CHNICAL UNIVERSITY, KOTA

Draft ORDINANCES and REGULATIONS
Post Graduate Programme in Management

| (Prof. G. K. Sharma) | (Prof. G. S. Raghuvanshi) | (Prof. S. G. Modani) | (Prof. O. P. Chhangani) | (Dean, Faculty of Mgmt.) | (Dr. P. Kumar) |
| Chairman | Member | Member | Member | Sp. Invitee | Member Secy. |

AND REGULATIONS
(Post Graduate Programmes in Management)

ORDINANCES

DEFINITIONS: Unless the context requires otherwise,

(i) **"Applicant"** means an individual who applies for admission to M. B. A. programme of Faculty of Management of the Rajasthan Technical University.

(ii) ð**Board"** means the Board of Management of the Rajasthan Technical University;

(iii) ð**Exchange Student"** means a student who is registered for a Degree in a recognised Institution/University in India or abroad and is officially sponsored by his parent Institution to avail laboratories and other academic facilities or for attending a formal course (s);

(iv) ð**CGPA"** means the Cumulative Grade Point Average of a student;

(v) ð**Council"** means the Academic Council of the Rajasthan Technical University.

(vi) ð**Co-ordination Committee"** means the committee of the faculty members constituted to conduct the course;

(vii) ð**Course"** means a curriculum component identified by a designated code number and a title;

(viii) ð**Dean (Res.)"** means the Dean, Research for its related affairs.

(ix) **"DRCM"** means the Research Committee of the Department / Institute. It shall consist of :
(a) Chairman: Head of the Department of the University or its constituent college or Principal/ Director of the affiliated Institution;
(b) One professor of the concerned area from the Government Colleges/ Universities/ National Institutes/ a senior executive (having MBA degree) from the industry as nominee of the university (for affiliated Institutions only);
(c) One faculty member, as nominee of the Principal /Director of the constituent/ affiliated college, not below the rank of Reader/Associate Professor.

(x) ð**Degree"** means the Master's degree viz. M. B. A. and other such management degrees of the University as may be approved by the University from time to time.

(xi) **"PG Diploma"** means the post graduate diploma in management for executives.

(Prof. G. K. Sharma)	(Prof. G. S. Raghuvanshi)	(Prof. S. G. Modani)	(Prof. O. P. Chhangani)	(Dean, Faculty of Mgmt.)	(Dr. P. Kumar)
Chairman	Member	Member	Member	Sp. Invitee	Member Secy.

ffiliated institutions/colleges of the University offering degrees in Management.

(xiii) ð**Faculty Advisor"** means a teacher nominated by the Department to advise the students;

(xiv) ð**Full-time student"** means a student registered for full time Post Graduate Programme;

(xv) ð**Grade Awarding Committee"** is the committee constituted by the university for the purpose of awarding the Grades.

(xvi) ð**Grade Moderation Committee"** means the committee consisting of the Dean of the concerned Faculty as Ex - Officio Chairman, Deans of all the faculties as members, HODs of the concerned department/ centre (s) of the University's and/or its constituent college (s) or their representatives not below the rank of Professor, as members and Assistant Registrar or any other nominee from the office of the Controller of Examination as the Secretary. This Grade Moderation committee shall moderate grades awarded by the University in different courses in a semester at a given level of a curriculum.

(xvii) **"University"** means the Rajasthan Technical University, Kota.

(xviii) **"Minimum Registration Period"** means the minimum period for which a candidate is registered for the post graduate degree/programme.

(xix) **"Part-time Student"** means a student registered for a Post Graduate Degree devoting a part of his time towards the completion of the PG programme and a part of his time towards the discharge of his/her official obligations.

(xx) **"PG"** means Post Graduate programme in management;

(xxi) **"Scheme of Teaching and Examination"** means the scheme of teaching and examination for the PG programmes approved by the University;

(xxii) **"SGPA"** means the Semester Grade Point Average;

(xxiii) **"SC/ST"** means the Scheduled Castes and Scheduled Tribes as notified by the Government;

(xxiv) "**Sponsored Candidate/Student"** means a full-time PG student receiving full financial support from the Sponsoring Organization;

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

faculty member of the university and/or from outside the
_____ege(s) approved by the University to supervise the student
for the designated academic activity.

(xxvi) "Faculty" means an authority of the University constituted as per provisions of its
act.

(xxvii) "Act" means the Rajasthan Technical University Act 2006.

Note: 'He' & 'His' imply 'he'/ "she' and 'his' / 'her', respectively.

(Prof. G. K. Sharma)	*(Prof. G. S. Raghuvanshi)*	*(Prof. S. G. Modani)*	*(Prof. O. P. Chhangani)*	*(Dean, Faculty of Mgmt.)*	*(Dr. P. Kumar)*
Chairman	*Member*	*Member*	*Member*	*Sp. Invitee*	*Member Secy.*

PG PROGRAMMES IN MANAGEMENT

O. 1 The University shall offer such PG programme (s) which is/are included in the approved list of programmes of MHRD/AICTE/UGC or any other national accreditation body formed by/ with statutory provisions, and of such minimum duration as the Academic Council may approve. Such programme (s) can be on the recommendation of the concerned faculty either on its own or on the initiative of a Board of Studies.

