Academic Regulations

M.B.A. Programme

Faculty of Management & Commerce
M. S. Ramaiah University of Applied Sciences

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Table of Contents

Academic Regulations for M.B.A. Programme
(Applicable for 2019-2020 Batch onwards)

P.1 Short Title and Commencement

a) The Regulations listed under this head are common for all postgraduate programmes leading to M.B.A. Degree offered by the University.

b) The Regulations hereunder are subject to amendments by the Academic Council of the University, from time to time, after obtaining approval of the Board of Management. Such amendments will be effective from such date and apply to such batches of candidates, including those already undergoing the programme, as may be determined by the Academic Council.

P.2 Definitions

a) "Commission" means University Grants Commission (UGC);

b) "University" means the M. S. Ramaiah University of Applied Sciences (MSRUAS);

c) "Programme" means a set of courses a student is required to successfully complete to become eligible for the award of M.B.A. Degree;

d) "Department" means an academic unit, under the Faculty of Management and Commerce, responsible for delivering a particular M.B.A. Degree Programme;

e) "Faculty" means the Faculty of Management and Commerce;

f) "Full-Time students" means students who are spending their full time on campus for a programme;

g) "Course" means a subject, either theory or practical or both, listed under a Programme;

h) "Course Specifications" mean the document that describes the title, the learning outcomes, syllabus, teaching and learning methods and assessment methodology for each course;

i) "Part-Time students" means students who are employed and are spending a part of their time on campus for a programme;

j) "Programme" means Postgraduate programme in Management and Commerce leading to MBA Degree;

k) "Statute" means the MSRUAS Statutes;

l) "University" means the M. S. Ramaiah University of Applied Sciences (MSRUAS);

m) "Answer scripts" means test, assignment or examination answer sheet or booklet;

P.3   Academic Programmes

P.3.1   Nomenclature of the Programme

The nomenclature and the abbreviation given below shall be used for this Post Graduate Programme of the University:

(i) Master of Business Administration (M.B.A.)

In addition, the programme title shall be indicated, in brackets, after the abbreviation. For example, the Master of Business Administration Degree in Marketing Management programme will be abbreviated as:

"M.B.A. (Marketing Management)"

P.3.2 Medium of Instruction

The medium of instruction for M.B.A., programmes is English.

P.3.3   Programmes Offered

Please refer **Annexure - 1**

P.3.4   Study Scheme – Semester Scheme

The University follows the semester scheme for the Programme

P.3.5   Academic Calendar

The Academic Calendar will be synchronized with admission notification and allotment of candidates by the Government of Karnataka in each academic year.

P.3.6   Programme Duration

P.3.6.1 Normal duration of the programme

The normal duration of the M.B.A. postgraduate programme is:

        a. Two years in the Full-Time Route

        b. Three years in the Part-Time Route

P.3.6.2 Maximum duration of the programme

The maximum period a student is allowed to complete the M.B.A. Programme shall be double the normal duration of the programme, i.e., Four Years for Full-Time students and Six years for Part-Time students.

P.3.7 Admission of students

P.3.7.1 Eligibility:

a) Karnataka Government Quota (for 40% seats):

    i. A candidate seeking admission to postgraduate programme must have passed graduate level degree or equivalent in Engineering, Technology, Computing, Business Management, or a related discipline with at least 50% marks in aggregate or equivalent CGPA.

    ii. A candidate belonging to SC/ST category will be entitled to a relaxation in the qualifying marks in accordance with the related government notification in this regard.

b) University Quota (60% of the seats):

Students seeking admission under University quota must have passed graduate level degree or equivalent in Engineering, Technology, Computing, Business Management, or a related discipline with at least 50% marks in aggregate or equivalent CGPA.

