



AL-AMEEN ENGINEERING COLLEGE

(Autonomous)

(Accredited by NAAC with "A" Grade :: An ISO Certified Institution)
(Affiliated to Anna University, Chennai & Approved by AICTE, New Delhi)
Karundevanpalayam, Nanjai Uthukkuli Post, Erode – 638 104, Tamilnadu, INDIA.

MBA REGULATIONS 2024

(For Students admitted from 2024-25 onwards)

CHOICE BASED CREDIT SYSTEM

Applicable to the Students admitted to MBA Programme from the AY 2024-25 onwards

Institution Vision

To be a multi-disciplinary institute for academic excellence in Engineering, Technology and allied fields for uplifting the under-privileged and rural; inculcating brotherhood and positivism among its students.

Institution Mission

To groom confident, wholesome students with social consciousness and values, by endeavoring experiences for the ever-changing world of work.

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This Regulation is applicable to the students admitted to the MBA Programme from the academic year 2024-2025 onwards.

1 Preliminary Definitions and Nomenclature

In these Regulations, unless the context otherwise requires:

- i) **“Programme”** means Post Graduate Degree Programme that is, M.B.A. Degree Programme.
- ii) **“Specialisation”** means a domain in which a student has specialized based on the choice of elective courses.
- iii) **“Course”** means a theory or practical subject that is normally studied in a semester, like Business Research Methods, Marketing Management etc.
- iv) **“Chairperson, Academic Council”** means the authority of the Autonomous Institution who is responsible for all academic activities of the Institute/Departments for implementation of relevant Rules and Regulations.
- v) **“Controller of Examinations”** means the authority of the Autonomous Institute who is responsible for all activities of the End semester Examinations.
- vi) **“Head of the Institution”** means the Principal of the college.
- vii) **“Chairperson, BoS”** means Chairperson of Board of Studies of each department.
- viii) **“Head of the Department”** means Head of the Department concerned.
- ix) **“Credit”** means a numerical value allocated for each course to describe the student’s workload required per week.
- x) **“Grade”** means the letter grade assigned to each course based on the range of marks specified.
- xi) **“Grade Point”** means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- xii) **“University”** means Anna University, Chennai.

2 Admission Procedure

2.1 MODE OF STUDY:

- 2.1.1 Candidates admitted under should be available in the Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The candidates should not attend any other Full-Time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the programme. Violation of the above rules will result in cancellation of admission to the PG programme.

2.2 Admission Requirements

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

Note: TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

- 2.2.2 However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.
- 2.2.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time.
- 2.2.4 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

3 Programme Offered

A candidate may be offered admission to M.B.A. programme approved by the Academic Council of Institution. The total credits for M.B.A. Degree programme are followed as per the curriculum.

4 Structure of Programme

4.1 Categorization of Courses

M.B.A. Programme will have a curriculum with syllabi consisting of the theory and practical courses such as:

- i. **Foundation Courses (FC)** may include Mathematics or other basic courses.
- ii. **Professional Core Courses (PC)** include the core courses relevant to the chosen specialization / branch.
- iii. **Professional Elective Courses (PE)** includes the elective courses relevant to the chosen specialization / branch.
- iv. **Non-Functional Elective Courses (NEC)** include elective courses outside of the area of specialization
- v. **Employability Enhancement Courses (EEC)** includes Project Work and / or Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.

4.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 4.3.

4.3 Credit Assignment

Each course is assigned certain number of credits based on the following:

Contact period per week	Credit
1 Lecture / Tutorial Period	1
2 Practical Period (Laboratory / Seminar / Mini Project / Project Work etc.)	1

The minimum number of credits required to complete the M.B.A. degree is mentioned in the respective programme curriculum.

4.4 Project Work

The Project work is an important component of Post-Graduate Programme. The Project Work has to be undertaken in the final semester.