O. 2 The minimum entry qualification (s) for admission to the PG programme (s) shall be as laid down in the Regulations;

O. 3 A PG student shall be required to earn a minimum number of credits through various curricular components like teaching/laboratory courses, Project, Seminar etc. at the University or at such other Institutions as have been approved by the University. The Project and other similarly designated academic activities shall have to be undertaken under the guidance of a Supervisor(s):

Provided that a PG student may be permitted by the DRCM to carry out in full or a part of his Dissertation outside the University/ Institution. In such cases, an additional supervisor, from outside Organisation / Institute, if considered necessary, may be appointed by the DRCM on the recommendation of the Supervisor from the University/ Institution;

O. 4 A PG student shall be required to complete all the requirements for the award of the PG degree within such period as may be specified in the Regulations;

O. 5 The date of initial registration for the PG programme shall normally be the date on which the student formally registers for the first time, which shall be the date of joining for all purposes;

O. 6 A student shall normally be required to attend all lecture, tutorial and practical classes. However, in case of late registration, sickness or other such exigencies, leave may be allowed as mentioned in the regulations.

O. 7 A PG student may be granted scholarship/ studentship/ assistantship/ stipend, etc. and be awarded medals as specified in the regulations or in accordance with the directions of the Central Government/State Governments and the Academic Council/Board.

O. 8 A student admitted to a PG programme in Management shall abide by the "Standing Orders for Students" issued by the University from time to time.

O.9 Every Institute/college recognised by the University shall have a Standing Discipline Committee (SDC) consisting of atleast five senior most faculty members having positive influence on the students.

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

ed in the Regulations for Management programme:

on and the continuation in the programmes;

(ii) The eligibility for the award of the PG Degree;

(iii) The examination and award of grades;

(iv) The withdrawal and rejoining the programme;

(v) Temporary suspension and phasing out a programme;

O. 11. Notwithstanding anything contained in the above Ordinances, no regulation shall be made in contravention of the decision of the Board/ Council and/or the policy guidelines of the MHRD / UGC in regard to the PG programmes.

(Prof. G. K. Sharma)	(Prof. G. S. Raghuvanshi)	(Prof. S. G. Modani)	(Prof. O. P. Chhangani)	(Dean, Faculty of Mgmt.)	(Dr. P. Kumar)
Chairman	Member	Member	Member	Sp. Invitee	Member Secy.

OGRAMMES IN MANGEMENT - M. B. A. OR

R. 1 Title and Commencement:

(a) These regulations shall be called the regulations for the PG programmes or equivalent of the University.

(b) These regulations shall come into force from the date, the competent authority decides and notifies on its behalf.

R. 2 Classifications

PG programmes shall be any one of the following types:

(a) M. B. A. (Full Time): It will be a regular four semesters course, of the University run by its constituent college/ department or by its affiliated Institute /College.

(b) M. B. A. (Collaborative): It will be a regular four semesters course to be jointly run by an organization and the University, or by its approved affiliated Institute/ Colleges. The programme shall be governed by the M. O. U. / agreement between the organization and the University, or its approved affiliated college/ Institute, subject to observance of the Ordinances and Regulations of the University.

(c) M. B. A. (Part Time): It will be a six semester's part - time programme and the classes shall run during morning or evening hours. A serving candidate shall be eligible for admission to this course, subject o submission of a no objection certificate from his/her employer.

(d) PG Diploma (Full time): It will be a regular two semesters course, of the University run by its constituent college/ department or by its affiliated Institute /College. A serving candidate shall only be eligible for admission to this course, if he is holding an executive position in a company/industry/organisation and has five years working experience.

(e) PG Diploma (Part time): It will be a three semester's part - time programme and the classes shall run during morning or evening hours. A serving candidate shall only be eligible for admission to this course, if he is holding an executive position in a company/industry/organisation and has eight years working experience, subject to submission of a no objection certificate from his/her employer.

(a) The normal and maximum duration for the completion of PG programmes are given in Table-1.

Table-1

S. N.	Type	Full time/part time /collaborative	Normal duration, semesters and Years	Maximum duration, semesters and Years
1.	MBA	Full Time	4 (2)	8 (4)
		Collaborative	4 (2)	8 (4)
		Part Time	6 (3)	10 (5)
2.	PG Diploma	Full Time	2 (1)	4(2)
		Part Time	3(1.5)	6(3)

(b) The maximum duration of the programmes includes the period of withdrawal, absence and different kinds of leave permissible to a student. However, it will exclude the period of rustication, if any.

(c) Extension in Maximum Duration:

On genuine grounds, the maximum duration may be extended in exceptional cases, by the Vice Chancellor for the completion of PG Programmes.

R. 4 Broad Course Structure

The broad course structure (s) of PG programmes are given in Table-2A and 2B. The course components and credits are subject to revision from time to time by the competent authorities of the University.

TABLE-2A: BROAD COURSE STRUCTURE OF M B. A. PROGRAMME (S)

Sl. No.	Course Components	Credits
1.	Preparatory Mathematics	Audit
2.	Core Courses	54-60
3.	Summer Training	2
4.	Specialisation / Open electives	30-36
5.	IT and its applications	2
6.	Communication skills	3
7.	Human values and ethics	2
8.	Seminar and Project	6-8

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

Credits: 100-110; CGPA $\times$ 5.00 + other requirements, if any

TABLE-2B: BROAD COURSE STRUCTURE OF PG Diploma PROGRAMME (S)

Sl. No.	Course Components	Credits
1.	Preparatory Mathematics	Audit
2.	Core Courses	22-28
3.	Summer Training	2
4.	Specialisation / Open electives	14-16
5.	IT and its applications	2
6.	Seminar and Project	6-8

Requirements for award of degree: Total Credits: 46-54; CGPA $\times$ 5.00 + other requirements, if any

R.5 Semester System:

(a) The academic programmes in the University shall be based on semester system:
Autumn and Spring Semesters in a year with summer vacations and other breaks as notified by the University. A number of courses shall be offered in each Semester.

