

MBA DEGREE PROGRAMME

2021 Regulations, Curriculum & Syllabi

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BANNARI AMMAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution Affiliated to Anna University - Chennai • Approved by AICTE • Accredited by NAAC with "A+" Grade

SATHYAMANGALAM - 638401 ERODE DISTRICT TAMILNADU INDIA

Ph : 04295-226000/221289 Fax : 04295-226666 E-mail : stayahead@bitsathy.ac.in Web : www.bitsathy.ac.in

REGULATIONS 2021

M.B.A. PROGRAMME

(CHOICE BASED CREDIT SYSTEM)

NOTE: The Regulations hereunder are subject to amendments as may be decided by the Academic Council of the Institute from time to time. Any or all such amendments will be effective from such date and to such batches of students including those already in the middle of the Programme as may be decided by the Academic Council.

1. ELIGIBILITY FOR ADMISSION

Candidates for admission to the first semester of the MBA Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria from time to time.

2. DURATION OF THE PROGRAMME

- i. **Minimum Duration:** The programme will lead to the Degree of Master of Business Administration (M.B.A.) of the Anna University, Chennai and extend over a period of two Academic years consisting of four semesters.
- ii. **Maximum Duration:** A Candidate shall complete all the passing requirements of the M. B. A. degree programme within a maximum period of 4 years / 8 semesters, these periods being reckoned from the commencement of the semester to which the student was first admitted.

3. STRUCTURE OF THE PROGRAMME

- i. **The Curriculum:** The Curriculum for the M.B.A. programme includes Theory Courses, Practical Courses, Theory Courses with Lab Components, Elective Courses, Industry Linked / Field Works, and Audit Course etc. with detailed syllabi prescribed by the Board of Studies from time to time.
- ii. **Theory Courses with Lab Component:** These courses are theory courses blended with related lab exercises. This would enable the students to gain knowledge coupled with practical hands-on laboratory exercises.
- iii. **Professional Electives:** Every student shall opt for Dual Specialization from the list of specializations offered in consultation with the Head of the Department
- iv. **Competitive Edge Courses:** Competitive Edge Courses are Capsule Courses offered in the topics that are creating a buzz in the field of Management. These Courses are aimed at imparting skills that will enable the students to gain a competitive edge over other Management Graduates. These courses will be offered in Semesters I and II. Two courses will be offered in a semester. A Basket of Courses would be given to the students to select from, and a particular course will be offered only if 50% of the students on roll opt for the course. For a particular course, if more than 50% of the students have opted, the other course will be offered for the rest of the students. But not more than two courses will be offered in a semester and the students have to select one course for a semester from the basket of courses which are proposed to be offered in that semester. Certain courses are offered in two modules, module 1 of the course in the I semester and module II of the

course in the II semester. If students opt for such courses, they can take up module I alone in the semester I just to know the basic outline of the course and opt for a different course in semester II skipping the module II. But if the students wish to pursue module II of courses offered in modules I and II then it is mandatory for them to complete module I of the course.

