

Regulations Governing

MBA Programme

(With effect from 2015-2016 Academic year)

Out Come Based Education
with
CREDIT SYSTEM



P.E.S. College of Engineering

Mandya - 571 401, Karnataka

(An Autonomous Institution Affiliated to VTU, Belagavi)

Grant -in- Aid Institution

(Government of Karnataka)

Accredited by NBA, New Delhi

Approved by AICTE, New Delhi.

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P.E.S.COLLEGE OF ENGINEERING, MANDYA-571401, (KARNATAKA)
(An Autonomous Institution under VTU, Belagavi)

Vision

“An institution of high repute, imparting quality education to develop innovative and humane engineers”

Mission

“Committed to develop students potential through high quality teaching - learning processes and state of the art infrastructure”

Quality Policy

“Highly committed in providing quality, concurrent technical education and continuously striving to meet expectations of stake holders”.

Core Values

Professionalism

Empathy

Synergy

Commitment

Ethics

REGULATIONS of MBA PROGRAMME w.e.f. 2015-16

1. GENERAL

1.1 The General regulations for Post-Graduate degree program in Master of Business Administration (Credit Based System) shall be called as MBA, conducted at PES College of Engineering, Mandya.

1.2 Duration of the Course

The course shall have a requirement of 100 credits, which a student can ordinarily complete in FOUR Semesters spread over 24 months.

1.3 Academic Calendar

1.3.1 The Academic Calendar prepared by the Principal, Dean (Academic) and Controller of Examinations shall consist of the schedule of Academic activities for Odd/Even Academic Semesters and it shall be announced before the commencement of each Academic Semester.

1.3.2 An Academic year consists of Two Semesters:

ODD / EVEN Semesters Schedule - 20 Weeks

Registration & Course work	: 16 weeks
Preparatory Holidays	: 1 week
Semester End Examinations	: 2 weeks
Answer scripts viewing, Declaration of Results & Registration for Make-up Examinations	: 1 week
1.3.3 Contact session for Make-up Examinations	: 1 week
1.3.4 Make-up Examinations & declaration of results	: 2 weeks
1.3.5 Vacation between semesters	: 1-3 weeks
1.3.6 The academic calendar shall be adhered to strictly. In case any of the teaching days are declared as holidays for some reasons, the lost classes shall be made up by conducting makeup classes within a week.	

2. DEGREE PROGRAM

M.B.A degree program is offered by the Post Graduate Department of Management Studies.

3. ADMISSION

3.1 Admission to first year:

Any graduate from a recognized university in India or by the Association of Indian Universities (AIU) considered equivalent, with a minimum of 50% aggregate marks for General Merit (GM) or 45% for SC / ST candidates in the qualifying examination is eligible for admission. The eligibility requirements and admission procedure to first year M.B.A Program may be changed from time to time as per Govt. of Karnataka regulations.

- 3.1.1 Candidates from Karnataka state seeking admission to MBA Program must fulfill the eligibility requirements stipulated by the Govt. of Karnataka at the time of admission. The selection procedure shall be as stipulated by the Govt. of Karnataka through Post Graduate Common Entrance Test (PGCET). The candidates who have qualified in MAT/CAT/ XLRI/CMAT other recognized authorities can also seek admission.
- 3.1.2. Candidates from outside Karnataka seeking admission to MBA Program must fulfill the eligibility requirements stipulated by the Govt. of Karnataka at the time of admission. The candidates must have qualified in PGCET/MAT/CAT/XLRI/CMAT other recognized authorities.
- 3.1.3 Migration certificate is necessary for the students who have completed their degree in universities other than Visvesvaraya Technological University (VTU), Belgaum.

3.2 Transfer of Students from Other Colleges and other University

Transfer of students to the college from other Colleges/University or from other University is governed by the existing autonomous regulations of PES College of Engineering (PESCE) Mandya.

4. COURSE STRUCTURE

- 4.1 The main objective is to facilitate the students to develop leadership qualities. This involves knowledge of specific theories & models, management & business skills, case studies, seminars and projects.