(b) Each course shall have a number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours assigned for lecture, tutorial and laboratory classes, field study and/or self study. The credits for the Project and the Seminar are based on the quantum of work expected.

(c) The courses offered in a semester shall be continually assessed and evaluated to adjudge the performance of a student.

(d) A full-time (four semester course) student shall be allowed to register for courses not less than a total of 20 credits and not exceeding a total of 30 credits in any semester.

(e) A non-full time student shall register for courses having not less than a total of 12 credits and not exceeding a total of 20 credits in any semester excluding the Project.

(f) The detailed guidelines on the structure/scheme of the PG programmes are given in Appendix-A1 and A2.

R.6 Course Code:

Each course offered by the university shall be identified by a course code, as specified in the Ordinances/ Regulations of the Examination.

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

Each course shall have an integral number of credits which reflects its weightage. The number of credits of a course shall ordinarily be calculated as under:-

(a) Lectures / Tutorials: One lecture hour per week shall normally be assigned one credit. One hour of tutorial per week shall be assigned half credit.

(b) Practicals: One laboratory hour per week shall normally be assigned half credit. Not more than three credits may be assigned to a practical course having only laboratory component.

(c) Seminar and Project in all PG programmes, require in-depth study and development of their professional skill and knowledge; shall be treated equivalent to any other course and shall be assigned such number of Credits as provided in Table 2A and 2B.

R. 8 DRCM

The committee shall look after all academic matters pertaining to the PG Programmes offered by a Department. The DRCM shall implement the policy formulations made by the authorities of the University. DRCM should meet preferably four times in a semester, with in no case less than two times.

R. 9 Admissions:

(a) The following shall be applicable to all the admissions in the PG programmes, unless otherwise specified.

(b) Eligibility criteria :

The candidates must possess Graduate (10+2+3 or more) degree or equivalent from any recognized University with at least 50% marks in aggregate (45% in case of SC/ST and OBC candidates), without any approximation in the Graduate Examination. Other criteria will be specified by the university from time to time.

(b) Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to programmes in accordance with the policy guidelines laid down by the Government of India and decided by the Board.

The reserved category candidates must submit, at the time of admission, the requisite certificates from a competent authority.

(c) Further requirements for admission to full time sponsored, part time and foreign candidates are provided in Appendix - B.

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

mmes shall be accepted by the University, for which the ...yllabii of the related subjects is approved by the Concerned Faculty or Academic Council or recommended by the concerned Board of Studies to the concerned Faculty and/or the Academic Council.

(e) Admissions to the full time course shall normally be through an entrance exam as decided by the University.

(f) However, at any stage, if it is found by the University on its own or on any other complaint received by the University, that any candidate does not fulfill the eligibility conditions stipulated by the University or have furnished wrong information(s), University reserves the right to cancel his/her admission at any stage of the PG programme. In such cases, no fees shall be refunded by the University. The responsibility of loss, if any, to the candidate shall be his own.

(g) The date of Registration shall be notified by the University and shall be same for the M. B. A. programme (s) offered by the University in its premises or its affiliated Institutions. However, in the case of delay in the approval by the statutory body (ies) like AICTE/UGC/MHRD, a separate permission of the date of registration should be sought by the concerned college from the University.

(h) The enrolment to pursue PG programmes, from any of the modes classified in R.2, by the University can be allowed to the following categories also, if recommended by DRCM, in addition to the regular full time students, provided they satisfy the minimum eligibility conditions for admission:

(i) Sponsored Students/ Candidates

An employee of a Public Sector Undertaking, a Government Department, a Research & Development organisation, or a private industry (approved by the concerned faculty) or an Educational Institution, with a minimum relevant working experience of two years or a Defence Sponsored Officer may be considered for admission as a sponsored (full-time/ part-time) student. Sponsored applicants will be eligible for admission provided that they are fully relieved for the period of study by their employers. They shall produce sponsorship certificate from the parent organisation at the time of admission.

(j) Self –financed / Study Leave/ College Teacher (Foreign)

˝ Foreign: These students are admitted through Embassy/ High Commission of the respective Government after getting approval from the Ministry of External affairs and no objection certificate from the Ministry of Human Resources Development, Department of Education, Government of India or admitted under MOU.

˝ Study Leave: This category refers to persons who are relieved from governmental or educational institutions on study leave for a period not less than the period of study for pursuing PG programmes.

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

ents)

Governments of their country and awarded scholarship by ICCR, Government of India. They should apply for admission through Indian Embassy/ High Commission in their country.

(l**) Exchange Programme** : Transfer of Credits. The student exchange is allowed under the M. O. U. provisions between a national Institute/University in India or abroad and RTU. The credit transfer may be allowed as per provisions consistent with norms of both, the Universities/Institute and RTU.

R. 10 Registration:

(a) Every student shall register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he or she is not registered. The performance of a student in all the courses, for which he/she has registered, shall be included in his/her grade card.