- v. **Community Connect Project:** To instill concern for Society and contribution for Community Development among the students. This community connect project is to be undertaken by the students in Semesters I and II. Students can take up this project individually or as teams (not more than 3 members in a team). The project can include, but not restricted to Activities may include Conduct of Awareness Programmes, Surveys, Lifestyle Studies, Initiatives Aimed at Increment Improvements through Provision of Basic Necessities, Visit to Homes (Old age, Orphanages), Implementation of Projects to Upscale Lifestyle and Livelihood of Underprivileged, Knowledge Sharing to NGO's and SHGs, Visit to Schools to Conduct Awareness Programmes, Organisation of Camps in association with Social Welfare Organizations, Action Research, Conduct of Stress Relief and Relationship Bonding Initiatives at Special Homes and NGOs etc.
- vi. **Corporate Classroom Alignment Project:** This initiative is to ensure that the students are in constant touch with the industry and get updated on the business practices followed in industry. This project intends to close the gap between concepts learnt in the classroom and the know-how of practical application of the same in practice. For this project, students have to associate themselves with a business organization in a business sector of their choice (Manufacturing / Services / Banking Financial Services and Insurance (BFSI) etc.) during Semester I and II of the programme. The Students have to observe from the associated organization, the practical applicability and knowing the concepts and methods of applications which they learn from the courses in semester I and II. The students are required to make a presentation on the same at the end of semester I and II.
- vii. **Audit Course:** The department offers an Audit Course on "Value Education and Ethics" to inculcate the importance of being ethical and making decisions in professional and personal life. Registration for this course is mandatory for all the students enrolled in the program.
- viii. **Internship:** Every student shall undertake an Internship in the summer vacation, between second and third semester, for duration of four weeks, in consultation with the faculty supervisor and the Head of the Department. Report of the Internship is to be submitted by the students within 15 days from the commencement of the third semester.
- ix. **Project:** Every student shall undertake a Project Work in the fourth semester in consultation with the faculty supervisor and the Head of the Department. The nature of the project work can be Independent Study/ Problem Study / IDP Based Study /Social Related Problems or Issues. In case of Project Work at industrial / research organization, the same shall be jointly supervised by a faculty supervisor and an expert from the organization. Students will be allowed to go for data collection with a maximum of two weeks' duration in the mid of the final semester.
- x. **Value Added / Certificate Courses:** Students can opt for value added courses offered by the department in Semesters I, II and III. A separate certificate will be issued on successful completion of the course. These courses completed by the students will not be considered for calculation of CGPA but will appear separately in the consolidated mark statement. Based on the performance of the students, they have categorized as Excellent (>80 Marks), Good (61<= Marks<=80), Satisfactory (>=60 Marks).

- xi. **Credit Assignment:** Each course is normally assigned a certain number of credits with 1 credit per lecture hour per week, 1 credit for 2 hours of practical session per week, 1 credit for 1 hour of tutorial per week, 2 credits for Internship and 6 credits for the Project. The exact numbers of credits assigned to the different courses are decided by the Boards of Studies.
- xii. **Minimum Credits:** For the award of the degree, the student shall earn a minimum number of credits as prescribed by the Board of Studies in the Curriculum and by passing the prescribed courses of study as given in Section 3 (i).

4. COURSE ENROLMENT AND REGISTRATION

- i. Each student, on admission shall be assigned to a Faculty Advisor, (vide Section 6) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- ii. Every student shall enroll for the course(s) of the succeeding semester in the current semester. However, the student shall confirm the enrolment by registering for the courses within the first five working days after the commencement of the concerned semester.
- iii. After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment Marks and appear for the End Semester Examinations.
 - a. Each student on admission to the programme shall register for all the courses prescribed in the curriculum in the student's First Semester of Study.
 - b. The enrolment for all the courses of the Semester II will commence 10 working days prior to the last working day of Semester I. The student shall confirm the enrolment by registering for the courses within the first five working days after the commencement of the Semester II. However, the student is allowed to register the course(s) after the said time limit for which the student has not enrolled, if those are the courses in which the student has failed.
 - c. The enrolment for the courses of the III Semester and Final Semester will commence 10 working days prior to the last working day of the preceding semester. If the student wishes, the student may drop course (vide Section 4.1) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty-in-Charge of the Programme and The Head of the Department. The student is allowed to register for courses for which the student has not enrolled, if those are the courses in which the student has failed.
 - d. A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA.

4.1 Flexibility to Add / Drop courses

- i. A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.
- ii. From the II to final semesters, the student has the option of registering for additional courses or dropping existing courses. Total number of credits of such courses cannot exceed 8. However, the maximum number of credits the student can register in a particular semester cannot exceed 34 credits (including courses for which the student has done reappearance registration vide Section 4.3)

4.2 Credit Transfers

Students are permitted to transfer the credits earned by taking up an online course with the approval of the Head of the Department. The maximum number of credits that can be transferred by completing an online course is four credits. For this, only one online course from SWAYAM for duration of 16 weeks will be considered. Online courses which are similar to the courses offered in the curriculum will not be considered for credit transfers and the online course should be selected from the list of courses prescribed by the Board of Studies. Students need to complete the course and obtain certificate authenticating that the students have passed in the online course they had enrolled. Such students completing the online course successfully can transfer the credits earned in the online course against any one of the professional electives for 4 credits after completion of the final examination conducted at the institute.