The credit pattern is as follows:

I	Core Courses	53 credits
II	Elective Courses	24 credits
III	Seminar and Lab	08 credits
IV	Project evaluation and viva voce	15 credits
	Total	100 credits

4.2 Credits and Working Hours per week

The number of credits of a course in a semester shall ordinarily be calculated as under

- L **Lecture:** One lecture hour per week shall be assigned one credit.
- T **Tutorial:** Two tutorial hours per week shall be assigned one credit.
- Practical:** Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall be one credit only.
- P
- M **Mini-project / Seminars:** Three contact / preparation hours per week shall be assigned one credit.

4.3 Specialization offered: HR/Marketing/Finance

Dual specialization: HR-Marketing/ HR-Finance/ Marketing- Finance

- 4.4 The Departmental Postgraduate Committee (DPGC) shall discuss and recommend the exact

syllabi and credits offered for MBA program by the department from time to time before sending the same to the Board of Studies (BOS) of PESCE. The BOS shall approve the proposal from the department and make necessary recommendations with or without modification to the Academic Council (AC) of PESCE for approval.

4.5 The course Instructor shall announce in the class, and or display at the faculty door and website, the details of the Evaluation Scheme, including the distribution of weightage for each of the components and method of conversation from the raw scores to the letter grades; within the first week of the semester in which the course is offered, so that there are no ambiguities in communicating the same to all the students concerned.

4.6 Project work

Generally the project work is offered in the 4th semester of the MBA program. Each student shall carryout the project work independently and the same has to be registered for 15 credits.

4.7 Seminars

Each Candidate has to give one seminar, where the seminar topic shall be selected from the emerging area. The student has to attend all the seminars.

4.8 Computer Lab

A student will acquire various skills of MIS

4.9 Faculty Advisors

Every student admitted to the Institute will be assigned a Faculty Adviser who will assist the student in the induction process and monitor his/her progress during his/her continuance in the Institute.

5. REGISTRATION

5.1 Registration

Every student after consulting faculty advisor is required to register for the approved courses with DPGC of MBA department at the commencement of each semester on the registration day which will be notified in the academic calendar.

5.2 Late Registration

Late registration may be permitted only for valid reasons on payment of late registration fee within the prescribed date.

5.3 Registration in Absentia

Registration in absentia may be allowed only in rare cases like of illness or other contingencies. Request should be forwarded by faculty advisor and DPGC, finally should be approved by Dean academic.

5.4 Eligibility for Registration

To be eligible to register for a higher semester, the student must have earned the required number of credits and Cumulative Grade Point Average (CGPA) as stipulated for vertical progression. The CGPA is computed as indicated in section 9.

5.5 Minimum and Maximum Number of Credits

A student must register for the prescribed number of courses in a semester. The minimum number of credits for which a student can register is 20. The maximum number of credits for which a student can register is 30. Normally a Student is advised to register for an average of 25 credits in each semester.

5.6 A student has the option to ADD courses for registration till the date specified for late registration.

5.7 The student has an option to DROP course from registration within one week after the first test (CIE).

5.8 A student can register for auditing a course, or a course can be converted from credit to audit or from audit to credit in consultation with the faculty advisor within one week after the first test. CORE courses shall not be converted for audit. Even for audit courses student has to go through a minimum level of evaluation and also the minimum attendance requirement. As per the advice of DPGC, “U” grade is awarded for such audit courses, failing which; such courses will not be listed in grade card.

6. ATTENDANCE REQUIREMENT

6.1 The student has to put in a minimum attendance of 85% in each course with a provision of condonation of 10% of the attendance due to illness, participation in Co-Curricular activities such as Seminars, Workshops, Paper presentation etc. and extra Curricular activities such as Sports, Cultural Activities etc.

6.2 The student shall be informed about their shortage of attendance periodically by the department to make up the shortage.

