

Academic Rules and Regulations for Management Studies Program (MBA)

March, 2022



RAJARAMBAPU INSTITUTE OF TECHNOLOGY

Kasegaon Education Society's

Rajarambapu Institute of Technology

An Autonomous Institute (Approved by AICTE, Affiliated to Shivaji University, Kolhapur)

Rajaramnagar, Islampur, Dist. Sangli, Maharashtra, India



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Rajaramnagar,**

Tal. Walwa, Dist. Sangli, Pin 415414.

An Autonomous Institute affiliated to Shivaji University, Kolhapur

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Preface

Kasegaon Education Society's "Rajarambapu Institute of Technology (RIT)" Rajaramnagar, Sakharale, Tal. Walwa, Dist. Sangli was established as a self-financed Engineering College in 1983. It is affiliated to the Shivaji University, Kolhapur, recognized by Government of Maharashtra and approved by All India Council for Technical Education, New Delhi. The objective is to provide excellent technical education for producing high quality Engineering and Management manpower for industry and to promote academic excellence through research and development.

RIT in its autonomy model makes a sincere effort to adopt an experiential learning model which focuses on learning by doing. Experiential learning provides opportunity for the students to experiment and learn better by doing. The curriculum will be designed keeping in mind the hands on experience through extensive experimentation through lab work, plant visits, in-plant training, mini projects and projects in industries. A judicious mix of theory and practices will make RIT students as preferred prospective employees. The focus of the Department is always student centric and the endeavor shall be to ensure that students get the best of what is required to create Outstanding Managers.

RIT as an autonomous institute functions with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential for fostering and development of intellectual ambiance conducive to the pursuit of scholarship and excellence. The focus of the Institute is always student centric and the endeavor shall be to ensure that student's get the best of what is required to create Outstanding Engineers. RIT has implemented the Outcome Based Education (OBE) system.

This booklet gives comprehensive information on the existing rules and regulations for MBA (Management Studies Program) program. The post graduate program of Business Administration is governed by these rules and regulations. The various departments are given opportunities to excel in academics through these rules and regulations approved by academic council from time to time keeping in view the changing industrial and business scenario and the new challenges and developments in technology. The stake holders, especially students, are advised to be fully familiar with the regulations governing academic requirements, evaluation and grading system.

RIT is committed to provide multiple learning opportunities to students for their academic progress and promote activities that foster student scholarship.


Dean Academic




Director

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1. DEFINITIONS

Institute	Rajarambapu Institute of Technology, Rajaramnagar
BoG	Board of Governors of the Institute
University	Shivaji University, Kolhapur
Academic Council (AC)	Apex academic body governing the academic programs and framing rules and regulations.
Board of Studies (BoS)	Departmental academic body to govern the academics of programs offered by department.
Program	Program of study leading towards award of Degree
Semester	Period in which academic activities are carried out.
Course	Theory/Practical/seminar/Projects/mini projects/industrial Training
Course Credit	Weightage assigned to the course.
Grade	A double letter assigned to indicate the student's performance in a course.
DPC	Departmental Program committee
Course Instructor	Member of faculty who shall be assigned to a course
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average
ATKT	Allowed To Keep Terms
EC	Examination Committee
HoD	Head of the Department
ADC	Academic Development Committee
SIP	Summer Internship Project
Academic RR	Rules and regulations governing academic system of the institute.
UGC	University Grants Commission
AICTE	All India Council for Technical Education - An apex body in Technical Education In India
Government	Government of Maharashtra
ARC	Academic Review Committee

2. INTRODUCTION

Institute has been offering Master of Business Administration (MBA) program leading to Master's degree (MBA) since last 26 years. The specializations offered are listed as shown in Table 2.1. The admission to MBA program which shall be of four academic semesters (2 years) is as per the norms set by All India Council for Technical Education (AICTE), New Delhi, the competent Authority of the Government of Maharashtra/Directorate of Technical Education, Mumbai / Shivaji University, Kolhapur and which shall be prevailing at the time of admission.

Table 2.1 Program and Specialization offered

Sr. No	Name of the Program	Specialization	Sanctioned Intake
1	Master in Business Administration (MBA)	Marketing Management Human Resource Management Financial Management Operation Management System Management Rural Management Family Business Management Engineering Management Business Analytics Technology Management *Additional specializations may be floated as per industry requirement and proper approval.	120
2	Master in Business Administration (MBA) (Innovation, Entrepreneurship & Venture Development)	Financial Management Marketing management	30

- 2.1 MBA degree program shall be governed by the rules and regulations provided in this academic RR. MBA program curriculum consists of advanced courses identified as per industry requirements. The stringent evaluation norms shall be followed to maintain the quality of education. The examination system is governed by examination rules and regulations and completely transparent and follows the pre-announced schedule as per academic calendar.
- 2.2 Semester: The Institute implements a credit based semester system. The academic year is divided into two regular semesters. The semester that begins in July is named as odd semester and the semester that begins in January is known as even semester. Total duration of each semester is generally of 20 weeks including the period of examination, evaluation and grade declaration.
- 2.3 The rules and regulations mentioned in the documents are applicable to the MBA program offered by the institute.
- 2.4 The rules and regulations stated here under are subject to revisions/refinements/updates and modifications/amendments by Academic Council (AC) from time to time and are applicable to all the further batches including those already undergoing programs at different years and are binding on all stakeholders including students, parents, faculty, staff and institute authorities.
- 2.5 The academic administration of the institute consists of committees and administrators. The committees are AC, BoS, EC, ADC and administrators are Director, Deans, Registrar, Controller of Examinations (CoE), Heads of Departments (HoDs).
- 2.6 The academic programs of the institute shall be governed by rules and regulations approved by AC from time to time. AC is the supreme and statutory academic body that governs all academic matters of the institute and the decisions of the AC Chairman (Director of the Institute) shall be final in matters relating to academics. All academic activities are scheduled through an approved academic calendar notified at the beginning of each academic semester/year.