4.4.1 The Project work for M.B.A. shall be pursued for a period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.

4.4.2 The Project work shall be carried out under the supervision of a faculty member in the Department concerned. The faculty member must be possessing a

M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D. degree.

- 4.4.3** A student shall be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress. In case the student is undertaking the project work in the department the student has to report everyday to the supervisor either in physical mode or online mode.
- 4.4.4** The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.
- 4.4.5** The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project is done

4.5 Online Courses

Students shall be permitted to earn credits through online courses offered by NPTEL / SWAYAM / MOOC / Coursera / Naan Mudhalvan / any other Agencies with recommendations from the respective Programme Advisory Committee (PAC) and approval from the Head of the Institution. A candidate can earn a maximum of six credits through online courses during the entire duration of the programme.

4.6 Research Publication

Every student may optionally be permitted to earn additional three credits through a research paper publication in SCI/SCI-Expanded/Scopus indexed/UGC Care List journals.

Students (up to 2 arrears) shall register with a proposed title/area under a faculty guidance during their first year of study. Research paper should not be in any form of Review category. Periodical reports during the publication process shall be submitted to the Head of the Department by the guiding faculty. Once the paper get acceptance for publication or published in SCI/SCI-Expanded/Scopus indexed/UGC Care List journals, the respective Programme Advisory Committee (PAC) shall recommend for the additional three credits to each student of the team for approval to the Head of the Institution. A candidate can earn a maximum of three credits through Research Publication during the entire duration of the programme.

4.7 Exemption of Courses

The Professional Core / Professional Elective / Open Elective courses in the second and third semesters shall be exempted based on the total credits earned by the student vide clause 4.5 and 4.6 with recommendations from the respective Programme Advisory Committee (PAC) and approval from the Head of the Institution during the registration for exemption of courses well in advance.

4.8 Industrial Training / Internship

The students may undergo Industrial Training / Internship for a period as specified in the Curriculum during summer / winter vacation. In this case the training has to be undergone continuously for the entire period. The student is allowed to undergo a maximum of 4 weeks Industrial Training / Internship during the entire duration of study.

Attendance Certificate signed by the competent authority of the industry, as per the format provided by COE shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to COE by the Head of the Institution for processing results

4.9 Value Added Courses

The students may optionally undergo Value Added Courses and the credits earned through the Value-Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department with the prior approval from the Head of the Institution. The details of the syllabus, time table and faculty may be sent to the Controller of Examinations after approval from the BoS concerned at least one month before the course is offered. **Students can take a maximum of two one credit courses / one two credit course** during the entire duration of the Programme.

4.10 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

5 Duration of the Programme

5.1 The minimum and maximum period for completion of the PG Programme are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
M.B.A. (Full Time)	4	8

5.2 Each semester shall normally consist of 75 working days or 450 periods of 50 minutes duration each. The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

5.3 The Curriculum and Syllabi of all the M.B.A. Programme shall be approved by the Board of Studies and Academic Council. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme.

6 Course Registration

- 6.1 Each student has to register for all the courses to be undergone in the curriculum of a particular semester. The student can also register for courses for which the student has failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses for which the attendance requirement is not compulsory. This registration is for undergoing the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department unless a minimum 10 students register for the course. However, if the students admitted in the associated Branch and Semester is less than 10, this minimum will not be applicable.

The courses that a student registers in a particular semester may include

- i. All courses of the current semester.
- ii. All the courses that the student has not cleared in the previous semesters

Candidates who **fail to register their courses as mentioned above** shall not be permitted to write that End Semester Examinations of all the courses and not permitted to move to the next semester. Candidates who do not qualify to appear for End Semester Examinations of any semester due to non-registration of courses have to register for and repeat that semester at the next available opportunity subject to the approval of Directorate of Technical Education, Tamil Nadu and Anna University Chennai.