6.3 Students having attendance less than 75% in a course/courses shall be awarded “N” grade. The student will have to re-register for such course/courses in the subsequent year when such course/courses are offered. If the same course is not offered, equivalent course recommended by DPGC should be taken, in case of change of scheme.

7. WITHDRAWAL FROM THE COURSE

7.1 Temporary Withdrawal

Normally a student will be permitted only one temporary withdrawal during his/her tenure as a student. A student may be permitted to withdraw temporarily from the course for a period of one semester or more on the grounds of prolonged illness or grave calamity in the family etc., provided

- i. The student submits the reasons for withdrawal along with the supporting documents and endorsement from the parent/guardian.
- ii. There shall not be any dues with the department/hostel/college/library etc.
- iii. The DPGC recommends considering that the student completes the remaining courses within the stipulated time available for the degree (4 years)
- iv. Tuition fee should have been paid by the student for that academic year
- v. Scholarship holders are bound by the appropriate rules applicable to them.

7.2 Permanent Withdrawal

Any student who withdraws admission before the closing date of admission for the Academic Session is eligible for the refund of the deposits only. Fee once paid will not be refunded under any circumstances.

Once the admission for the academic year is closed, the following conditions are applicable for withdrawal of admissions:

- a. A student who wants to leave the College, will be permitted to do so (and take Transfer Certificate from the college, if needed), only after remitting the Tuition fee as applicable for the remaining years and clearing other dues, if any.
- b. Those students who have received any scholarship, stipend or other forms of assistance from the college shall repay all such amounts.

The decision of the Principal of the College regarding withdrawal of a student is final and binding.

8. CHANGE OF COLLEGE

The change of college for a student is permitted who fulfills the following conditions:

- a. Transfer of students from one College to another College within Karnataka State is permitted only at the beginning of third semester, subject to availability of seats within the permitted intake in respective colleges.
- b. The candidates seeking admission are to be only from VTU and shall have to apply for establishment of equivalence with prescribed fee as notified by the College.
- c. Candidates from other universities must obtain eligibility/Equivalence with approval from VTU.

9. Evaluation System:

9.1 Course credit assignment: All courses comprise of specific Lecture-Tutorial-Practical (L-T-P). The course credits are fixed based on the following norms:

- i) One hour lecture per week is assigned one credit
- ii) Two hour tutorial per week is assigned one credit
- iii) Two hours lab per week is assigned one credit

Examples:

L-T-P schedule 4-0-0 will be assigned four credits

L-T-P schedule 3-2-0 will be assigned four credits

L-T-P schedule of 3-1-1 will be assigned five credits

9.2 The academic performance evaluation of a student shall be according to a letter grading system based on CIE (Continuous Internal Evaluation) and SEE (Semester End Examination).

The letter grades S, A, B, C, D, E, F indicate the level of academic achievement assessed on a 10 point scale.

Letter Grades:	S	A	B	C	D	E	F
Grade Points:	10	9	8	7	5	4	0

Students appeared for Make-up Examination will be awarded one Grade lower than what

they achieve except E and F Grades.

9.3 Passing Standards

9.3.1 Based on the performance in CIE and SEE the letter grade is awarded to a student in a course. A student should secure minimum of 50 % in CIE and also minimum of 40 % in SEE. However the criteria for passing a course are 45 % (50% in CIE and 40% in SEE marks put together) to complete a course.

9.3.2 Transitional Grades:

Grade-I is awarded to a student having satisfactory attendance and meeting the passing standards at CIE, but absent for SEE for the following valid and convincing reasons acceptable to the college.

- i) Illness or accident which disabled the student from attending the SEE
- ii) A calamity in the family at a time of SEE which required the student to be away from the college.

Grade-W: is awarded to a student having satisfactory attendance, but withdrawing from that course before the prescribed date in a semester as per Faculty Advice.

Grade-N: is awarded to a student not fulfilling either satisfactory attendance and / or CIE.