3. ADMISSIONS

- 3.1. The admissions process and eligibility to various MBA programs for regular entry are governed by the norms and procedures laid down by the Government of Maharashtra.
- 3.2. Each student shall be allotted Permanent Registration Number (PRN) during admission and that will be permanent identification number. This number shall not change and the allotted number shall not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the program or cancels admission or is expelled from the institute.
- 3.3. Admission according to rules should be carried out as per the schedule announced by the administrative office. Late registration may be permitted only for valid reasons and on payment of late registration fees. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship shall be liable to be cancelled. Students having dues outstanding towards the institute or hostel shall be permitted to register only after clearing such dues.
- 3.4. A student registered in odd semester shall be eligible to admission to the courses offered in the even semester of that year irrespective of his/her SGPA or the number of credits earned by him/her in that odd semester. But can't be permitted to register for even semester if he is detained in odd semester.
- 3.5. A Student getting a Grade "FF" in four or less courses in first and second semesters combined will be allowed to keep term (ATKT) and can register for the third semester
- 3.6. A student unable to complete the program in four semesters shall be required to register, on payment of prescribed fees, for every additional semester for completing all academic requirements of the program i.e. 100% course work of the first and second year and evaluations of summer internship program. However, in any case he/she is required to complete the program in maximum six consecutive semesters from the date of his/her admission.

3.7. Temporary Withdrawal

A student shall be permitted to withdraw temporarily from the program of study for the reasons beyond the control of student. The applicable rules are:

- a) The withdrawal shall be considered for complete semester or complete year.
- b) The student shall apply to Dean Academics for such withdrawal stating the reasons for such withdrawal, along with supporting documents, consent from parents in writing, duly recommended by HoD of the department and clearance /no dues certificate from all concerned sections and departments.
- c) Dean academics shall pursue the case and recommend for the approval from AC.
- d) Normally, a student will be entitled to avail temporary withdrawal facility only once during the program. However, request for any further withdrawal for concerned student shall have to be approved by AC.

3.8. Termination from the Program

A student shall be terminated from the program in the following cases:

- a) Involved in ragging and not obeying discipline stipulated by the institute.
- b) Not Completing the Program in prescribed period:

Maximum duration for getting MBA degree for students admitted in the first semester of program shall be 6 semesters (three academic years) from their date of admission. The maximum duration of the program includes the period of withdrawal, absence and different kinds of leaves permissible to a student but excludes the period of rustication of a student from the institute. However, genuine cases on confirmation of valid reasons may be referred to AC for extending this limit.

4. ACADEMIC CALENDER

The academic activities of the institute are regulated by Academic Calendar and is made available to the students/ faculty members and all other concerned in electronic form or hard copy. It shall be mandatory for students and faculty to strictly adhere to the academic calendar for completion of academic activities. The copy of the academic calendar is also uploaded on the institute website.

- 4.1 The academic activities of the institute are governed by academic calendar prepared by Academic coordinator and approved by Dean Academics and Director. It shall be notified at the beginning of the each academic year. Academic calendar refers to schedule of commencement of instruction for the semester, course delivery period, examinations/evaluation, other academic activities, holidays and student major activities schedule.
- 4.2 The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks duration including curriculum delivery evaluation and grade declaration. The exact days are mentioned in academic calendar.
- 4.3 The minimum teaching days in an academic year are 180 (90 each in the two semesters). The academic calendar is strictly adhered to and all other activities including co-curricular and extra-curricular activities should be scheduled so as not to interface with the curricular activities as stipulated in the academic calendar.
- 4.4 The non-conduct of academic activities on any particular teaching day for whatever reason shall be compensated by having the academic sessions conducted on suitable Saturdays by following the particular class time table of the lost teaching day.

5. ATTENDANCE

- 5.1 Regular 100% attendance is expected of all students for every registered course in lectures, tutorials, laboratory, and SIP. Hence attendance is compulsory and shall be monitored in the semester rigorously. Students shall be informed at the end of every month if they are falling short of attendance requirement.
- 5.2 A maximum of 25% absence for the attendance may be permitted only on valid grounds such as illness, death in the blood relation family (father, mother, sister and brother) or other emergency reason which is beyond control of a student and shall be approved by the Departmental Program Committee (DPC). Sanction for such absenteeism shall be taken from the DPC Chairman within a period of maximum one week after availing such leave.
- 5.3 Departmental Program Committee Chairman shall report and recommend to Academic Development Committee the cases of students not having 75% attendance as per the records of course Instructor. After rigorously analyzing these cases, ADC may take a decision to debar such student from End-Semester Examination (ESE) for that course and "XX" grades will be awarded. Such a student shall re-register for that course or appear for the re-exam with one grade penalty. If the student is awarded "XX" grade for poor attendance but his/her collective score in ISE, UT1 and UT2 is $\geq 40\%$, marks of ISE and UT1 and UT2 evaluations will be carried forward otherwise it will be treated as null and void. Students with "XX" grade who's ISE, UT1 and UT2 evaluation is not carried forward should complete ISE, UT1 and UT2 of that course in consultation with course faculty. Such students after fulfilling the eligibility criteria will appear for regular ESE of the course but will suffer one grade penalty.