(b) Every student who joins the first year of the PG programme in Management shall complete the registration procedure on a specified registration date prior to the commencement of the classes. Under special circumstances, a student may be allowed late registration, upto one week by the Head of the Department concerned, till a specified date, by paying the late fee fixed by the University, along with other necessary fees. In-absentia, registration may be allowed in a semester other than the first week only in rare cases at the discretion of the Head of the Institution, in case of illness or any other contingencies upto two weeks of the date of the registration. All such cases shall be reported to the University at the earliest.

(c) The Department shall assign time slots for the electives to be run in the next semester well in time, notify it at least a week prior to the date of registration to help the students choose an elective and register for it. The selected electives by the students, alongwith the number of students in each, shall be informed to the Controller of Examination of the University within a month of the start of the academic session.

(d) A student may register for credits as per requirements of a particular PG programme of Management. But the DRCM of the concerned Institute may allow an increase in number of credits normally once during the entire programme for fulfilling the requirements of minimum earned credits.

(e) Before the commencement of classes, the Institute/ Department offering the programme shall give each student a registration record which shall be the official record of the courses registered. Any sub-sequent change such as addition, deletion or withdrawal etc. shall be marked on this registration record by the Institute/ Department. A student shall have the option to add or delete courses from his/her registration record during the first ten days of the semester. The registration record shall be duly countersigned by the Course coordinator on the date of registration. Such registration records shall be sent to the university by appropriate authority of the institute/college

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

...stitute shall send all the necessary records to the university ...sertation semester of dissertation.

(f) Faculty Advisor: At the time of completing the registration form or any subsequent change in the registration record, every student shall consult his/her Faculty Advisor. The Faculty Advisor shall advise the students in regard to the minimum and the maximum number of total credits and lecture credits in the context of his/her past performance, backlog of courses, SGPA/CGPA and individual's pace of learning.

R. 11 Termination of Enrolment:

(a) Continuous absence of a student from the classes for more than four weeks without permission or informing the Chairman, DRCM, will render his name to be struck-off the rolls of the Institute/ University. Such cases shall be brought to the notice of the Enrolment section of the University by the Head of the Department of the University/its constituent college/ Principal/ Director of its affiliated college immediately.

However, for valid reasons of absence, he may be allowed to re-register paying due fees, late fees and penalty.

(b) Termination of Enrolment on Disciplinary Grounds: The enrolment of a student may be terminated on disciplinary grounds, on the recommendations of a standing discipline committee (SDC, as per Ordinance O.9) of the concerned Institute/constituent college of the University recognised by the university. The Head of the concerned affiliating institute shall forward the recommendations of SDC to the University for termination of the enrolment (s).

R.12. Minimum Number of Students in a Course/ Programme:

(a) A post graduate programme shall normally be run by the University, only if a minimum of 40% of sanctioned strength of the students registers for that programme*. If the number of students left in a programme at the end of the second Semester is less than thirty percent of the sanctioned strength, the programme may be reviewed by the concerned DRCM and the Faculty of the University. However, the running programme has to be completed by the concerned Institute/College of the University.

*If the course is starting for the first time in an Institute, on the request of the Head of the Institute, the Vice Chancellor, on the recommendations of a committee constituted for the purpose, may relax it to one third of the sanctioned strength.

R.13 Temporary discontinuation and/or termination of a programme:

On the recommendation of the DRCM, any PG programme may be temporarily discontinued if the number of students seeking admission is less than forty percent of the sanctioned strength. If the programme remains discontinued for consecutive three years, it shall automatically be terminated.

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

a Course/ Programme:

(a) A post graduate student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practicals, held in a subject in order to appear at the University Examination for that course. Attendance of the students shall be monitored and displayed during a semester as per the guidelines of the University.

(b) Rustication/ Suspension, Withdrawal from a Semester/ year:

A student rusticated from the University /Institute or suspended or debarred from attending the classes due to any reason whatsoever or having withdrawn from a semester/year on medical grounds, shall have to meet the attendance requirement of 75% in the courses in a semester and shall have to complete PG programme within the specified time limit.

(c) The names of the students who have remained absent, with or without leave, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator, on the last teaching day, to the HOD, who will consolidate the list for all such students for all the courses of a programme for its display on the notice board. The list of such students shall also be forwarded to the Controller of Examination in the university. These students shall not be allowed to appear in the University Examination of that course and shall be awarded F grade irrespective of their performance in Class Work (CWS)/Mid- Term Examinations (MTE), etc. Such students are required to re-register in the course (s).

R. 15 Refund of Fees:

The fees and other charges deposited by a student seeking enrolment will be refunded if the student does not join the programme and leaves the Institute by applying for refund normally on or before the date of registration.

Refund of fees will not be permissible to a student who has registered for the progrmme and left thereafter. In such cases only security money will be refunded at the end of the semester.

R. 16. Course Co-ordinator and Faculty Advisor:

HOD may appoint a faculty member as course coordinator for each PG programme run by department. The Course Coordinator shall be responsible for the proper co- ordination and conduct of the course, including the performance of the students. The performance evaluation shall be through tutorials, practicals, case studies, viva voices, dissertation, tests, quizzes, assignments, etc. including the Mid-Term and End-Term Examinations, and the award of the marks.