9.3.3 Make-up Examination:

Students awarded with F and I grades in odd or even semester of the academic year should reregister for the courses conducted during Make-up Examinations. The schedule for the Make-up Examination is mentioned in sections 1.3.2, 1.3.3, and 1.3.4.

9.4 The Letter grade awarded to a student in a course, for which student has registered shall be based on CIE and SEE. The distribution of weightage among these components is as follows:

Particulars	Details	Evaluation
I test	Syllabus coverage is 40%. (25 marks / (25-T 25marks) There will be quiz along with test (5 marks)	Average marks of two tests and 20 marks of Assignment /Case analysis /Presentation /Projects/Seminars shall form CIE of 50 marks
II test	Syllabus coverage is 40%. (25 marks / (25-T 25marks) There will be quiz along with test (5 marks)	
Assignment/ Case analysis /Presentation /Projects/ Seminars	20 marks(=10+10)	
SEE	Final examination to be conducted for full syllabus for 100 marks.	

Make-up test may be given to improve the performance of CIE, subject to maximum of 25 marks only.

Any variation, other than the above distribution, requires the approval of the respective DPGC and finally by Academic Council.

9.5 The letter grade awarded to a student in a theory course is based on an appropriate CIE and SEE. SEE Evaluation includes double evaluation of answer scripts.

9.6 The course Instructor shall announce in the class, and / or display at the Faculty door/ website, the details of the Evaluation Scheme, including the distribution of the weightage for each of the components, and method of conversion from the raw scores to the letter-grades; within the first week of the semester in which the course is offered, so that there are no ambiguities in communicating the same to all the students concerned.

9.7 Letter Grades and Grade Points:

Letter Grade	Grade Points	Raw Score	Remark
S	10	90 and above	Outstanding
A	9	75-89%	Excellent
B	8	60-74%	Very Good
C	7	50-59%	Good
D	5	46-49%	Average
E	4	45%	Fair
F	00	<45%	Fail
G			Absent for SEE
I			Incomplete
U			Audited
W			Withdrawal
N			Not Eligible
PP (For Non-Credit Courses)			Passed
NP (For Non-Credit Courses)			Not Passed

9.8 Earned Credits:

This refers to the credits assigned to the course in which a student has obtained letter grades either S grade or any one of the letter grades A,B,C,D,E.

9.9 Evaluation of Performance:

The overall performance of a student will be indicted by two indices:

SGPA, which is the Semester Grade Point Average, and **CGPA** which is the cumulative Grade Point Average.

SGPA for a semester is computed as follows:

$$\text{SGPA} = \frac{\sum [(\text{course credit}) \times (\text{Grade point})] \text{ (For all courses in that semester excluding transitional grades)}}{\sum [(\text{course credits})] \text{ (For all the courses in that semester excluding transitional grades)}}$$

CGPA is computed as follows:

$$\text{CGPA} = \frac{\sum [(\text{course credit}) \times (\text{Grade point})] \text{ (For all courses excluding those with F \& transitional grades until that semester)}}{\sum [(\text{course credits})] \text{ (For all courses excluding those with F \& transitional grades until that semester)}}$$

Grade card will reflect CGPA only after successfully completion of MBA Programme.

9.10 The percentage equivalence of Grade Points for class declaration are as follows.

SGPA / CGPA	Percentage of Marks / Class
5.75	50 (Second Class)
6.25	55
6.75	60 (First Class)
7.25	65
7.75	70 (Distinction)
8.25	75

9.11 Communication of grades:

- The course instructors shall submit the CIE marks for each of the students in his/her course to COE through the Chairman, DPGC by the stipulated date.
- On completion of SEE, the students will be given an opportunity to view their answer scripts through the concerned course Instructor . Any discrepancy with regard to evaluation will be finalized by DPGC of the concern departments.
- The final grades will be awarded by Controller of Examinations after receiving SEE marks from DPGC of the respective department.
- The student progress report shall contain the Letter Grade along with the SGPA and the CGPA.