6. CURRICULUM

6.1 Curriculum:

Every program has a prescribed course structure which, in general, is known as Curriculum of program of study. It prescribes courses to be studied in each semester with credits assigned to courses and teaching hours, evaluation scheme and minimum requirements for earning credits. The curriculum revisions/revamping shall be a continuous process governed by OBE framework and guidelines from AICTE, UGC from time to time. The booklet containing courses structure along with detail syllabus for each course of each program is updated periodically and made available to the students. The curriculum design follows the guidelines given by AICTE model curriculum.

6.2 Course Credit System/Structure:

In general, a certain quantum of work measured in terms of credits is laid down as the requirement for a particular program. Calculation of number of credits for a course in any semester is as per Table 6.1

Table 6.1 Calculation of number of credits for a course

Sr. No.	Course	Credits
1	Lecture of 1 hour/week	1
2	Tutorial of 1 hour/week	1
3	Practical of 2 hour/week	1

There are mainly two types of courses viz. Theory courses and Laboratory courses. Generally, a theory course consists of Lecture hours (L) and Tutorial hours (T). Tutorial hours may not be assigned to a particular theory course if it has a separate laboratory course. Laboratory course consists of practical hours (P) which a student works in a Laboratory. The other courses required to be taken by a student include Summer Internship Project and Comprehensive Project.

6.3 Course Description

A typical description of course syllabus shall consist of course code, course title, teaching hours per week for lecture/practical/tutorials and credits.

6.4 Requirements for Earning Course Credit

A student shall earn credits for a particular course by fulfilling the minimum academic requirements for attendance and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum evaluation requirements.

6.5 Total Credits to Earn the Degree

The total number of credits required for completing the program is 102 to 106. The total number of credits in a semester which a student registers shall generally be 14-34.

6.6 Summer Internship Project (SIP): Each of the first year students will be required to work on an assignment with a company or an organization for a period of Six weeks at the end of the first year of the Program. The summer internship is an integral part of the program. The Training & Placement Office assists the students in finding suitable summer assignments. The summer internship aims at achieving the following objectives:

- a) Application of knowledge and techniques learnt in the first year to real life problems and the test out and enrich one's understanding, knowledge and skills.
- b) Gaining deeper understanding of specific functional areas.
- c) Appreciating the inter-linkage among different functions and developing a realistic managerial perspective about organization in their totality

The Project Work should be undertaken under the supervision of the Faculty Member assigned for the purpose. The Project Report should be submitted to the Department before commencement of Third Semester Examinations as per the guidelines by Department.

7. FACILITATION TO STUDENTS

7.1 Faculty Advisor:

On joining the institute, a student or a group of students shall be assigned to a faculty advisor who shall be mentor for a student. A student shall be expected to consult the faculty advisor on any matter relating to his/her academic performance and the courses he/she may take in various semesters. A faculty advisor shall be the person to whom the parents/guardians should contact for performance related issues of their ward. The role of a faculty advisor is as outlined below:

- a) Guidance about the rules and regulations governing the courses of study for a particular degree.
- b) Paying special attention to weak students.
- c) Guidance and liaison with parents of students for their performances.

7.2 Helping Weaker Students:

A student with backlog/s should continuously seek help from his/her faculty advisor, Head of the Department and the Dean Student Development. Additionally he/she must also be in constant touch with his/her parents/local guardians for keeping them informed about academic performance. The institute also shall communicate to the parents/guardians of such student at-least once during each semester regarding his/her performance in In-semester evaluation and Unit tests and also about his/her attendance. It shall be expected that the parents/guardians too keep constant touch with the concerned faculty advisor or Head of the Department, and if necessary - the Dean Student Development.

7.3 Exchange/Transfer of students

Exchange and transfer of the students will be as per the terms and conditions mentioned in Memorandum of Understanding (MoU) executed by RIT with other institutes for this purpose.

8. DISCIPLINE AND CONDUCT

- 8.1. Every student shall be required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which shall tend to bring down the prestige of the institute.
- 8.2. Any act of indiscipline of a student reported to the Dean, Student Development, shall be discussed in the institute. The institute shall enquire into the charges and recommend suitable punishment if the charges are substantiated.
- 8.3. If a student while studying in the institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he/she shall be liable to be expelled from the institute without any notice.
- 8.4. If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra anti-ragging act and its amendments from time to time.
- 8.5. If any statement/information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time, his/her admission shall be cancelled and he/she shall be expelled from the institute and fees paid shall be forfeited.
- 8.6. Student once admitted in the institute shall follow instructions issued from time to time.
- 8.7. If a student is found guilty of malpractice in examinations then he/she shall be punished as per the recommendations of the Lapses Committee and Examination Rules and Regulations. The maximum punishment may be expulsion from the institute.
- 8.8. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at RIT, Rajaramnagar. The students should have valid ID card with him/her while in the institute. Any student who alters or intentionally mutilates an ID card or who uses the ID card of another student or allows his/her ID card to be used by another shall be subjected to disciplinary action.
- 8.9. The valid ID card must be presented for identification purpose as and when demanded by authorities. Any student refusing to provide an ID card shall be subjected to disciplinary action.
- 8.10. During the conduct of any Tests and Examination students must not bring their mobiles. A student in possession of the mobile whether in use or switched off condition will face disciplinary action and will be debarred from appearing for the Test / Examination.

9. COURSE EVALUATION

9.1 Assessment of Theory Courses:

Evaluation of theory courses shall be on the bases of In Semester Evaluation (ISE), two unit Tests (UT1 and UT2) and End Semester Examination (ESE). The weightage for these components are shown in the table below:

ISE	Unit Test 1 (UT1)	Unit Test 2 (UT2)	ESE
20 %	15%	15%	50%

The student is required to secure minimum 40% marks in ISE, UT1 and UT2 combined to become eligible for ESE and 40% separately in ESE. The students are required to obtain 50% in aggregate to pass the course.