This credit transfer is applicable only once in the entire duration of the programme and the transfer can be made against only in the professional elective courses offered in Semester III and IV.

The Head of the Department may constitute a Departmental Consultative Committee for the course, which is responsible for the authentication process. Students have the flexibility to transfer the credits they have earned through completion of online courses against any of the professional electives in Semester III and IV. They can complete the online course during Semester III and can transfer the credits earned against any of the professional electives offered in Semester IV.

The selection of the online courses shall be finalized in discussion with the nominated faculty member and the courses that are part of the curriculum cannot be taken in the online mode.

The students can attend or skip the classes for the elective course for which they are planning to compensate with credits earned from online course. They can also skip the continuous assessment for the course they are planning to compensate. But if the students fail to meet the passing requirements in the online course they had enrolled, the course they had planned to compensate with the online course (for which they had skipped the classes and continuous assessment) would be treated as an arrear and they will have to clear the course following the requirements for reappearance for a course mentioned in Section 4.3(v).

4.3 Reappearance Registration

- i. If a student fails in a theory course(s), the student shall do reappearance registration for that course(s) in the subsequent semesters or when it is offered in future.
- ii. On registration, a student may attend the classes for the reappearing the registered course(s), if the student wishes. However, the attendance requirement (vide Section 5) is not compulsory for such course(s).
- iii. If the theory course(s), in which the student has failed, is an elective, the student may register for the same elective course(s) in the subsequent semesters or when it is offered in future.
- iv. The student who fails in any Lab shall register for the same when it is offered in future, and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide Section 5) and appear for the all the continuous assessments as mentioned in scheme of valuation for Laboratory courses. The facility of Reappearance Registration is not available for such course(s).

- v. If a student is prevented from writing End Semester Examination of a course(s) due to lack of attendance or any other reasons, the student has to register for that course(s) again, when offered in future, attend the classes and fulfill the attendance requirements as per Section 5. If the course(s), in which the student has lack of attendance, is an Elective course(s), the student may register for the same Elective course(s) in the subsequent semesters or when offered in future.

5. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION

- i. A student who has the required percentage of attendance (vide Section 5 (ii)) shall be deemed to have satisfied the attendance requirements for appearing for End Semester Examination of a particular course. Each semester shall normally consist of 90 working days (including examination days) or 540 contact sessions. Each contact session would be for a duration of 50 minutes.
- ii. Ideally every student is expected to attend all the contact sessions and earn 100% attendance. However, a student shall secure not less than 80% attendance (Physical presence) course wise taking into account the number of contact sessions required for that course as specified in the curriculum.
- iii. If a student secures attendance between 70% and 79% in any course(s) in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) or participation in Institution/ University/ State/ National/ International level Extra and Co- Curricular Activities, with prior permission from the Head of the Department, he / she shall be permitted to appear for the current semester examinations subject to the condition that the student shall submit the medical certificate / participation certificate attested by the Head of the Department. Such certificates shall be forwarded to the Controller of Examinations for verification and for the permission to attend the examinations.
- iv. A student shall normally be permitted to appear for End Semester Examination of a course if the student has satisfied the attendance requirements (vide Section 5 (i, ii & iii)) and has registered for examination in those courses of that semester by paying the prescribed fee.
- v. A Student who does not satisfy Section 5 (i) and 5 (ii) and who secure less than 70% attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat the particular course in the subsequent semester or when it is offered in future (vide Section 4.2 (v)).
- vi. A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of grades / marks.

6. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a Faculty member of the Department who shall function as Faculty Advisor for those students. The Faculty Advisor shall advise and guide the students in registering of courses, reappearance of courses, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

7. CLASS COMMITTEE MEETING

- i. For all the courses taught, prescribed in the curriculum, Class Committee meeting shall be convened three times in a semester, comprising all faculty members handling courses and six student representatives from the class.
- ii. One of the members of the faculty (not handling any courses to that class), nominated by the Head of the Department, shall coordinate the activities of this committee. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all other students.

8. ASSESSMENT AND PASSING REQUIREMENTS

i. Assessment:

The assessment will comprise of continuous assessment and final examination, carrying marks as specified in the scheme (Section 13). Continuous assessment will be conducted as per the guidelines framed by the Institute from time to time. All assessments will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades and grade points will be awarded as per Section 8 (v).

ii. Condition for Relative Grading:

The minimum number of students required to apply to the relative grading system is thirty one. If the students' strength is less than or equal to 30, then an absolute grading system will be applied. The relative grading system shall not be applied for laboratory and Employment Enhancement Courses (EEC).

iii. End Semester Examinations:

End Semester Examinations will normally be conducted as per the timetable circulated by the Office of the Controller of Examination. A student will be permitted to appear for the End Semester Examination of a semester only if he / she has completed the study of that semester satisfying the requirements given in Section 5 and has registered simultaneously for the examinations of the highest semester eligible and all the courses which he / she has got arrears. A student, who is not permitted to appear for the End Semester Examination of a semester, is not permitted to proceed to the following semester. A student who is not permitted to appear for the End Semester Examination of any semester has to register for and redo the course(s) of that semester at the next available opportunity.

iv. Re-joining the Programme:

A candidate who has not completed the study of any semester as per Section 5 or who is allowed to re-join the programme after a period of discontinuance as per Section 12 or who on his/her own request is permitted to repeat the study of any semester, may join the semester which he/she is eligible or permitted to join, only at the time of its normal commencement for a regular batch of candidates and after obtaining the approval from the Director of Technical Education and Anna University, Chennai. No candidate will however be enrolled in more than one semester at any point of time. In the case of repeaters, the earlier Continuous Assessment in the repeated courses will be disregarded.

v. Internship and Project Work:

Every candidate shall submit reports on Internship and Project on dates announced by the Institute / Department through the faculty guide to the Head of the Department.

If a candidate fails to submit the reports of any of these courses on or before the specified date, he/she is deemed to have failed in it. Every candidate shall present report/papers in each of the relevant semesters about the Internship and Project. The reports/papers shall be presented in before a review committee constituted by the Head of the Department. Internship and Project will be evaluated based on the presentations, reports and viva-voce examinations. In case of the Internship, evaluation will be carried out in the third semester by a team of internal examiners appointed by the Head of the Department. In case of Project, the viva-voce examination will be carried out by a team usually consisting of an internal examiner, the supervisor and an external examiner appointed by the Principal / Controller of Examinations.

vi. Letter grade and grade point:

The letter grade and the grade point are awarded based on percentage of total marks secured by a candidate in an individual Course as detailed below:

Range of Percentage of Total Marks	Grade Point (g)	Letter Grade
91 to 100	10	O(Outstanding)
81 to 90	9	A ⁺ (Excellent)
71 to 80	8	A (Very Good)
61 to 70	7	B ⁺ (Good)
56 to 60	6	B (Above average)
50 to 55	5	C (Satisfactory)
0 to 49	0	U (Reappearance)
Shortage of Attendance	0	SA
Withdrawal	0	W
Absent	0	AB

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A⁺”, “A”, “B⁺”, “B”, “C”.

‘SA’ denotes shortage of attendance and hence prevented from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“U” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades U and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.

If the grade U is given to Theory Courses/ Theory with Laboratory Courses, it is not required to satisfy the attendance requirements but has to appear for the end semester examination and fulfil the passing requirements to earn a pass in the respective courses. If the grade U is given

to Competitive Edge Courses / Employability Enhancement Courses / Laboratory Courses / Internship (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied.