9.12 Appeals for Review of Grades:

- In case of any grievances about the grades, a student can appeal for review of grades to the Controller of Examinations through the Faculty Advisor / Mentor and DPGC of the Department.
- All grievances about the grades raised by the students will be referred to the grievance cell.
- The fees for such an appeal will be decided by the Academic Council from time to time. If the appeal is upheld, then the fees amount will be refunded to the student.

9.13 Eligibility criteria for upward movement

Students are eligible to register following semesters with the conditions mentioned below.

Semester	Eligibility Criteria
I	-
II	-
III	Can carry maximum of four incomplete courses from previous 2 semesters

10. DEGREE REQUIREMENTS:

The degree requirements of a student for the MBA program are as follows:

10.1 College Requirements:

- i) Minimum Earned Credit Requirement for Degree is 100
- ii) Completion of the requirements on Co curricular and / or Extra-curricular activities.

10.2 Program Requirements:

Minimum Earned Credit Requirements on all core courses, Elective Courses and major project as specified by the DPGC.

10.3 The maximum duration for a student for complying to the Degree requirements is 8 semesters from the date of first registration for first semester.

11. TERMINATION FROM THE PROGRAMME:

Student shall be required to leave the College without the award of the Degree, under the following circumstances:

- i) Failing to Secure Degree within the stipulated period of four years.
- ii) Failure to meet the standards of discipline as prescribed by the Institution and recommendation of the appropriate committee, from time to time.

12. GRADUATION REQUIREMENTS :

A Student shall be declared to be eligible for the award of the degree if

- a) Fulfilled Degree Requirements
- b) No Dues to the College, Departments, Hostels, Library, Central Computer Centre and any other centers.
- c) No disciplinary action pending.

The award of the degree must be recommended by the Academic Council.

Graduation ceremony:

Degree will be awarded in person for the students who have graduated during the preceding academic year. Degree will be awarded in absentia to such students who are unable to attend the Graduation ceremony. Students are required to apply for the Convocation along with prescribed fees, after having satisfactorily completed all the degree requirements within the specified date in order to arrange for the award of the degree during convocation.

13. AWARD OF PRIZES, MEDALS & RANKS :

For the award of Prizes and Medals, the conditions stipulated by the Donor may be considered as per the statutes framed by the College for such awards. Ranks are given to candidates who do not obtain F grade in any subjects of their study.

14. CONDUCT AND DISCIPLINE :

Students shall conduct themselves within and outside the premises of the College, in a manner befitting the students of an Institution of National Importance.

As per the order of Honorable Supreme Court of India, ragging in any form is considered as a Criminal offence and is banned. Any form of involvement in ragging will be severely dealt with.

The following acts of omission / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures :

- a) Ragging.
- b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
- c) Willful damage or stealthy removal of any property / belongings of the College/Hostel or of fellow students/ Citizens.
- d) Possession, Consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- e) Mutilation or unauthorized possession of Library books.
- f) Noisy and unseemly behavior, disturbing studies of fellow students.
- g) Hacking in computer systems(such as entering into other Person's area without prior permission, manipulation and / or Damage of Computer hardware and Software or any other Cyber Crime etc.,).
- h) Plagiarism of any nature.
- i) Any other act of gross indiscipline and malpractice as decided by the Academic Council from time to time. Commensurate with the gravity of offense, the punishment may be to reprimand, expulsion from the hostel, debarment from an examination, disallowing the use of certain facilities of the College, rustication for a specified period or even outright expulsion from the College or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

For an offence committed in a hostel, a department or in a class Room and elsewhere, the Chief Warden, the Head of the Department and the Dean (Student Affair), shall be the authority to reprimand or impose fine.

Cases of adoption of unfair means and / or any malpractice in an examination shall be reported to COE. All cases involving punishment / fine / reprimand shall be referred to the malpractice committee.

Note: The Authorities of P.E.S. College of Engineering, Mandya have rights to make Amendments to the above Rules and Regulations from time to time and the same is binding on students.