9.1.1 In Semester Evaluation (ISE):

In Semester Evaluation (ISE):

The mode of ISE is decided by course faculty; it is announced by the course faculty at the beginning of the course. Performance of students shall be continuously monitored and record of assessment shall be maintained in the standard Performa by Course Teacher. This shall be monitored by DPC chairman of the respective Department. The student performance should be communicated to students after completion of individual components of the ISE.

In semester evaluation has two components with total weight of 20%

1. Moodle Discussion Forums (2%)

Students and Course Teacher should discuss technical topics, queries, latest issues and technology updates using Moodle discussion forums. Course Teacher should assign marks to each student depending on his/her active participation in such discussions.

2. In the Second Components of ISE, there should be two sub-components with cumulative weight of 18%. These sub-components should be chosen by the Course Teacher by taking into consideration desired Course Outcomes. The sub-components and weights should be announced at the beginning of Semester. A sub-component can be any of following assessment method:

a) Multiple Choice Quizzes

- i. To be preferred for Courses which are part of GATE syllabus. Here, difficulty of questions should be at level of GATE examination.

b) Surprise Tests

c) Term Paper

- d) Course Mini Project
- e) Open Book Examinations
- f) Case Study
- g) Demonstrations
- h) Surveys
- i) Field Visits
- j) Any active learning method which is suitable for the Course.

The ISE component of the laboratory course is a continuous evaluation turn by turn by the course faculty and the assessment should be shown to the students.

9.1.2 UNIT TESTS

Unit Test (UT1) 15 percent weightage

UT1 is conducted tentatively in the 6th week of the semester. The test will be for 25 marks for 1 hour duration. Question paper will be set with one question each on unit 1 and unit 2 of the course syllabus. The marks obtained will be converted to 15 with no rounding of marks to the next digit.

Unit Test (UT2) 15 percent weightage

UT2 will be conducted tentatively in the 12th week of the semester. The test will be for 25 marks for 1 hour duration. Question paper will be set with one question each on unit 3 and unit 4 of the course syllabus. The marks obtained will be converted to 15 with no rounding of marks. The UT1 and UT2 marks combined to be rounded to next integer as per the rules (> 0.5 to next integer value).

The schedule is mentioned in academic calendar and test time table will be declared by CoE well in advance.

9.1.3 End Semester examination (ESE) 50% weightage.

Maximum marks are 100 and duration of 3 hours. It will be based on the entire syllabus of the course. While setting question paper for ESE 20% weightage is to be given to Unit no. 5 and 6 each. Remaining 60% weightage is to be uniformly distributed over unit no. 1 to 4. All questions should be compulsory. Internal options of approximately 35% are to be included in the question paper. The student is required to secure 40% marks separately to pass the examination. This is applicable to all semesters of programs.

9.2. Assessment of Laboratory Courses:

The assessment of laboratory course shall be continuous and based on turn-by-turn supervision of the student's work and the quality of his/her work as prescribed through laboratory journals and his/her performance in viva-voce or any other mode of evaluation, examinations uniformly

distributed throughout the semester. The assessment of ISE component of laboratory course should be shown to the students.

Student has to get minimum 50% marks individually in ISE and ESE to pass and earn credits for laboratory course.

For laboratory courses, where ESE is scheduled it is mandatory to appoint an external competent examiner from industries/ research organizations / academic institutions of repute.

9.2.1 The assessment of laboratory course from the 1st semester onwards shall be carried out in two parts.

- a) ISE shall be based on turn-by-turn supervision of the student's work and the quality of his/her work as prescribed through laboratory journals and his/her performance in Practical-oral examinations uniformly distributed throughout the semester.
- b) ESE shall be based on performing the task followed by an oral examination.

9.3 Assessment of Summer Internship Project:

Each of the first year students will be required to work on an assignment with a company or an organization for a period Six weeks at the end of the first year of the Program. The summer internship, an eight credit course, is an integral part of the program.

9.3.1 The Project report must be submitted by the prescribed date. It is compulsory that the topics for SIP be assigned by the end of previous semester.

9.3.2 The project report and the presentation shall be evaluated by three departmental faculty members and external panel consisting of Academia and Industry (decided by CoE).

9.4 Students failed in ISE of Laboratory course:

For Laboratory, if a student fails or falls in "XX" category for ISE then he/she should Re-register for the course in the immediate semester, complete the ISE work and the ISE marks should be submitted to CoE.

9.5 For final year MBA course two tracks systems. Under this system, students can select one choice from,

- 1. Industry Internship & Project (IIP)**
- 2. Entrepreneurship Development (ED)**

Industry Internship & Project (IIP) is designed to expand the depth and breadth of academic learning of students in their particular areas of study. Under Entrepreneurship Development track students can develop and apply an entrepreneurial way of thinking that will allow them to identify and create business opportunities that may be commercialized successfully.

- Students cannot change the allotted track. In worst situations like health issues, students can apply to change the track to Dean Academics through Head of the Department.
 - Decision on change in the track will be taken by institute committee headed by Dean Academics.
 - **1. Industry Internship & Project (IIP):**
 - Internship period is of minimum 20 weeks
 - Institute has rights to allot IIP track to students based on
 - a) Student's choice
 - b) Project track allotments test and interview performance of student.
 - Students will be sent to the industries identified by Training & Placement office of college.
 - Department will take undertakings from students and their parents. Students who will opt IIP track must submit these undertaking forms to department.
 - During ESE, students should submit internship report, Project report, work diary and Internship & project completion certificate issued by industry.
 - **2. Entrepreneurship Development (ED)**
 - Institute has rights to allot ED track to students based on
 - a) Student's choice
 - b) Project track allotments test & interview performance of student.
 - Product prototype & execution of business operation is must & it should be validated by Departmental ED committee.
- 9.6** For any project/ Internship in outside organization/industry; student must submit project/Internship completion certificate issued by respective organization/industry.