6.2 Flexibility to Drop courses

Students can be permitted to drop one or two courses (not exceeding 6 credits) in 2nd and 3rd semesters for M.B.A. programme. Students shall register for the dropped courses in the subsequent semesters. Such students shall complete all the courses and earn the total credits prescribed for the programme within the stipulated duration (vide Clause 5). Dropped courses, when registered again, shall not be considered as an attempt for the purpose of classification in that semester. The dropped course should not be a prerequisite for the courses in the subsequent semesters.

7 Attendance Requirements for Completion of a Semester

- 7.1 A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend at least 75% of the classes.

Therefore, he/she **shall secure not less than 75%** (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.3.

- 7.2 However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) or due to participation in extra-curricular and co-curricular activities with prior permission from the Head of the Department

concerned may be permitted to appear for the current semester examinations, if the student shall apply for condonation before the last working day of the respective semester with prescribed condonation fee along with necessary certificates. The condonation should be decided by a condonation recommendation committee consisting of the Head of the Department, Class Advisor and Mentor of the student and Deputy Controller of Examinations. The committee scrutinizes the Genuity of the "Condonation Application" and conduct of the student and recommend it to the Controller of Examinations and Principal to grant the condonation after satisfying the requirements specified in clause. However, during the entire programme of study, a student can avail such Condonation in any two semesters only (regardless the number of courses).

7.3 Candidates who **secure less than 65% overall attendance and candidates who do not satisfy the clause 7.1 and 7.2** shall not be permitted to write the End Semester Examinations of that semester courses and not permitted to move to the next semester. Candidates who do not qualify to appear for End Semester Examinations of any semester for want of attendance and / or progress and / or character and conduct have to register for and repeat that semester at the next available opportunity subject to the approval of Directorate of Technical Education, Tamil Nadu and Anna University Chennai. However, the candidate has to register for the courses which he/she has not cleared in the previous semesters.

7.4 The re-admitted candidates have to follow the curriculum and syllabus as existing at the time of re-admission. In the Board of studies meeting, the members will decide the courses that he/she has to undergo in the new curriculum considering the equivalent courses that he/she has gone through in the old curriculum, so as to bridge the curriculum in-force and the old curriculum. The courses recommended by the committee shall be taken under a faculty mentor and appear for the examination as specified by the college.

8 Faculty

8.1 Class Advisor

There shall be a class advisor for each class. The class advisor will be one among the faculty members of the class. He/She will be appointed by the Head of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of the students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.

- To attend to the student's welfare activities like awards, medals, scholarships and industrial visits.

8.2 Mentor

The Mentor shall advise and guide their Mentee students in registering of courses, reappearance of courses, monitor their attendance and progress and counsel them periodically. The Mentor also discusses/informs with the parents about the progress/performance of the students concerned.

9 Class Committee

9.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the "Quality Circle" (more commonly used in industries) with the overall goal of improving the teaching learning process. The functions of the class committee include:

- Solving problems experienced by students in the classroom and in the laboratories. Clarifying the Regulations of the degree programme and the details of rules therein.
- Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives, the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to all the students.
- Analyzing the performance of the students of the class after each test and finding ways and means of solving problems, if any.
- Identifying the slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.

9.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department.

9.3 The class committee shall be constituted within the first week of each semester.

9.4 Maximum of 2 student representatives shall be included in the class committee.

9.5 The Chairperson of the class committee may invite the Class Advisor(s) and the Head of the Department to the class committee meeting.

9.6 The Head of the Institution may participate in any class committee meeting of the Institution.

9.7 The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be

brought to the notice of the Management by the Head of the Institution.

- 9.8** The first meeting of the class committee shall be held within two weeks from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairperson shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 7 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching - learning process.

10 Course Committee for Common Courses

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The "Course committee" shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the Continuous Assessment Tests (CAT).