HOD shall appoint a faculty member as a faculty advisor for the students for each PG programme run by the Department. The course coordinator and the faculty advisor may be the same person or two different persons, as the HOD may decide. Both these persons shall be senior faculty member and not below the rank of Reader / Associate professor. The Faculty Advisor

(Prof. G. K. Sharma)	(Prof. G. S. Raghuvanshi)	(Prof. S. G. Modani)	(Prof. O. P. Chhangani)	(Dean, Faculty of Mgmt.)	(Dr. P. Kumar)
Chairman	Member	Member	Member	Sp. Invitee	Member Secy.

...ts, advise them on the courses to be taken in a semester and ...ogress of the students.

R.17. Course Evaluation :

(a) A student shall be evaluated for his/her academic performance in a course through tutorials, practical, home work assignments, case studies, viva-voices, dissertation, term papers, field work, seminars, quizzes, Mid- Term Test (MTT) etc. as applicable at the college level. The answer books of Mid-Term examination are to be shown to the students and discrepancies, if any, as may be brought out by any student may be rectified by the examiner and thereafter the result will be finalised. End semester examination in every course shall be conducted by the University. The maximum marks in course shall be as per the scheme announced by the University and grade shall be awarded to a student on the basis of percentage of marks secured by the student by a committee, constituted by the Dean of the concerned faculty.

(b) The distribution of weightage for each component shall be in conformity with the Scheme of Teaching and Examination for a given programme.

(c) The Project/dissertation shall be evaluated through mid-term seminar(s), presentation(s), report submission(s) and the viva-voce examination(s).

R. 18. Grading System:

(a) The academic performance of a student shall be graded on a ten-point scale. The letter grades and their equivalent grade points are listed in Appendix-C. The award of grades in a course shall be made as per guidelines given in Appendix-D1.

(b) Semester/Cumulative Grade Point Average (SGPA/CGPA): The letter Grades awarded to a student in all the courses (except audit courses) in a semester shall be converted into grade points. The Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be calculated as per Appendix-E.

R. 19 Grade Moderation & Scrutiny

Grade Moderation committee shall have all Deans, and HODs of the concerned faculty of the University's Departments and/or its constituent college (s) or their representatives not below the rank of Professor. The Chairman of this committee shall be the Dean of the concerned faculty. Assistant Registrar or any other nominee from the office of the Controller of Examination shall be the Secretary of the committee. The committee shall forward the final grades to the Controller of Examination. The Chairman, Grade Moderation Committee shall also retain the record copies of the marks.

(Prof. G. K. Sharma)	(Prof. G. S. Raghuvanshi)	(Prof. S. G. Modani)	(Prof. O. P. Chhangani)	(Dean, Faculty of Mgmt.)	(Dr. P. Kumar)
Chairman	Member	Member	Member	Sp. Invitee	Member Secy.

(a) A student may register to audit a course on the advice of the Faculty Adviser. However, it will not be counted towards minimum earned credits for a given programme.

(b) PG Students of other faculties may be allowed to audit a course of Management.

(c) A student registered for an audit course may be awarded an AU grade if his attendance is more than 75% or more.

R. 21 Earned Credits

(a) The credits for a course in which a student has obtained 'D' (minimum pass grade for a course) or a higher grade shall be counted as credits earned by him/her.

(b) Any course in which a student has obtained E, F, I, W, and Z grades shall not be counted towards his/her earned credits.

R. 22 Withdrawal from a Course:

A student who wants to withdraw from a course shall apply to the Chairman, DRCM, on a prescribed form under the advice of his/her Faculty Advisor. If his request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.

R. 23 Semester Withdrawal:

In case a student is unable to attend classes for more than twenty (20) working days in a semester, he/she may apply to the Chairman, DRCM, through the course coordinator for withdrawal. Such application shall be made under the advice of the Faculty Advisor, as early as possible, but at least seven clear days before the start of the End- Term Examination. Partial withdrawal from the semester shall not be allowed.

R. 24 Requirements of Satisfactory Performance, Continuation in the PG Programmes and the award of Degree/Diploma:

The criteria of satisfactory academic performance, continuation in the PG programmes and the award of the M B A degree and PG Diploma shall be as follows:

MBA Degree:
(a) Two years MBA programmes require a minimum of four semesters for fulltime or six semesters for part- time study by a full-time or a part-time candidate, as the case may be. The maximum duration for the completion of the given programme for being eligible to the PG degree shall be as provided in R.2 (Table-1).

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

...wed to register for courses not less than a total of 20 credits ...ts in any semester.

(c) The course structure of the programme is given in R.3 (Table-2A). The detailed guidelines on the structure/scheme of M. B. A. shall be as given in Appendix-A1.

(d) A student may be allowed to register for the next semester if he/she has cleared not less than 60% of course credits registered in that semester.

(d) The registration of a student will be terminated and he/she will be asked to leave the programme in case he/she is unable to fulfill the requirements of (d) above.

(e) A student may be awarded the degree of M. B. A. on completion of the programme within the maximum duration prescribed in R.2, if his/her CGPA is not less than 5.0 after earning a total of 100-110 credits and he /she has satisfactorily completed other requirements, if any. Provided the information furnished by the candidate at any stage is not found false, which disqualifies him from the award of degree.

(f) Temporary withdrawals from the programme may be permitted after a student has normally completed all course requirements. The DRCM may grant permission for such withdrawals within the guidelines of the University, and shall report such cases to the University. The University may seek explanation of the case and may review the decision of DRCM.