10. GRADING SYSTEM

10.1. Award of Grade (Regular Semester Examination)

10.1.1. Table 10.1 shows the grades assigned after regular ESE. This grading is applicable from F. Y. MBA students enrolling in academic year 2018-19 and will be implemented progressively. This relative grading is applicable when minimum 10 students are registered for the course. If number of students registered for the course is less than 10 then absolute grading is applicable.

Table 10.1 Statistical Grades after regular ESE

Average Marks (AM)	Grade who's upper boundary to be set at AM	Calculation of other grades
AM < 60%	CC	AA, AB, BB, and BC grades shall be decided between the AM and HM by dividing the range in equal intervals. CD grade shall be between the AM and minimum marks required for passing the head (i.e. 50%) by dividing the range in equal intervals.
$60\% \leq AM < 70\%$	BC	AA, AB and BB grades shall be decided between the AM and HM by dividing the range in equal intervals. CC and CD grades shall be decided between the AM and minimum marks required for passing the head (i.e. 50%) by dividing the range in equal intervals.
AM $\geq 70\%$	BB	AA and AB grades shall be decided between the AM and HM by dividing the range in equal intervals. BC, CC and CD grades shall be decided between the AM and minimum marks required for passing the head (i.e. 50%) by dividing the range in equal intervals.

For every course registered by a student in a semester, he/she shall be assigned a relative grade using statistical method based on his/her combined performance in all

components of evaluation scheme of a course as per the structure. The grade indicates an assessment of the student's performance and shall be associated with equivalent number called a grade point. The statistical method of grading is given in table 10.1. The grading scale ranks the students on statistically on the basis of overall performance of the student in the given class in the given course head. While assigning grades in a given course head, it is essential to know **average marks "AM"**, obtained by the students who have passed the course and the **highest marks "HM"** of the given course head in given class. Minimum marks for passing is 50%

10.1.2. The academic performance of a student in make-up exams as well as students who enrolled before academic year 2018-19 shall be based on absolute grading. The letter grades, the guidelines for conversion of marks to letter grades and their equivalent grade points are as given in Table 10.2.

Table 10.2: Grades for absolute grading

Theory and Laboratory Courses			
Letter Grade	Grade Point	Marks Obtained %	Description of Performance
		Regular Semester	
AA	10	≥ 90	Excellent
AB	9	80-89	Very Good
BB	8	70-79	Good
BC	7	60-69	Fair
CC	6	55-59	Above Average
CD	5	50-54	Average
FF	0	< 50	Fail
XX	0	—	Detained, Re-register for Course
II	—	—	Incomplete, eligible for makeup examination
PP	—	—	Passed (Audit Course)
NP	—	—	Not Passed (Audit Course)
DR	—	—	Dropped out

10.1.3. The combined performance generally refers to performance in (as per the structures of the respective course) ISE, UT1, UT2 and ESE in theory courses and ISE and ESE for laboratory courses.

10.1.4. A student shall pass the course if he/she gets any grade in the range between "AA" to "DD".

10.1.5. "FF" grade shall be awarded to a student in a course if he/she gets less than 40% marks in ESE separately and less than 50% marks jointly in the ISE, UT1, and UT2 & ESE for a theory course and 50% marks in ISE & ESE separately for a laboratory course. Student failed in theory or laboratory course shall then be eligible to apply for re-examination conducted after regular examination. Grade "XX" in a regular course shall be given to a student if he/she falls in any of the following categories.

- a) A student does not maintain the minimum attendance requirement for any of the theory/laboratory/seminar/dissertation work.
- b) A student has not completed most of the evaluations namely ISE, UT1 and UT2 due to non-medical reasons (e.g. when a student has missed all or most of the components of internal evaluation and unit tests conducted by the instructor in that semester).
- c) A student fails to obtain 40% marks in ISE, UT1 and UT2 combined together.
- d) A student is guilty of any academic malpractice during semester (Such cases shall be dealt by Lapses Committee as per Examination Rules and Regulations).

10.1.6 Following rules apply to the student who has obtained grade "XX" in a regular semester:

1. If a student has XX grades in more than three courses, his term will be detained and he is not allowed to appear for ESE in any of the courses. The student is required to take the fresh admission to the same class by paying fees in the next academic year.
2. Students having XX grades in 3 or less number of courses can re-register in next semesters when that course is offered by paying the prescribed fee for the course and complete ISE, UT1 and UT2 in consultation with course faculty. Such student can appear for the regular examination/re-examination of the course but will suffer one grade penalty. Otherwise they may appear directly for re-examinations conducted at the end of academic year. In this case the ISE, UT1 and UT2 performance of the student will become null and void.
3. The structure of the re-examination will be same as regular ESE but students will suffer one grade penalty.
4. In above two cases when a student gets "XX" grade in a course, then this shall be treated as "FF" for the purpose of calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). Refer Sec. 11 for calculation of Performance Indices.

10.1.7 Grade "II" shall be declared in a theory/laboratory course if a student has satisfactory in-semester performance and UT1 and UT2 and has fulfilled the 75% attendance requirement, but has not appeared for ESE due to genuine reasons given below:

- a) Student is representing RIT in sports/cultural event.
- b) Participation in placement drive approved by TPO.
- c) Appearing for competitive examination whose dates are fixed.
- d) Death of family member (Mother, Father, Brother or Sister).

- e) Serious illness/hospitalization of the student.