11 System of Examination

- 11.1** Performance in each course of study shall be evaluated based on
(i) Continuous Internal Assessments (CIA) throughout the semester and
(ii) End Semester Examinations (ESE) at the end of the semester.
- 11.2** Each course, both theory and practical (including project work & viva voce Examinations) shall be assessed for a maximum of 100 marks.
- 11.2.1** For all **theory courses**, the Continuous Internal Assessment will carry **40 marks** while the End Semester Examinations will carry **60 marks**.
- 11.2.2** For all **laboratory courses**, the Continuous Internal Assessment will carry **60 marks** while the End Semester Examinations will carry **40 marks**.
- 11.2.3** The Continuous Internal Assessment for the **project work** will carry **60 marks** while the End Semester Examinations will carry **40 marks**.
- 11.2.4** For all the remaining courses (not covered vide clause 11.2.1 to 11.2.4), Continuous Internal Assessment will carry **100 marks**.
- 11.3** The End Semester Examinations (theory and practical) of 3 hours duration for maximum of 100 marks shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

11.4 There shall be three assessments (each 100 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the Committee. The Head of the Institution shall constitute the review committee for each programme. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated.

The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer. There will be a vice-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination.

11.5 For the End Semester Examinations of laboratory courses and project work, maximum of 100 marks shall be conducted and evaluated based on the rubrics in 3 hours duration with the internal and external examiners appointed by the Controller of Examinations.

11.6 For the End Semester Examinations of theory courses with laboratory components, maximum of 100 marks based on Lecture, Tutorial and Practical hours vide clause 13.2.

11.7 Evaluation of Seminar

The Seminar is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. A three member committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

11.8 Evaluation of Summer Internship

Summer internship will comprise of 4 weeks. The students will be working under a department appointed guide. The candidate shall submit an attendance certificate from the organization where he / she has undergone internship and a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva - Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The evaluation will be done as follows: 20 marks for evaluation by the guide, 40 marks for the report and 40 marks for the viva voce examination. Certificates submitted by the students along with the reports shall be sent by the Head of the Institution to the Controller of Examination.

11.9 Evaluation of Creativity and Innovation Laboratory

The creativity and innovation laboratory course is an activity-based course with both theoretical and practical content and is to be considered as purely INTERNAL (with 100% internal marks only). Each student is expected to present seminars and to come out with innovative products or services. This will be evaluated by the faculty member(s) handling the course and the consolidated marks can be taken as the final mark. No end semester examination is required for this course.

12 SCHEME OF ASSESSMENT

For all M.B.A. Programme, assessment scheme of 100 marks for each course are mentioned below.

S. No.	Category of course	Continuous Internal Assessments (CIA)	End Semester Examinations (ESE)
1.	Theory Courses	40 Marks	60 Marks
2.	Laboratory Courses	60 Marks	40 Marks
3.	Project Work	60 Marks	40 Marks
4.	Other Employability Enhancement Courses (EEC)	100 Marks	---
5.	Value Added Courses (VAC)	100 Marks	---

13 Awarding of Continuous Internal Assessment (CIA) and End Semester Examination (ESE) Marks

13.1 Theory Courses

Assessment		Maximum Marks	Total Marks	Converted to
CIA	Continuous Assessment Test I (CAT I)	100 marks	30	40
	Continuous Assessment Test II (CAT II)	100 marks		
	Other Assessment <i>Assignment, Seminar, Mini Project report, Tutorial, Open book test, Cooperative learning report, Journal paper review, Group Presentation, Poster preparation, etc. (any one applicable).</i>	40 marks	10	
ESE	End Semester Examinations	100 marks	100	60
Total Marks				100

13.2 Laboratory Courses

Assessment		Maximum Marks	Total Marks	Converted to
CIA	Laboratory Record	80 marks	100	60
	Model Examinations	20 marks		
ESE	End Semester Examinations	100	100	40
Total Marks				100

13.3 Project Work Phase I & Project Work Phase II

Assessment					Converted to	
CIA	Review I	Review II	Review III	Total Marks		
	20	20	20	60	60	
ESE	Thesis Submission	Viva-Voce Examination			Total Marks	40
	External Examiner	Internal Examiner	External Examiner	Supervisor		
	10	30	30	30	100	
Total Marks					100	

13.4 Industrial Training / Internship (Internal Mode)

Continuous Internal Assessments	Maximum Marks
Assessment by Industry	30
Viva-voce	20
Presentation	25
Case Study / Report	25
Total Marks	100

13.5 Course Diary

Every faculty is required to maintain 'COURSE DIARY' for every semester which consists of attendance marked in each theory / Laboratory / EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the faculty. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department will affix his/her signature with date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for five years). The Course Diary of both current and previous semesters should be available for Academic Audit.