(g) A part-time student shall register for courses having not less than a total of 12 credits and not exceeding a total of 19 credits in any semester excepting the Dissertation. For the continuation in the programme, a student shall have to clear a minimum of 8 credits per semester.

PG Diploma:
(a) The credit structure and semester wise credit requirement for PG Diploma are provided in Appendix A2.

(b) One year PG Diploma programme requires a minimum of two semesters for fulltime or three semesters for part- time study by a full-time or a part-time candidate, as the case may be. The maximum duration for the completion of the given programme for being eligible to the PG degree shall be as provided in R.2 (Table-1).

(c) A full-time student shall be allowed to register for courses not less than a total of 20 credits and not exceeding a total of 28 credits in any semester.

(d) The course structure of the programme is given in R.3 (Table-2B). The detailed guidelines on the structure/scheme of PG Diploma shall be as given in Appendix-A2.

(e) A student may be allowed to register for the next semester if he/she has cleared not less than 60% of course credits registered in that semester.

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

will be terminated and he/she will be asked to leave the
to fulfill the requirements of (e) above.

(g) A student may be awarded the PG Diploma on completion of the programme within the maximum duration prescribed in R.2, if his/her CGPA is not less than 5.0 after earning a total of 46-54 credits and he /she has satisfactorily completed other requirements, if any. Provided the information furnished by the candidate at any stage is not found false, which disqualifies him from the award of degree.

(h) A part-time student shall register for courses having not less than a total of 12 credits and not exceeding a total of 19 credits in any semester excepting the Dissertation, if any. For the continuation in the programme, a student shall have to clear a minimum of 8 credits per semester.

R. 25. Prizes/ Awards/ Medals

Awards/Prizes/Medals as approved by the University authorities may be given to the outstanding students.

R.26. Interpretation of Regulations:

In case of any dispute or difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Vice Chancellor shall be final and binding. Appeal on such decisions, if any, may be permitted by the Council.

R. 27. Emergent Cases:

Notwithstanding anything contained in the above regulations, the Vice Chancellor may, in emergent situation, take such action on behalf of the Council, as he deems appropriate and report it to the next meeting of the Council for its approval.

APPENDIX-A1

STRUCTURE / SCHEME OF M.B. A.

Technical Communication course in M. B. A. programme (s) shall be optional and of 2 credit weightage. The credits shall be included in the requirement of total credits in the concerned programme. This course shall be run in both Semesters of the academic session. The Faculty Advisor of the students may advise the weak students to opt for this course.

The structure of 4 Semesters M. B. A. programme (s) shall be as follows :

Semester I : Total credits 26-30
Semester II : Total credits 26-30

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

e shall be in the Ist semester.
54 - 60

Semester III : Total credits 26-30
Semester IV : Total credits 24-28

Total credits for III and IV semesters: 50 - 58

Seminar: 3 credits.

Project: 3 credits.

The tentative topic of project and seminar should be decided by the end of 3rd semester.

For the award of the M. B.A. Degree, a student has to earn minimum 100 credits with the CGPA not less than 5.00.

APPENDIX-A2

STRUCTURE / SCHEME OF PG Diploma

The structure of 2 Semesters PG Diploma programme (s) shall be as follows :

Semester I : Total credits 22-26
Semester II : Total credits 24-28

Preparatory mathematics is an audit course and shall be in the Ist semester.
Total credits for I and II semesters: 46 - 54

The tentative topic of project and seminar should be decided by the end of **I** semester.

For the award of the PG Diploma, a student has to earn a minimum of 46 credits with the CGPA not less than 5.00.

APPENDIX- B

FULL TIME SPONSORED / PART TIME / CANDIDATES FROM FOREIGN COUNTRIES: ADDITIONAL REQUIREMENTS FOR ADMISSION

1. Full-Time Sponsored Candidates
(a) The candidates fulfilling essential eligibility requirements, must have a minimum of two years of full-time work experience in responsible capacity in a Registered Firm/Company/Industry/Educational and Research Institution/Govt/Quasi Govt /Autonomous Organisation in the relevant field in which admission is being sought. The

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

er be a public sector undertaking or a public limited hange or a private concern whose annual turnover during the past two years exceeds Rs.5.0 Crores (Five Crores). The educational institution should be recognized by AICTE.

(b) Candidates must submit the sponsorship certificate duly signed by the Head of the Institution/Organisation on the proforma prescribed by the University, at the time of counseling.

(c) A few candidates fulfilling essential eligibility requirements may also be admitted under QIP, Early Faculty Induction Programme (EFIP) of AICTE/other statutory bodies of Govt. of India and Defense Research & Development Organisation Schemes, for which separate admission procedure may be followed. Under QIP Scheme, admissions can be offered after selection by National QIP Coordination committee (NQCC) through screening and interview in the PG programmes run by the University's departments or its constituent college (s).