Such students shall be eligible for the make-up examination of ESE only on submission of application with supporting document/s (as required by the institute) to the Exam Center wherever possible before 7 days of the respective examination date. The application form with requisite amount of fees must be submitted to the Exam Center before the last date of filling such application forms for make-up examinations.

A student with "II" grade when appears for the make-up examination shall be eligible to obtain a regular performance grade ("AA" to "FF") as per Table 10.2, depending on his/her overall performance in ISE, UT1 and UT2. If a student fails to appear for make-up examination too, a grade "XX" shall be awarded to him/her. Thus "II" is only a temporary grade and shall be replaced by a valid grade only after make-up examination.

10.2 Award of Grades for Re-examinations:

- 10.2.1. A student who has obtained grade "FF" in regular semesters odd or even (semester I or Semester II) shall be eligible to appear for re-examination. The student who has obtained "XX" grade and has re-registered for the course and has completed ISE, UT1 and UT2, can appear for regular examination but will suffer one grade penalty.
- 10.2.2. In case of "FF" grade student In-semester Evaluations and UT1 and UT2 performance shall not be wiped out.
- 10.2.3. A student shall apply for re-examination before the last date of such application and shall appear for re-examination.
- 10.2.4. The re- examination pattern will be same as regular examination.
- 10.2.5. A student who is eligible for re-examination, but remains absent due to genuine reasons and taken prior permission shall be given grade "FF".
- 10.2.6. A student shall be awarded a grade between "AB" to "DD", or "FF" or "XX" as given in Table 10.3 depending upon the cumulative marks obtained by him/her in ISE, UT1 and UT2 and re-examination of ESE. Here a student has to suffer one grade penalty by accepting one grade lower as compared with the regular grades.

Table 10.3: Grade Table for re examination

Letter Grade	Marks Obtained %	Grade Point
AB	≥ 90	9
BB	80-89	8
BC	70-79	7
CC	60-69	6
CD	50-59	5
FF	< 50	0
XX	—	0

10.3 Award of Grade (Re-Registration):

Following rules apply for the course re-registered in any semester.

- 10.3.1 ISE and UT1 and UT2 performance of a student for a re-registered course in which he/she had obtained "FF" or "XX" grade during regular semester shall be treated as null and void.
- 10.3.1 A student shall undergo all evaluations consisting of ISE, UT1, UT2 and ESE applicable as per the structure of the respective course.
- 10.3.1 A student when re-registers for the course in a regular semester has to suffer a grade penalty and shall be eligible to acquire grade as per Table 10.3.
- 10.3.1 A re-registered student eligible for ESE if remains absent for ESE due to valid genuine reason as mentioned then he/she shall be treated in a similar way as "Grade II" cases in regular semester by giving a chance to appear for make-up examination held before the commencement of the next academic year with grade Table 10.3 being applicable to him/her.

10.4 RE- EXAMINATION

Re-Examination will be conducted at the end of every academic year after regular ESE. The various exams conducted in an academic year are given below,

Semester I (Winter examinations)	1. Regular examination of odd semester. 2. Make-up examination of odd semester
Semester II (Summer Examinations)	1. Regular examinations of even semester 3. Re-examination/ Make-up examination for all courses

10.4.1. Mechanism of Re-Registration

The mechanism to be followed for the process of Re-registration of Theory and Laboratory courses is as given below:

I) Theory Courses:

Following process shall apply for re-registration of theory course/s:

- A student, who has obtained “XX” or “FF” Grade and whose term is not detained can re-register for the course/s immediately in the next semester/academic year.
- Such student/s shall submit the application form in the prescribed format (available in the office) along with the copy of mark sheet and requisite re-registration fee to the administrative office through Head of concerned Department within 15 days after declaration of examination results.
- The student failing to re-register for the course/s within the specified duration shall have to apply for re-registration with late fee for the maximum period of 10 days. Thereafter, the student will have to re-register by paying prescribed super late fee (in addition to late fee) till the date of commencement of new semester. A student failing to re-register until the date of commencement of new semester (as per the Academic Calendar) will not be eligible for re-registration.
- After receiving the re-registration application and necessary fees from the student, the administrative office shall communicate the information of such re-registered student/s to the Examination Center as well as the Head of concerned Department and ERP coordinator for further process. The concerned Head of Department will then

display the list of such re-registered students on the department notice board and ensure that all the evaluation (ISE, UT1 & UT2) will be conducted. After completion of the ISE, UT1 & UT2 by the student/s, the course instructor will submit the mark sheets to the Examination Center.

II) Laboratory Courses:

Following process shall apply for re-registration of laboratory course/s:

- A student who has obtained “XX” grade in the Laboratory course/s of a semester (odd or even) shall have to re-register for that course/s immediately in the next semester. Such student shall submit the application form in the prescribed format (available in the administrative office) along with the copy of mark sheet and prescribed re-registration fee per course to the office through Head of concerned Department within 15 days after declaration of examination results.
- The student failing to re-register for the course/s within the specified duration shall have to apply for re-registration with late fee for the maximum period of 10 days. Thereafter, the student will have to re-register by paying prescribed super late fee till the date of commencement of new semester. A student failing to re-register until the date of commencement of new semester will not be eligible for re-registration.
- After receiving the re-registration application and necessary fees from the student, the office shall communicate the information of such re-registered student/s to the Examination Center as well as the Head of concerned Department and ERP coordinator for further process.
- The concerned Head of Department will then display the list of such re-registered students on the department notice board and will prepare the schedule for ISE of Laboratory course as per the convenience of the faculty and student/s.
- Thus, ISE of Laboratory course of such re-registered student/s will be conducted as per the schedule and after satisfactory completion of the ISE component by the student/s, the course in charge will have to submit the marks obtained by students to the Examination Center.