14 Requirements for Appearing End Semester Examinations

A candidate shall normally be permitted to appear for the End Semester Examinations for all the courses registered in the current semester (vide clause 6) if he/she has satisfied the semester completion requirements (subject to clause 7).

A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

15 Passing Requirements

- 15.1** A candidate who secures not less than 50% of total marks prescribed for the course [Continuous Internal Assessment + End Semester Examinations] with a minimum of 45% of the marks prescribed for the End Semester Examinations, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).
- 15.2** If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and appear only for the end semester examination in the subsequent semester. In such case, the CIA marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (CIA + ESE) as per clause 15.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the End Semester Examinations alone.
- 15.3** The passing requirement for the courses which are assessed only through Continuous Internal Assessments is 50 marks (out of total converted CIA 100 marks). If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall appear for the Continuous Internal Assessments (CIA) during the subsequent semester when it is conducted in that course; till he / she secures a pass.

16 Award of Letter Grades

16.1 The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-Appearence)	0
SA (Shortage of Attendance)	0
WD (Withdrawal)	0

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

"U" denotes that the student has failed to pass in that course. The grades U will figure both in the statement of Grades as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

If the grade U is given to Theory Courses / Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 7), but has to appear for the end semester examination and fulfil the norms specified in clause 15 to earn a pass in the respective courses.

If the grade U is given to EEC course (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfil the norms as specified in clause 15 to earn pass in the course. However, attendance requirement need not be satisfied.

"SA" denotes shortage of attendance (as per clause 7.3) and hence prevention from writing the end semester examination. The grade SA will appear only in the result sheet.

"WD" denotes withdrawal from the particular course. The grade W will figure both in statement of Grades as well as in Result Sheet. For this case the student has to earn Continuous Internal Assessment marks and have to

register for the End Semester Examinations.

For those students who have passed the course (theory course, theory with laboratory components), the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the result data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. If the students' strength is greater than 30, the relative grading method shall be adopted.

For all the courses, If the students' strength is less than or equal to 30 then the absolute grading procedure shall be followed as given in the table.

For the project work / Internship and Laboratory courses, absolute grading procedure shall be followed as given in the table.

Table – Grade range for Absolute Grading

Letter Grade	O	A+	A	B+	B	C	U
Marks Range	91 - 100	81 - 90	71 - 80	61 - 70	55 - 60	50 - 55	< 50
Grade Point	10	9	8	7	6	5	0

16.2 For the Value-Added Courses a “**Passed / Not Cleared**” grading will appear in the Statement of Grades. The Courses for which the grades are U, SA will not figure in the Statement of Grades.

16.3 GPA and CGPA Calculation - Statement of Grades

After the Revaluation results are declared, Statement of Grades will be issued to each student which will contain the following details:

- The list of courses enrolled during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. “U”, “AB”, “SA” & “WD” grades will be excluded for calculating GPA and CGPA.

$$GPA / CGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where,

C_i - Credits assigned to each course.