Entry level qualifications for respective programmes are as per the following table:

Sl. No.	Specialization	Entry Level Qualification
1.	Marketing Management	BE, M.Com, M.Sc., BBA, BBM, MA, B.Com, B.Sc., BA or equivalent
2.	Human Resources Management	
3.	Operations Management	
4.	Financial Management	
5.	Small Business and Entrepreneurship	
6.	Business Analytics	
7.	Banking and Financial Services	
8.	Hospitality Management	
9.	Pharma Business Management	

c) Foreign Student Admission Criterion:

    i. Foreign students should have Association of Indian Universities recognized first degree qualification in the related discipline of equivalent

    ii. Should have proof of proficiency in English.

P.3.7.2 Selection of Students

Selection of students for admission under Government of Karnataka will be based on Karnataka Government notified admission tests.

Selection of students for admission to University quota of seats is based on admission policy of the University notified from time to time.

Selection of foreign students for admission to University quota of seats is based on

the admission policy of the University notified from time to time.

P.3.7.3 Admission to Programme

Selected candidates shall complete the admission procedure within the prescribed date by paying the prescribed fees and completing all other admission formalities notified by the University. Failure to do so may lead to cancellation of the selection.

P.3.8 Annual Programme Fee

Details of the fees payable for each Programme will be notified well in advance to the commencement of the programme.

The fees, once paid, will not be refunded under any circumstances.

The continuation of a student's registration in subsequent academic years is subject to payment of the prescribed programme and registration fees for each of those years.

P.3.8.1 Free-ship and scholarships

The Board of Management, in consultation with the Board of Governors, may consider offering free-ships / scholarships to deserving students who maintain a minimum level of academic performance on a yearly basis.

P.4 Credit Scheme and Credit Structure

P.4.1 Credit Definition

a. For theory classes: one credit is equivalent to a total of 10 contact hours.

b. For laboratory / field work / workshops / project work and allied activities: one credit is equivalent to a total of 10 contact hours.

A student is required to earn a total of 102 credits to become eligible for the award of the M.B.A.
Degree.

P.5 Curriculum

The curriculum includes the:

1. **Programme Specifications** document where the educational aims, programme objectives, learning outcomes of the programme and the detailed programme structure are described; and

2. **Course Specification**s document which contains the course title, learning outcomes, syllabus,

teaching and learning methods and the assessment methodology for each of the courses.

P.5.1 Development of Programme Curriculum

The Dean of the Faculty is required to establish a Board of Studies in a Department that proposes to offer M.B.A., Degree Programme. The Board of Studies (BoS) comprises a team of faculty members under the Chairmanship of a Faculty member. The Chair and the members of BoS are nominated by the Dean of the Faculty. The BoS is responsible for formulating the curriculum of various courses for each M.B.A. Degree Programme offered by that Department. The BoS is also required to seek and obtain the opinion of external academic and industry experts on the curriculum so formulated. The curriculum is then presented to the Academic Council for its approval before the Programme is offered by the University.

The curriculum for every programme is reviewed by the BoS once in every 2 years i.e. after one complete delivery cycle and seek the approval of the Academic Council. A member of the Faculty who formulates the curriculum of a course, delivers and assesses students undergoing that course is known as "**Course Leader**".

P.5.2 Curriculum Framework

The curriculum framework of the programme is given in **Annexure-2.**

P.6   Course Details

P.6.1   Course Delivery

Course delivery includes, but is not limited to, the following:

1. Face-to-Face Lectures using Audio-Visuals
2. Workshops, Group Discussions, Debates, Presentations
3. Demonstrations
4. Guest Lectures
5. Laboratory/Field work/Workshop
6. Industry Visit
7. Seminars
8. Group Exercises
9. Project Exhibitions
10. Management Festivals
11. Case Based Teaching

P.6.2   Course Registration

Each academic year is divided into two Regular Semesters, Semester 1 and Semester 2, of 20 weeks' duration each.

A regular student is normally required to earn a total of 102 credits over 4 regular semesters spread over 2 years and averaging 25 credits in each semester such that the contact hours are around 20 hours per week.