11. CALCULATION OF PERFORMANCE INDICES

The performance indices viz. Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) represent the performance of a student in a semester (SGPA), cumulated over all semesters from the first semester onwards till current semester on a scale of 10.

11.1. Semester Grade Point Average (SGPA):

11.1.1. The performance of a student in a semester shall be indicated by a number called SGPA.

11.1.2. SGPA shall be the weighted average of the grade points obtained in all the courses registered by the student during a semester.

11.1.3. If 'gi' shall be a grade with numerical equivalent as gi obtained by a student for the course with credits 'Ci' then, SGPA for that semester is calculated using formula.

$$SGPA = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

Where summation is for all the courses registered by a student in that semester, SGPA shall be calculated and is rounded off to two decimal places.

11.1.4. SGPA shall get affected because of the grades "XX" and "FF" obtained by the student in any of the courses.

11.1.5. For the students acquiring "II" grade (which is only a temporary grade) in any of the courses, SGPA, CGPA shall be calculated only after make-up examination.

11.1.6. SGPA once calculated shall never be modified.

11.2. Cumulative Grade Point Average (CGPA):

11.2.1. An up-to-date assessment of the overall performance of a student for the courses from the third semester onwards till completion of the program shall be obtained by calculating an index called Cumulative Grade Point Average (CGPA).

11.2.2. CGPA is the weighted average of the grade points obtained in all the courses registered by a student since the beginning of the first semester of the program.

$$CGPA = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

Where, summation is for all the courses registered by a student from first semester till that semester.

11.2.3. CGPA shall reflect all courses undergone by a student including courses in which he/she has failed. Thus, similar to SGPA, "FF" and "XX" grade shall affect the CGPA of a student.

11.2.4. If a student is awarded with a pass-grade for a course in which he/she was awarded previously "FF" or "XX" grade then, CGPA shall be calculated by replacing corresponding C_i and g_i in both numerator and denominator of the above formula. Thus, a course shall be included only once in CGPA calculation. The latest performance of a student in a course shall be considered for CGPA.

11.2.5. Conversion of CGPA to Grade point Average:

$$GPA \text{ of student} = \frac{CGPA \text{ of student}}{\text{Average CGPA of top five students in a class}} * 4$$

12. PROCEDURE TO SHOW THEORY ESE ANSWER BOOKS

In order to introduce 100% transparency in evaluation system, UT1, UT2 and also ESE answer books are shown to students.

1. The Answer book (AB) showing activity for ESE is carried out after the approval for declaration of results in EC meeting.
2. After the declaration of the result, the course teacher shall submit the ESE mark list and he/she shall collect the answer books from Exam Center for showing it to students.
3. The DEC in consultation with DPC Chairperson shall prepare a time table for showing the ABs to concerned students. The time table shall be displayed on the department notice board and the same shall be submitted to Exam Center.
4. The course teacher shall show the ABs to the students as per the schedule declared by the DEC/DPC Chairperson.
5. The course teacher shall review the ABs based on the queries from students. He/she shall keep record of attendance of students in this process.
6. The course instructor shall submit the list of “change in ESE marks”, student attendance sheet along with the ABs to Exam Center within stipulated time as decided by CoE.

13. ACADEMIC PROGRESS RULES (ATKT RULES)

- 13.1 A student shall register for the second/fourth semester of a program irrespective of the number of credits earned by him/her in the first /third semester respectively.
- 13.2 A Student getting a Grade FF in four or less courses in the first and second semester combined will be allowed to keep term (ATKT) and can register for the third semester.
- 13.3. The opportunities for clearing backlogs may become available through regular courses offered in respective semesters. The departmental program committee may advise such students to register for the courses in which they have failed.
- 13.4 The maximum duration for getting an MBA degree shall be six semesters (three academic years) from the date of admission. The maximum duration of the program includes the period of withdrawal, absence and different kinds of leaves permissible to a student but excludes the period of rustication of a student from the institute. However, genuine cases on confirmation of valid reasons may be referred to the Academic Council for extending this limit.
- 13.5 Depending upon the academic progress of a student, the Academic Council may take a decision regarding the continuation or discontinuation of his/her registration with the institute.

14. SEMESTER GRADE REPORT

- 14.1. Semester grade report reflects the performance of a student in that semester (SGPA) and also his/her cumulative performance cumulated from the first semester till that semester through CGPA.
- 14.2. The semester grade card issued at the end of each semester to each student shall contain the following.
 - a. The credits for each course registered for that semester.
 - b. Any audit course/s undertaken by a student in a Semester.
 - c. The letter grade obtained in each course.
 - d. The total number of credits earned by a student.
 - e. SGPA, CGPA.
 - f. A list of backlog courses, if any.
 - g. Remarks regarding eligibility of registration for the next semester.
- 14.3. Semester grade cards shall not indicate class or division or rank however a conversion from grade point index to percentage based on CGPA shall be indicated on the final grade card of the program.

15. AWARD OF DEGREE

Following rules prevail for the award of degree.

- 15.1. A student has registered and passed all the prescribed courses under the general institutional and departmental requirements.
- 15.2. A student has obtained CGPA ≥ 5.75 .
- 15.3. A student has paid all the institute dues and satisfied all the requirements prescribed.
- 15.4. A student has no case of indiscipline pending against him/her.
- 15.5. Institute authorities shall recommend the award of MBA degree to a student who is declared to be eligible and qualified for above norms. However, the final degree shall be conferred by Shivaji University, Kolhapur.
- 15.6. **Grace Marks:** A student will be given maximum of two grace marks per course to obtain the passing grades in maximum of two theory courses provided he/she has passed in all the other courses for the semester. If a student has failed in more than two courses no grace marks will be applicable in any course.
- 15.7. **A grace of 1% of maximum CGPA of 10 (maximum 0.1 CGPA)** is given to the student only at 4th semester CGPA if such a provision will help to secure the higher class i.e. to secure minimum pass class (CGPA 5.75, Second class, First class /First class with Distinction). It is not given for any other reasons.