GP_i - Grade point corresponding to the letter grade obtained for each course.

n - Number of all courses successfully PASSED during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

17 Eligibility for the Award of Degree

17.1 A student shall be declared to be eligible for the award of the M.B.A. Degree provided,

- i. The student has successfully gained the required number of total credits as specified in the curriculum corresponding to student's programme within the stipulated time.
- ii. The student has successfully completed the course requirements, appeared for the End Semester Examinations and has passed all the courses prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. The student has successfully completed any additional courses prescribed by the Chairperson, Academic Council whenever, any candidate is readmitted under regulations other than AEC-MBA-R-2024 (vide clause 19.3)
- iv. Successfully completed the Mandatory courses requirements.
- v. The student has no disciplinary action pending against him/her.
- vi. The award of Degree shall be approved by the Syndicate of the University.

17.2 Classification of the Degree Awarded

17.2.1 First Class with Distinction:

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

- Should have passed the End semester examinations in all the courses of all the four semesters in his/her First Appearance **within three years**, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a **CGPA of not less than 8.50**.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

17.2.2 First Class:

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

- Should have passed the End semester examination in all the courses of all the four semesters **within three years**, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a **CGPA of not less than 6.50**.

17.2.3 Second Class:

All other candidates (not covered in clauses 17.2.1 and 17.2.2) who qualify for the award of the degree (vide Clause 17.1) shall be declared to have passed the examination in **Second Class**.

17.3 A candidate who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification. (Subject to clause 18 and 19).

17.4 Photocopy / Revaluation

A candidate can apply for photocopy of his/her end semester examinations answer paper in a theory course, within two weeks from the declarations of results on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Department. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidates concerned through the HOD. Revaluation is not permitted for practical courses and for project work.

A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

17.5 Review

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Department.

Candidates applying for Revaluation only are eligible to apply for Review.

17.6 Ranks Awarded to Students

Ranks are awarded for each programme based on the following criteria.

- The number of ranks awarded for each programme is 5% of the student's intake in that programme.
- The rank of a student is determined from CGPA. However, students who have scored less than 7.50 CGPA will not be eligible for a rank.
- Students should have passed the End Semester Examination in all the courses of all the eight semesters in his/her First Appearance without any break of study.

18 Provision for Withdrawal from End Semester Examinations

18.1 A student may, for valid reasons, (medically unfit / unexpected family situations / participation in sports approved by the Head of the Institution) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme.

18.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days prior to the commencement of the examination in that course or courses and also recommended by the Head of the Department and approved by the Head of the Institution with intimation to the COE.

18.2.1 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

18.3 In case of withdrawal from a course / course (Clause 14) the course will figure both in Statement of Grades. Withdrawal essentially requires the student to register for the course/courses. The student has to register for the course, fulfil the attendance requirements (vide clause 7), earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be construed as an appearance for deciding the eligibility of a candidate for First Class with Distinction and First Class.

18.4 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years as per clause 17 .2.1.

18.5 Withdrawal is NOT permitted for arrears examinations of the previous semesters.

18.6 Candidates shall appear, for the courses withdrawn, during the examination conducted in the subsequent semester.

19 Provision for Authorized Break of Study from a Programme

19.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.

19.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she should apply in advance to the COE, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Department stating the reasons therefore and the probable date of rejoining the programme.

19.3 The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Head of the Department in the prescribed format at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

19.4 The authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 17.1).

19.5 The total period for completion of the programme reckoned from, the commencement of the first semester (third semester in case of LE) to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he / she may be eligible for the award of the degree.

19.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized "Break of Study" (Clause 19.1).

19.7 If the candidate has not reported back to the department, even after the extended Break of Study, the name of the candidate shall be deleted permanently from the college enrolment. Such candidates are not entitled to seek readmission under any circumstances.

20 Discipline

Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution. The Head of Institution shall

constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be students department, to enquire into acts of indiscipline.

If a student indulges in malpractice in any of the End semester examination / internal examination, he / she shall be liable for punitive action as prescribed by the Institution from time to time.

Ragging is strictly prohibited. Punitive actions will be taken against the students involved in ragging as per the government norms.

21 Revision of Regulations, Curriculum and Syllabi

Al-Ameen Engineering College reserves the right to revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of Examinations if found necessary, through the Academic Council of the Institution.