maintain a minimum attendance of 85% in each course registered. In case of shortfall, the concerned **Head of the Department** shall consider and shall condone deficiency upto a limit of 10% in special cases and shall submit a list of such candidates to the office of CoE. However, all the relevant documents pertaining to condonation of attendance shall be maintained by the respective department and produced as and when required by the Institutional authorities. **Any student failing to meet the above standard of attendance in any course(s) registered shall not be allowed to appear for SEE of such course(s).**

- In the event of condonation, the students are not eligible for make-up examination in that course during that semester.
- Attendance at CIE and SEE: Attendance at all examinations, both CIE and SEE of each course registered shall be compulsory for the students and there shall not be any provision for re-examination / consideration.
- Any student against whom any disciplinary action by the College is pending shall not be permitted to attend any SEE in that Semester.
- Each Semester is considered as a unit and the candidate has to put in a minimum attendance of 85% in each course with a provision of condonation of 10% attendance for reasons such as medical emergencies and legitimate grounds.
- The basis for the calculation of the attendance shall be the period prescribed by the College by its calendar of events. For the first semester students, the same is



reckoned from the date of admission to the programme.

- The students shall take note of his / her attendance status periodically from the respective faculty and strive to make up the shortage. However, the departments shall periodically announce the attendance status of the students. Non - receipt of such information from the college shall not be considered as valid reason for exemption from the attendance requirements.
- If a student does not fulfill the attendance requirements in any course, he / she is not permitted to attend the Semester End Examination (SEE) in that course and is deemed to have been awarded “F” grade in that course (option for withdrawal is not available in such cases).
- Dean - Academics of the Institute shall notify regularly, the list of candidates who fall short of attendance.
- The list of the candidates falling short of attendance shall be sent to the Principal atleast one week prior to the commencement of the examination.

23MBA10.0: Promotion and Eligibility (Vertical Progression)

- 1) There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.
 - a) Candidates, with less than or equal to 16 backlog credits of first year shall be eligible for taking admission to second year.
 - b) Candidates, with more than 16 backlog credits of first year are not eligible for taking admission to second year.
 - c) Each credit course shall be treated as a head of passing.
- 2) The Mandatory non – credit courses, if any, shall not be considered for the eligibility criterion prescribed for promotion, award of class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree.
- 3) Passing ONLINE courses is mandatory for the award of a degree. ONLINE courses are not considered under vertical progression; however, the student has to pass these courses before the completion of the maximum duration of the program. If a student fails in a selected ONLINE course in a semester then he / she can pass the course in the next semester by taking the same course (if offered online) or other approved available courses during that session.



The title of the course/s in which he / she qualify shall be mentioned in the grade card with letter PP (Passed in Non - Credit Course).

23MBA11.0: Temporary Discontinuation / Break in the Program

1) If a candidate, for any reason, temporarily discontinues the Programme or take a break from programme during any semester, he / she may be permitted to continue in the programme by registering to the same semester of the prevailing scheme. Also the candidates may have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of Dean – Academics / Principal, on establishing equivalence between two schemes. Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank.

2) Candidates who takes admission to any semester of the existing scheme from another scheme, as a repeater / fresher because of various reasons have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of Dean – Academics / Principal, on establishing equivalence between two schemes. Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank.

23MBA12.0: Award of Prizes, Medals and Ranks

1) For award of rank in Master of Business Administration (MBA), the CGPA secured by the student on completion of the programme is considered.

2) A student shall be eligible for a rank at the time of award of degree of Master of Business Administration (MBA), provided the student:

- a. Is not a repeater in any semester.
- b. Has not rejected the results of any semester.
- c. Has passed 1 to 4 semester in all the courses in first attempt only.



3) The total number of ranks awarded shall be 10% of total number of students appeared in IV semester subject to a maximum of 10 ranks.

4) Ranks are awarded based on the merit of the students as determined by CGPA. If two or more students get the same CGPA, the tie shall be resolved by considering the number of times a student has obtained higher SGPA. If it is not resolved even at this stage, the number of times a student has obtained higher grades like O, A+, A etc., shall be taken into account to decide the order of the rank. For the award of Prizes and Medals, the conditions stipulated by the Donor shall be considered subject to the provisions of the statutes framed by the Institute for such awards.

22MBA13.0: Applicability and Power to Modify

- ❖ The regulations governing the Degree of Master of Business Administration (MBA), of the Institute shall be binding on all concerned.
- ❖ Not with standing anything contained in the foregoing, the University shall have the power to issue directions / orders to address any difficulty.
- ❖ Nothing in the foregoing may be construed as limiting the power of the Institute to amend, modify or repeal any or all of the above.