Students shall register for the courses (i.e., core courses, elective courses), group project, Internship and MBA Thesis in accordance with the procedure prescribed in M.B.A. Academic Operations Manual. The student will earn the corresponding credit(s) upon successful completion of each course.

Prior to the commencement of a semester, Time-Table shall be issued to the students.

For students in the Part-time route, the course delivery structure will be on similar lines but the programme is spread over six regular semesters over three years.

P.7   Student Project Details

A student have following courses during the programme:

1. Summer Internship
2. Group Project
3. MBA Thesis and Publication

P.8   Attendance Requirements

A student is required to have a minimum attendance of 80% to be eligible to appear for the examination and for assignment submission. Students who fail to achieve the minimum attendance will be declared as "FAIL". A failed student is required to re-register, attend the course and take up all the components of assessment at the next offering.

The basis for calculation of attendance shall be the period prescribed by the University in its annual calendar of events. For first semester students attendance is computed from the date of registration to the programme. If a student does not fulfil the attendance requirements in any course he/she is not permitted to attend the Semester End Examination (SEE) in that course and is deemed to have failed in that course.

P.8.1   Condoning of shortfall in attendance

A shortfall in attendance, up to a maximum of 10%, may be condoned by the Dean of the relevant Faculty under special circumstances like medical emergencies, participation in sports, cultural activities, seminars, workshops and paper presentation etc. at the State, National or

International level representing the University and with the prior permission of the concerned HOD.

P.8.2 Examination attendance

Students are compulsorily required to achieve the minimum attendance requirements for all the examination components in each course they have registered

P.9 Assessment

During each semester students' performance is assessed through Continuous Evaluation (CE) and a Semester End Examination (SEE).

The Course leader is responsible for:

- Setting and review of question papers and evaluation of answer scripts

- Setting and review of Assignments and evaluation

- Laboratory/Workshop/Studio/Project/Internship assessment

- Supervision of Written Examinations and Conducting Laboratory Examinations

P.9.1 Course Assessment

Performance in every course will be assessed on the following two components:

Component - 1

CE: (50% weight)

Course Leader can choose from the following at their discretion: Assignment/ Case Study discussion/ Surprise Quiz/ Field work/ Role play/ Poster presentation/ Group Discussion/ Video demonstration/ Write ups/ Debate / Term paper.

Component - 2

SEE: (50% weight)

The **Course Specifications (CS)** provide the details of Components-1 and 2.

A student is required to score minimum of 40% in SEE and overall 40% for successful completion of a course and earning the credits.

P.9.1.1 Question Paper

The course leader sets the question paper for both CE and SEE, supervises the examinations and valuation of the answer scripts as described in the Programme Specifications as well as Course Specifications.

P.9.1.2 Feedback on Assessed work

The awarded marks and distribution pattern will be reviewed by the Dean of the Faculty before scheduling a face-to-face feedback session with the student. After completing assessment of the course, the course teaching team along with the concerned Head of the Department should provide face-to-face feedback to the student regarding his/her performance after handing over the assessed documents on a prescheduled day. After the feedback, the assessed documents are collected and deposited with the Examination and Assessment Unit of the Faculty.

P.9.2 Pass Criteria and Earning of Credit:

P.9.2.1 Pass Criteria

A student is required to score a minimum of overall 40% in each course.

P.9.2.1 Earning of Credit

A student shall be considered to have successfully completed a course and earned the credit(s) if he/she has passed the course.

P.9.3 Credits not earned in a Course and Opportunities for Make-up

a. The student is not eligible to take SEE, only if the student is not meeting the attendance criteria as per the university attendance requirement.

b. If the student has failed to get eligibility for SEE, the student can register for the same in the next opportunity.

c. In case of failure in SEE, the student will be given make up opportunity during Supplementary Term or when offered during regular semester.