Table 15.1: Grade Point vs. Equivalent Percentages (as per AICTE)

(Applicable for MBA students admitted from 2014-15 onwards)

Grade Point	Equivalent Percentage
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

Table 15.2: Proposed CGPA vs. Class for MBA Program

Corresponding Class	Second Class	First Class	First Class with Distinction
CGPA	CGPA ≥ 5.75 & < 6.75	CGPA ≥ 6.75 & < 7.75	CGPA ≥ 7.75

The formula for converting CGPA into Percentage marks for CGPA ≥ 5.75 can be obtained using equation: Percentage marks = (CGPA - 0.75) * 10

16. GRADE /CGPA IMPROVEMENT POLICY FOR AWARD OF DEGREE

Students who have secured DD grade in a course in an odd semester or even semester in an academic year can appear for re-examination for the same academic year for improvement of grade.

If a student applies for such re-examination for a course, ISE and UT1 and UT2 marks of the course shall be null and void. Also grades obtained in the course during regular semester (odd or even) shall be null and void.

An opportunity shall be given to a student who has earned all the credits with CGPA greater than or equal to 5.00 but less than 5.75, to improve his/her grade by allowing him/her to appear for re-examinations of maximum four theory courses of first and second year. Such examinations shall be scheduled along with End Semester Examinations of the subsequent semester. However, CGPA shall be limited to 5.75 even though the performance of a student as calculated through modified CGPA becomes greater than 5.75.

17. GRADE IMPROVEMENT POLICY

Students who have secured CD grade in courses in an odd semester or even semester in an academic year can appear for such Grade Improvement examination for the same academic year for improvement of grade. If a student applies for appearing for such make-up examination for a course, ISE and UT1 and UT2 marks of the course shall be null and void. Also grades obtained in the course during regular semester (odd or even) shall be null and void. The result of such Grade Improvement examination will be treated as final provided there is an improvement in grade or else his/her grade before improvement will be considered for CGPA/SGPA calculation.

The student shall have to apply for such re-examination / makeup examination (grade improvement) examination within 10 days after the declaration of regular ESE result and have to pay prescribed fees as examination fee along with undertaking in prescribed format.

18. CGPA IMPROVEMENT AFTER COMPLETION OF PREREQUISITE CREDITS FOR THE AWARD OF DEGREE

Students who secure CGPA between 5.75 and 6.75 after completing the prerequisite credits for the award of degree, and wish to improve their CGPA are permitted for CGPA improvement. Such students are permitted to withdraw their grade in a given course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CGPA.

- a) Students can appear for the grade improvement examination within one year from the date of passing his/her examination. He should not have taken (i) Leaving/Transfer Certificate from the Institute and ii) Degree from Shivaji University through convocation. He/she will submit a written application to Dean Academics seeking his/her permission to register for class improvement within one month from the date of declaration of result or one week before the date of convocation of Shivaji University, Kolhapur whichever is earlier. This application will be forwarded to Dean Academics through the Head of the Department from where he/she has graduated. No student will be admitted once the course registration process of that semester ends.
- b) For grade improvement student will have to take maximum 3 courses in which he/she has secured CC or CD grades from the same semester in one stretch.
- c) Student can choose maximum 3 theory courses from a particular semester offered (either odd or even) in which he/she has secured CC or CD grade. Student will have to register for these courses in a particular semester in which those courses are offered.
- d) At the time of registration student will surrender all the original mark sheets given to him by the institute. He will have to give an affidavit on Rs.100/- judicial stamp paper that he/she will not do any use of surrendered mark sheets till he/she gets official result of the subjects for which he/she wishes to appear for grade improvement. No change of courses or drop of courses will be allowed after registration.
- e) Student wishing to improve his/her grade will have to pay appropriate fees as laid down by the institute from time to time.
- f) Student wishing to appear for grade improvement is exempted from attending regular classes as he/she has already undergone the course/s instructions but he/she will have to appear for all the evaluation tests conducted for the particular course/s. No re-examination or retest will be allowed for the class improvement, in case such students miss any of the tests or examinations. Absentee for End Semester Examination will automatically lead to award of FF grade in that course/s.
- g) The grading process as used for the regular students appearing for that course will be applicable and no concession of any sort will be granted on account of absentee for any of the examinations.
- h) Student wishing to use the facility of grade improvement will have to pass in all the three courses at a time for which he/she has registered for.

- i) Only one attempt will be permissible for any candidate wishing to use the facility of grade improvement. If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement will be retained.
- j) Student who improves his/her CGPA will be issued fresh mark sheets by the institute. These mark sheets will have symbol against the course for which he/she has appeared for grade improvement and will state "Grade Improvement". The date on the new mark sheets will be that as issued for other students appearing in those courses. The name of the student will be communicated to Shivaji University and he/she will have to apply for degree certificate from Shivaji University thereafter.

CONCLUSIONS:

The academic policies regarding conduct of MBA programs in autonomous Rajarambapu Institute of Technology, Rajaramnagar are published in this document. The Academic Council shall reserve all the right to modify these policies as and when required from the point of view of achieving academic excellence. In special and abnormal cases (i.e. the cases not covered through above rules) the decision of Director (Chairman, Academic Council) shall be final and shall be binding on all concerned. For the latest updated version, stakeholders are requested to visit www.ritindia.edu and to refer the academic section therein.


Dean Academics




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