After completion of the evaluation process, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) is calculated using the formula:

$$SGPA/CGPA = \frac{\sum_1^n C_i * g_i}{\sum_1^n C_i}$$

Where

C_i: Credit allotted to the course.

g_i: Grade Point secured corresponding to the course.

n: number of courses successfully cleared during the particular semester in the case of SGPA and all the semesters, under consideration, in the case CGPA.

A student can apply for revaluation of his/her semester examination answer paper in a theory course, within 3 working days from the declaration of results, on payment of a prescribed fee along with prescribed application to the Controller of Examinations through the Head of the Department. The revaluation results will be intimated to the student. Revaluation is not permitted for Practical Courses, Competitive Edge Courses, CommunityConnect Projects, and Corporate Classroom Alignment Projects.

vii. Passing a Course:

A candidate who secures grade point 5 or more in any Course of study will be declared to have passed that Course, provided a minimum of 45% is secured in the End Semester examination of that Course of study. A candidate, who is absent for the End Semester Examination or had withdrawn from End Semester Examination or secures a letter grade U (Grade point 0), the Continuous Assessment (CA) marks obtained by the candidate in the first appearance shall be retained and considered valid for one more subsequent attempt. From the third attempt onwards, the candidate shall be declared to have passed the examination if he/she secures a minimum of 5 grade point (50% Marks) in the course prescribed for the End Semester Examinations alone.

If a candidate fails in the end semester examinations Project Work, he/she has to resubmit the report within 30 days from the date of declaration of the results. The resubmission of the report and the subsequent viva voce examination will be considered as reappearance with payment of exam fee. In case if a student fails to resubmit the report within the stipulated period and fails in the subsequent viva-voce examination, the student shall register for the course again, in the subsequent semester.

9. QUALIFYING FOR THE AWARD OF DEGREE

A student will be declared to have qualified for the award of the Degree of Master of Business Administration provided:

- i. He / She has successfully completed the course requirements and has passed all the prescribed courses of study as per the programme structure.
- ii. No disciplinary action is pending against the student.

10. CLASSIFICATION OF DEGREE

i. First Class with Distinction:

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years. Withdrawal from examination will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- One-year authorized break of study (if availed of) is included in the three years for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

ii. First Class:

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- a. Should have passed the examination in all the courses of all four semesters within three years.
- b. One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of three years for award of First class.
- c. Should have secured a CGPA of not less than 6.50.

iii. Second Class:

All other students who qualify for the award of the degree shall be declared to have passed the examination in Second Class.

11. WITHDRAWAL FROM EXAMINATION:

A student may, for valid reasons, be granted permission to withdraw from appearing for the examination in any course or courses of only one semester examination during the entire duration of the degree programme. Also, only one application for withdrawal is permitted for that semester examination in which withdrawal is sought. Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is submitted 15 days prior to the commencement of the semester examinations and also recommended by the Head of the Department and the Principal. Withdrawal shall not be construed as an opportunity for appearance in the examination for the eligibility of a student for First Class with Distinction.

12. BREAK-OF-STUDY FROM THE PROGRAMME

- i. A student is permitted to go on break of study for a maximum period of one year either as two breaks of one semester each or a single break of one year.

- ii. A student, who would like to avail the break-of-study, shall apply to the Head of the Institution through the Head of the Department, in any case, not later than the last date for registering for the semester. The application (available with the Controller of Examinations) duly filled by the student shall be submitted through the Head of the Department.
- iii. The students permitted to re-join the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. A committee constituted by the Head of the Institution shall prescribe additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- iv. The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in the Section 2 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide Section 8 and 9).
- v. In case, there is any period of break-of-study for more than the permitted duration, the student shall be permitted to continue the programme only if the approval is obtained from the Directorate of Technical Education and the Affiliating University.
- vi. If a student does not report back to the Institute, even after the extended Break of Study, the name of the student shall be removed permanently from the college enrolment. Such candidates are not entitled to seek readmission under any circumstances.