P.10   Programme Quality Monitoring

P.10.1 Staff Student Consultative Committee

The Staff-Student Consultative Committee looks into the quality of the programmes delivered by each Faculty. The committee comprises the Dean, Academic Registrar (Faculty), Administrative Registrar (Faculty), HODs, Class Representatives and other member(s) invited by the Dean. Committee meetings are scheduled during 8th week of odd and even semester.

During the committee meetings the following issues are discussed and suitable action plans are initiated:

a. Student Academic issues

    i.   Curriculum

    ii.   Programme Delivery

    iii.   Examination, Assignment & their Assessment

b. Student Teaching and Learning Support

    i.   Programme Operations

    ii.   Examination, Assignment & their Assessment

    iii.   Library

    iv.   ICT

    v.   Laboratories & Workshops

c. Student Amenities

    i.   Hostel & Cafeteria

    ii.   Sports & Recreation

d. Any other matter with the permission of the Chair

P.11. Academic Awards

P.11.1 Award of Grade – Semester Basis

The basis for awarding Grades is shown in Table below:

Grade Definition and Grade Point			
Sl. No.	Letter Grade (Level)	Grade Points	Marks Scored
1.	O (Outstanding)	10	> 90 to < = 100
2.	A+ (Excellent)	9	>74 to < = 90
3.	A (Very Good)	8	>60 to < =74
4.	B+ (Good)	7	>=55 to <=60
5.	B (Above Average)	6	>=50 to <55
6.	C (Average)	5	>44 to <50
7.	P (Pass)	4	>=40 to <=40
8.	F/Ab (Fail/Absent)	0	Below 40

Computation of SGPA and CGPA

SGPA $(S_i) = \Sigma\ (C_i * G_i) / \Sigma C_i$
where C_i is the number of credits of the i_{th} course and G_i is the grade point scored by the student in the i_{th} course

CGPA $= \Sigma\ (C_i * S_i) / \Sigma C_i$ where S_i is the SGPA of the i_{th} semester and C_i is the total number of credits in that semester

P.11.2 Announcement of Results

The office of the Academic Registrar (Faculty) will announce the results of the students on the

Faculty notice board as well as on the University website.

P.11.3 Re-evaluation of SEE

Students can apply for re-evaluation of SEE answer scripts on paying the fees prescribed within six working days after the announcement of results.

Re-evaluation is not applicable for laboratory examination.

The marks obtained after re-evaluation is the final marks scored by the student in that course in that attempt. Under no circumstances the re-evaluation fees is refunded to the student.

P.11.4 Withholding of Results

Students' results may be withheld, if the student:

1. Has been subjected to disciplinary action and a decision is pending;

2. Is in debt to the University;

3. Has failed to meet the academic requirements.

All pending results will be announced as soon as the issue in question is resolved to the satisfaction of the University.

P.11.5 Transcript of Learning and Achievement

Every student will be issued a Transcript of Learning and Achievement at the end of each semester containing the course code, course title, grade awarded, credits earned.

The Transcript of Learning and Achievement will bear the signature (facsimile) of the Academic Registrar (Faculty).

The final Grade Card will consist of SGPA of each semester and CGPA along with course code, course title, grade awarded for each course and credits earned with the signature of Academic Registrar (University).

Marks card will be issued on requests by the students.

P.11.6 Degree Certificate

The Degree certificate, issued under the University seal, will have the student's name, University roll number, and name of the degree awarded.

The Degree certificate will bear the signature (facsimile) of Vice-Chancellor.

P.11.7 Convocation

A Convocation ceremony will be held once every year. Students will be conferred their Degree by the Vice–Chancellor or his/her nominee (normally the Dean of the concerned Faculty) during the convocation ceremony. The degree will be awarded in the presence of the University's Mace.

Graduating students who are unable to attend the convocation, in person, can apply for award of the degree *in* absentia after paying the prescribed fee.

P.11.8 Awards and Honors for students

P.11.8.1 University Awards

The University may recognize meritorious performance of students by conferring various awards. These awards will be presented to students during the Convocation.