2. Part-time Candidates

(a) Candidate fulfilling the essential eligibility conditions and the requirements as given in 2(a) above for Full-time sponsored candidates, be admitted provided that such an organisation must be located in city where the institute is located within 100 km from the city where admission is sought.
(b) There will not be any age restriction, but, preference will be given to those who are below 45 yeas of age.
(c) For admission to a postgraduate course as a part-time student, a certificate from the Head of the Institution / Organisation on the proforma prescribed by the University must be submitted at the time of counseling.
(d) For part-time students, the concerned Department will draw up the detailed academic programme.
(e) The part-time student will be required to attend all lectures/tutorials/ practical classes for the courses prescribed for them and must satisfy the attendance requirements.
(f) The part-time students will not be eligible for any scholarship/assistantship/ prize, medals etc.
(g) The status of a part-time student will not be changed from part-time to a regular full-time.
(h) Members of the Staff of the University/Institute should submit the sponsorship certificate from the University/Institute.

3. Foreign Candidates

(a) Foreign candidates seeking admission to the postgraduate course should apply through the Govt. of India, if they wish to come through any govt. supported programmes or under Cultural Exchange Programmes or through Educational Consultants (India) Ltd., New Delhi or any such government/government approved schemes. They may seek necessary help from the Indian Embassy in their country or their Embassy in India. In addition to these avenues, a provision of direct admission for Non-Resident Indians (NRI's) and Self Financing Foreign National candidates exists for PG programmes.

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

owing requirements:

lucational qualifications required for admission to a PG Programme. DRCM shall evaluate the eligibility and recommend for admission to University.

(ii) Proof of proficiency in English.

(iii) GRE score where applicable.

(iv) Certificate of good conduct and character certificate from the Head of the Institution last attended.

(b) Foreign candidates will be admitted only after obtaining the clearance from the Govt. of India. Foreign candidateøs, with provisional studentøs visa only are eligible for admission.

(c) Foreign candidates are required to undergo medical examination as per medical rules prescribed by the Central Government for foreign students and have to undergo test for HIV and NICD, New Delhi within one month of their admission. The admission of foreign candidates would be confirmed only after medical examination and the test report regarding HIV.

APPENDIX- C GRADING OF ACADEMIC PERFORMANCE

Academic Performance	Letter Grades	Grade Points (p)
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Poor	E	2
Very Poor	F	0
Audit	AU	-
Incomplete Course	I	-
Incomplete Project/Dissertation	X	-
Satisfactory (only for Dissertation)	S	-
Non- satisfactory (only for Dissertation)	U	-
Withdrawal	W	-
Non – completion of Course requirement and/or Training	Z	-

Note:

1. Pass Grade is D and above (Grades E and F are fail grades).
2. Student detained for not fulfilling the attendance requirements shall be given F grade

EXPLANATION

'E' and 'F' Grades

The 'E' and ‒Fø grades denote poor and very poor performance, i.e. failing a course. 'F' grade is also awarded in case of poor attendance (see Attendance Regulation).

If a student gets "E" or "F" grade, then one has to

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

...cts

...tisfactory grade

(iii) repeat the same elective subject (s) or may opt another elective subject (s) from the same category.

Further, 'E' or 'F' grade secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

AU Grade

This grade is awarded to an audit course as specified in Regulation 21 and is not counted in the computation of SGPA / CGPA.

'I' Grade

This refers to an **'incomplete'** grade in a course other than Project, which is awarded as per guidelines given in Appendix-D1. It is required to be converted into a regular grade later on.

'W' Grade

This refers to withdrawal from a course, which is allowed upto one week after the end of the first Mid-Term Examination with the prior permission of the Course Coordinator.

'X' Grade

This grade is awarded for incomplete Project/Dissertation work, if any, as per guidelines given in Appendix-D1 and will be subsequently converted to a regular grade on the completion of the Project/ Dissertation work and its evaluation.

APPENDIX-D1

GENERAL GUIDELINES FOR AWARD OF GRADES

The following are the general guidelines for the award of grades:-

(i) All evaluations of different components of a course shall be done in marks assigned for the course for each student.

(ii) The marks of various components, viz. Mid Term Examinations (MTE), End-Term Examination (ETE), Assignments for the theory papers and, Practicals and Sessionals, shall be as per the scheme of Teaching and Examination decided by the concerned faculty or the Academic Council and scaled to a 100-points scale. The rounding off shall be done on the higher side.

(Prof. G. K. Sharma)	(Prof. G. S. Raghuvanshi)	(Prof. S. G. Modani)	(Prof. O. P. Chhangani)	(Dean, Faculty of Mgmt.)	(Dr. P. Kumar)
Chairman	Member	Member	Member	Sp. Invitee	Member Secy.

...ded to the students securing within 5 % of the highest marks ...ff to integer value) of the total number of students registered for that course.

(iv) Not more than 10 % of the registered candidates shall be awarded grade below D.

(v) With the conditions, laid down in para (iii) and (iv) the Grades shall normally be awarded as per Appendix D2 on a 100 point scale.

(vi) The marks shall be compiled by the examination section of the University and they will be forwarded to the Grade awarding committee (s) which shall be forwarded to Grade moderation Committee.

(vii) The decision of the Grade moderation Committee shall be final.

(viii) The procedure for evaluation and award of grades for Project/Training/ Seminar/Comprehensive viva-voce shall be such as may be decided by the faculty of management and/ or the Academic Council. However the distribution of weightage for the same shall be as follows:
(a) Mentor/Supervisor (s): 30%
(b) External Examiner: 20%
(c) Viva-Voce Board together: 50%

APPENDIX-D2

AWARD OF GRADES BASED ON ABSOLUTE MARKS
The award of grades will be based on the marks obtained out of the maximum 100 marks and shall be made as follows:

Marks Grade Marks
91 ÖA+
82 ÖA Ö90
73 ÖB+ Ö81
64 ÖB Ö72
55 ÖC+ Ö63
46 ÖC Ö54
40 ÖD Ö45
35ÖE Ö40
   F < 35
Note:-
(1) The grade boundaries indicated as above may be adjusted marginally.