13. SCHEME OF ASSESSMENT

I THEORY COURSES	Marks
Continuous Assessment	40
Distribution of marks for Continuous Assessment	
Periodical Test I (12)	
Periodical Test II (12)	
Innovative Practices (16)	
End Semester Examination	60
Total Marks	100
II THEORY COURSES WITH LAB COMPONENT	Marks
Continuous Assessment	50
Distribution of marks for Continuous Assessment	
Periodical Test I (15)	
Periodical Test II (15)	
Lab Exam and Report (20)	
End Semester Examination	50
Total Marks	100

III LABORATORY COURSES	Marks
Continuous Assessment	100
Distribution of marks for Continuous Assessment	
Exercises (30)	
Periodical Test I (20)	
Periodical Test II (20)	
Record (10)	
Final Viva – Voce (20)	
Total Marks	100

IV COMPETITIVE EDGE COURSE	Marks
Continuous Assessment	100
Distribution of marks for Continuous Assessment	
Mid-course Evaluation	50
(MCQs/ Exercises / Case Analysis / Presentations /Individual Assignments/ Field Study / Exam with Descriptive Questions)	
End Course Evaluation	50
(MCQs/ Exercises / Case Analysis / Presentations /Individual Assignments/ Group Assignments / Field Study / Exam with Descriptive Questions/ Viva-Voce)	
Total Marks	100

V COMMUNITY CONNECT PROJECT	Marks
Continuous Assessment	100
Distribution of marks for Continuous Assessment	
Progress Evaluation	50
(Presentations, Reports, Proof of activities carried out etc.)	
Final Evaluation	50
Report of the works undertaken (30)	
(Report should include Details of the works undertaken, Beneficial Fallout, Testimonies, Certificate of Appreciation (if applicable) etc.)	
Viva – Voce (20)	
Total Marks	100

VI CORPORATE CLASSROOM ALIGNMENTPROJECT	Marks
Continuous Assessment	100
Distribution of marks for Continuous Assessment	
Associating concepts to practical applicability in Business Entities (50)	
Record (10)	
Presentation (20)	
Viva – Voce (20)	
Total Marks	100

VII AUDIT COURSE	Marks
Continuous Assessment	100
Distribution of marks for Continuous Assessment	
Mid-course Evaluation	50
Assignment / Article / Case Presentation	
End – Course Evaluation Test	50
(QP pattern of Periodical Test for theory courses)	
Total Marks	100

VIII INTERNSHIP	Marks
Continuous Assessment	100
Distribution of marks for Continuous Assessment	
Mid - Review (20)	
Review of weekly reports (20)	
Industry feedback (10)	
Report (25)	
Viva voce (25)	
Total Marks	100

IX PROJECT	Marks
Continuous Assessment	60
Distribution of marks for Continuous Assessment	
Review 1(10)	
Review 2(10)	
Identification of problem (5)	
Literature Survey (5)	
Research Methodology (10)	
Data collection and Analysis (10)	
Findings and Conclusion (10)	
End Semester Examination	40
Report (20)	
Viva – Voce (20)	
Total Marks	100

X COMPREHENSIVE VIVA –VOCE	Marks
Continuous Assessment (Viva Voce)	100
Comprehending Questions (20) Ability to answer all the questions (20) Accuracy of Answers (20)	
Answers with relevant examples (20)	
Clarity in communication (20)	
Total Marks	100

Optional Test: A student becomes eligible to appear for the one optional test conducted after the Periodical Test II, only under the following circumstances, if absent for Test I or Test II or both, on account of (i) medical reasons (hospitalization/ accident / specific illness) (ii) participation in the College / University / State / National / International level Sports events with prior permission from the

Head of the Institution and (iii) on satisfying the conditions (i) or (ii), the student should have registered for the Optional Test, through the concerned faculty member who handles the course or through the respective Head of the Department and the same should be submitted to the Controller of Examinations. Such Optional Tests are conducted for the courses under the categories 13 (I) and (II) listed above.

14. DISCIPLINE

Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the reputation of the Institution. All the students are informed to follow the rules related to the Institution and Hostels as given in the Academic Calendar.