P.11.8.2 Donor Awards

For the award of prizes and medals instituted by donors the conditions stipulated by the donors will be considered by the Board of Management.

P. 11.8.3 Corrections in Statement of Learning & Achievement Certificates

Students can apply for correction in any transcript/marks card and degree certificate issued by the University within six months from the date of issue.

P. 11.8.4 Duplicate Transcripts and Degree Certificate

In the event of a student losing the original transcripts or degree certificate, he/she can apply for the issue of re-printed documents. Re-printed transcripts will be issued against payment of the prescribed fee. The reprints will carry the caption "Duplicate".

P. 11.8.5 Inter-University transfer of students

Inter-University transfer of students is not permitted.

P.12 Other Academic Matters

P.12.1 Academic Calendar

The Academic Calendar will notify the important dates to assist students and Faculty members. These include dates for registration of Programmes/courses, and last dates for withdrawal from Programmes.

P.12.2 Missing a course / failure to complete a course:

If a student is unable to complete a course due to any reason leading to non-assessment, the student is required to re-register for that course in the next offering.

P.12.3 Programme Change

A change of Programme, from one specialization to another, may be requested by a student.

However, a request for programme change may only be permitted, within the department, subject to availability of vacancies in the target programme and if the request was made prior to commencement of semester. Such requests can be made through an application to be submitted to the Academic Registrar (Faculty) at least two weeks in advance.

P.12.4 Withdrawal from Programme

A student undergoing the programme is allowed to withdraw at any point during the programme of study after submitting a request to the Academic Registrar (Faculty).

Permission to withdraw shall be given by the Academic Registrar (Faculty) after obtaining the approval of the Dean of the concerned Faculty.

Any fees and other charges collected for that academic year shall not be refundable.

At the student's request, a Certificate will be issued for the courses successfully completed.

P.12.5 Termination from the programme

A student will be directed to discontinue the programme and leave the University on the following grounds:

a. Failure to earn the required number of credits within the prescribed maximum number of attempts;

b. Absence for two or more semesters, in succession, during any part of the programme without prior approval;

c. Failure to meet the standards of discipline prescribed by the University from time to time;

d. Failure to complete the Programme within the prescribed maximum duration permitted by the University's Regulations.

P.12.6 Conduct and Discipline

The Provision relating to discipline and code of conduct that applies to every member of the University is as described in Chapter 8 of the MSRUAS Statutes.

P.12.7 Intellectual Property

The Provision governing intellectual Property that is generated by a member of the University is as described in Chapter 9 of the MSRUAS Statutes.

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Any other issues not covered in this document will be referred to Academic Council. The decision of the Academic Council in such matters shall be final.

These Regulations may be amended from time to time by the Academic Council and approved by Board of Management.

Failure to read and understand the regulations is not an excuse.

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Annexure – 1
List of MBA Programmes offered from academic year
2019-20onwards.

No.	Program	Department
1.	Financial Management	Management Studies
2.	Human Resource Management	
3.	Marketing Management	
4.	Operations Management	
5.	Small Business and Entrepreneurship	
6.	Business Analytics	
7.	Banking and Financial Services	
8.	Hospitality Management	
9.	Pharma Business Management	

User-oriented Postgraduate Programmes (UoPC)

The Board of Management, after obtaining the consent of the Board of Governors, is empowered to formulate and offer exclusive programmes through the University's Faculties to cater to the specific needs of Industry, Businesses and Corporations.

The candidates sponsored by such businesses/corporations shall meet the eligibility requirements for the M.B.A., programme. These students will also follow the University's Academic Regulations, with such exceptions as may be approved by the Academic Council, for the Postgraduate Programme leading to M.B.A., degree.