APPENDIX-D3

AWARD OF 'I' GRADE

(Prof. G. K. Sharma) *(Prof. G. S. Raghuvanshi)* *(Prof. S. G. Modani)* *(Prof. O. P. Chhangani)* *(Dean, Faculty of Mgmt.)* *(Dr. P. Kumar)*
Chairman   *Member*   *Member*   *Member*   *Sp. Invitee*   *Member Secy.*

...iversity Examination of a course due to medical reasons or ...may apply for the award of ‒Iø grade to the chairman, DRCM through the Course Coordinator and the Faculty Advisor, provided that he/she has attended 75% of the classes held.

The concerned Course Coordinator shall have to be convinced about the extraordinary circumstances and shall have to certify the attendance record before this rarely used option to award ‒Iø grade is recommended. The Chairman DRCM may recommend the award of ‒Iø grade.

(b) The ‒Iø grade shall be converted into a proper letter grade not exceeding 'B' after the requirements of the course are completed by the student.

(c) In extraordinary circumstances, the period of conversion of ‒Iø grade may be extended to the next semester, with the approval of the Dean of the concerned faculty on the recommendation of the Course Coordinator and the Head of the Department to which the student belongs.

(d) In extra-ordinary circumstances, on the recommendation of the Dean, the Vice Chancellor may order the award of ‒Iø grade to a student/class or a batch of students taking a particular course.

The conversion of ‒Iø grade into a regular grade or any other action shall be as per direction of the Vice Chancellor.

APPENDIX-D4

AWARD OF 'X' GRADE

A student who is unable to complete his/her Project/Dissertation, if any, may be awarded an 'X' grade on the recommendation of an Evaluation Committee consisting of (i) The Head of the Department or his/her nominee; (ii) One another member of the D.R.C.M. and (iii) The Supervisor(s) of the Project. The student concerned shall have to present his/her work to the Evaluation Committee for the Project, 4 to 6 weeks before the date of registration to the next semester.

X grade provision shall not operate on PG diploma.

A student who has been awarded an 'X' grade shall be required to formally register for the next Semester and pay the requisite fees.

The following guidelines shall be used for the award of the 'X' grade:

(i) Number of times ‒Xø grade may be awarded shall be as under:

For Full-time students : One

For Part - time students : Two

(ii) Grounds for award of 'X' Grade:

'X' grade will be awarded in exceptional circumstances beyond student's/supervisor's control. Normally, the following grounds may be considered for the award of 'X' grade:

(a) Medical grounds to the satisfaction of the Medical Officer of the rank of CMHO and the approval of the course coordinator.

(b) Technical reasons/grounds such as the Supervisor/Equipment not being available.

(c) For Part-time Students only: For long period assignment, on the written request of the employer of the student concerned, 'X' grade on this ground will be awarded once during the

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

dent. If the valid period of absence is more than half of the
...ill apply for withdrawal.

APPENDIX -E

Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

$$\text{(i) SGPA} = \frac{\sum_{i=1}^{n} C_i \cdot P_i}{\sum_{i=1}^{n} C_i}$$

Where
C_i = Number of credits earned in the ith course of a semester for which SGPA is to be calculated.
P_i = Grade point earned in i^{th} course.
$i = 1, \ldots\ldots\ldots\ldots n$, represent the number of courses in which a student is registered in the concerned semester

$$\text{(ii) CGPA} = \frac{\sum_{j=1}^{m} C_j \cdot P_j}{\sum_{j=1}^{m} C_j}$$

Where
C_j = Number of credits earned in the jth course, upto the semester for which CGPA is to be calculated.
P_j = Grade point earned in j^{th} course. A grade lower then D (i.e. grade point <4) in a course shall not be taken into account.
$j = 1, \ldots\ldots\ldots\ldots m$, represent the number of courses in which a student was registered and obtained a grade not lower then D upto the semester for which CGPA is to be calculated.

Note: Grade E & F shall not be considered for calculation of CGPA but shall be considered for SGPA.

APPENDIX A

Conversion of grade Point average to marks

Marks	Grade Point Average			
	10	9	6	4

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.

			1.75	1.27
35	3.85	2.95	2.00	1.45
40	4.50	3.45	2.30	1.62
45	5.15	3.90	2.55	1.80
50	5.75	4.37	2.85	1.98
55	6.25	4.78	3.19	2.13
60	6.75	5.34	3.56	2.38
65	7.15	5.76	3.85	2.55
70	7.50	6.19	4.13	2.75
75	8.50	6.70	4.45	2.95
80	8.90	7.15	4.75	3.16
85	9.25	7.60	5.05	3.35
90	9.60	8.05	5.35	3.58
95	9.85	8.50	5.70	3.80
100	10.00	9.00	6.00	4.00

(Prof. G. K. Sharma)   (Prof. G. S. Raghuvanshi) (Prof. S. G. Modani) (Prof. O. P. Chhangani) (Dean, Faculty of Mgmt.) (Dr. P. Kumar)
Chairman   Member   Member   Member   Sp. Invitee   Member Secy.