Annexure 2
Curriculum Framework

The Programme is delivered as per the Time-Table[1] for every batch

Semester 1

Sl. No.	Code	Course Designation	Course Title	Theory (h/W/S)	Tutorials (h/W/S)	Practical (h/W/S)	Total Credits	Max. Marks
1		C1	MANAGERIAL SKILLS	3			3	100
2		C2	HUMAN RESOURCE MANAGEMENT	4			4	100
3		C3	MANAGERIAL ECONOMICS	3			3	100
4		C4	MANAGERIAL ACCOUNTS	4			4	100
5		C5	MARKETING MANAGEMENT	4			4	100
6		C6	OPERATIONS MANAGEMENT	4	-	--	4	100
7		C7	BUSINESS COMMUNICATION	3	--	--	3	100
8		C8	REVIEW OF MATHEMATICS	3			3	100
			Total	**28**	**-**		**28**	**800**
		Total number of contact hours per week		**28 hours**				
		Number of credits can be registered		**Minimum**	**24**		**Maximum**	**28**

Semester 2

Sl. No.	Code	Course Designation	Course Title	Theory (h/W/S)	Tutorials (h/W/S)	Practical (h/W/S)	Total Credits	Max. Marks
1		C9	STRATEGIC MANAGEMENT	4			4	100
2		C10	BUSINESS STATISTICS & ANALYTICS	4			4	100
3		C11	MANAGEMENT INFORMATION SYSTEM	4			4	100
4		C12	BUSINESS LAW	3			3	100
5		C13	CORPORATE FINANCE	4			4	100
6		C14	ETHICS,CSR and SUSTAINABILTY	3		--	3	100
7		C15	ENTREPRENEURSHIP DEVELOPMENT	4	--	--	4	100
			Total	**26**			**26**	**700**
		Total number of contact hours per week		**26 hours**				
		Number of credits can be registered		**Minimum**	**22**		**Maximum**	**26**

Semester 3

Sl. No.	Code	Course Designation	Course Title	Theory (h/W/S)	Tutorials (h/W/S)	Practical (h/W/S)	Total Credits	Max. Marks
1		E1		3			3	100
2		E2		3			3	100
3		E3		3			3	100
4		E4		3		--	3	100
5		E5		3	--	--	3	100
6		E6		3			3	100
7		E7		3			3	100
8		XXXX	SUMMER INTERNSHIP[2,3]			6	6	100
			Total	**21**		**6**	**27**	**800**
		Total number of contact hours per week		**27 hours**				
		Number of credits can be registered		**Minimum**	**24**		**Maximum**	**27**

Semester 4

Sl.No.	Code	Course Designation	Course Title	Theory (h/W/S)	Tutorials (h/W/S)	Practical (h/W/S)	Total Credits	Max. Marks
1		C16	RESEARCH METHODOLOGY	2			2	100
2		XXXX	MBA THESIS & PUBLICATION			14	14	200
3		XXXX	GROUP PROJECT			5	5	100
			Total	**2**		**21**	**21**	**400**
		Total number of contact hours per week		**21 hours**				
		Number of credits can be registered		**Minimum**	**16**		**Maximum**	**21**

Note:

1. The Vacations and other activities shall be as per the Time-Table for the corresponding batch.
2. Students will undergo Summer Internship between 2nd and 3rd Semester
3. Summer Internship will be evaluated in the 3rd semester

Annexure 3

The details of the academic year

Academic Year		
Sl. No	**Description**	**Remarks**
1	Number of semesters in a year	Two regular semesters
2	Semester duration in weeks	20 weeks each for regular semesters (Odd/Even)
3	Academic activities in weeks	Registration and Induction — 0.5 week; Programme work — 14.5 weeks; Examination Preparation — 1 week; Theory Examination — 3 weeks; Vacation — 1 week
4	Evaluation	Continuous Evaluation (CE) and Semester End Examination (SEE), and student's performance in course, laboratory and other activities
5	Other items	• The total number of working days in an academic year shall be > 180; • Academic schedules prescribed by the University shall be strictly adhered to by all the concerned;