

ORDINANCE GOVERNING THE MBA PROGRAMME



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
JAIS, AMETHI**

1. DEPARTMENT OF MANAGEMENT STUDIES

The primary objective of Department of Management Studies in RGIPT is to create a cadre of human resource with necessary skills, domain expertise, and competencies to manage the key positions in various segments of corporate world and energy sector.

The areas of focus of the department are:

- Energy Management
- Marketing Management
- Financial Management
- Human Resource Management
- Operations Management

Department of Management Studies, Rajiv Gandhi Institute of Petroleum Technology offers a 2-year full-time residential MBA programme. The programme is designed to facilitate students in understanding, developing, integrating and applying knowledge of both core and specialized areas of management and their concepts and practices in the field of management and energy domain. Each year is divided into two Semesters/terms. The programme also includes eight to ten weeks of compulsory summer training for the students.

The focus of the MBA programme is to impart extensive exposure in various areas of specialization (**Energy, Marketing, Finance, HR, and Operations**) through electives, thereby providing a wide array of career and entrepreneurship opportunities.

1.1. Academic Committee

1.1.1. Senate Post-Graduate Committee (SPGC): The following members will constitute the committee.

The Dean (Academic Affairs)	Chairman
The Convener of Department Post Graduate Committee (DPGC)	Member
Two Senior Faculty Members of the Department	Member
Assistant Registrar, Academic	Member
Two student Representative	Members

The SPGC is a standing committee of the Senate. The committee has jurisdiction in the following matters concerning to MBA programmes

- Formal approval for new courses
- Modification of courses already approved
- Credit valuation of courses
- Evaluation of academic performance
- Formal approval of admission of first year students

1.1.2. Department Post Graduate Committee (DPGC): consists of a Convener (nominated by the Head of the Department in consultation with the faculty of the Department), the Head of the Department, a minimum of four (4) and a maximum of eight (8) faculty members, and two student representatives (chosen by Post Graduate students of the Department) for a one-year period. The tenure of the faculty members shall be two years,

half of them retiring each year. In the first year, lots will be drawn to decide on the retiring members. The Department Post-Graduate Committee (DPGC) advises the students in their academic programmes and makes recommendations in all academic matters.

Office of the Dean (Academic Affairs)

The office of Dean (Academic Affairs) is called Academic section, is responsible for the implementation of the decisions taken on academic matters by the senate and the SPGC. It receives, processes and maintains all records relating to the undergraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and awards of degrees and prizes, (ii) disseminates information pertaining to all academic matters, (iii) issues necessary orders, (iv) acts as a channel for communication between the students, instructors, departments and SPGC.

Waiver Clause

On recommendation of SPGC the procedures and requirements set out in this manual, other than those in Admission Section, Evaluation, Inadequate Performance, Requirement for degrees and degrees may be waived in special circumstances by the Chairman, Senate. All such exceptions are however, reported to the Senate.

Academic Session

The courses are offered in a semester pattern and each academic year has two Semesters,

Odd Semester	August to December
Even Semester	January to April
Summer	May to July

Each of these two semesters consists of 14 weeks which include one mid-Semester and one end semester examination.

Academic Calendar

The dates of important events such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, Institute festivals and functions, examinations, submission of grades, vacation, etc are specified in the Academic Calendar of the Institute approved by the Senate every year.

2. MBA ADMISSION PROCESS

2.1. Admission: The process starts with the announcement of admission into MBA programme on institute website. The Admission Announcement for MBA programme is published in various newspapers all over India. It may also be announced through various online platforms.

2.1.1. Eligibility

- A candidate must hold a minimum 50% in aggregate (45% for SC/ST/PH) in Class 10.
- A candidate must hold a minimum 50% in aggregate (45% for SC/ST/PH) in Class 12.
- Candidates must hold a Bachelor's degree recognized by the AICTE/UGC/Institute/University incorporated by Act of Parliament/State legislature, university declared to be deemed as a University under section 3 of UGC Act, 1956, with 50% marks (45% for SC/ST/PH).
- Candidates meeting the above eligibility criteria and have a valid score of any of these examinations: **CAT (conducted by IIMs)/XAT (conducted by XLRI)/CMAT (conducted by AICTE)/GMAT** are eligible to apply.
- Candidate appearing for final year examination of programme are also eligible to apply based on the following conditions:

a. Such candidate must produce a certificate from the authority of the university/institution certifying that:

- (i) The candidate has obtained 50% marks or equivalent based on latest available grades/marks (i.e. all the years' grade/marks except the final year grade/marks), and
- (ii) The candidate has completed all the requirements and has appeared for the examinations/practical etc. for the final year/final term and that the result is awaited for obtaining the bachelor's degree/equivalent qualification. Such candidates, if selected, should submit the final year mark sheet and certificate on the registration date notified by the Institute.

b. Non-fulfilment of the above conditions will result in the cancellation of the provisional admission.

2.1.2. Selection Procedure

- A shortlist is prepared based on the total scores obtained from various components presented in Table 1.

Table 1 : Components and Weights Assigned for Short listing

Component	Weights	Max. Score	Scores Obtained
CAT/XAT/CMAT/GMAT Score*	50%	50	
Academic Performance**	20%	20	
Work Experience**	5%	5	
Total (A)	75%	75	

- Shortlisted candidates are called for a Written Ability Test (WAT) and Personal Interview (PI) at DoMS, RGIPT/pre-decided centres. Weightage assigned to WAT & PI is presented in Table 2.

Table 2: Weightage Assigned to PI & WAT

Component	Weights	Max. Score	Scores Obtained
Personal Interview (PI)	15%	15	
Written Ability Test (WAT)	10%	10	
Total (B)	25%	25	

- A final merit list of the candidates is prepared based on total score obtained (A+B) from a maximum out of one hundred. Separate merit lists are prepared for the candidates belonging to the General Category, Scheduled Caste Category, Scheduled Tribe Category, OBC Category, and Physically Handicapped Category.
- Reservations of seats for the students of various categories are as per the Government of India guidelines.
- All SC/ST/OBC candidates are required to submit certificate in respect of their claims from the authorized officers as notified by the Government for the purpose from time to time.
- The Physically Handicapped candidates are required to submit a certificate from authorized Medical Doctors/Hospitals indicating the extent of physical disability. The percentage of disability is duly verified by the Chief Medical Officer/Medical Board of the institute before the benefit is extended to the candidate.
- The information about the selected and waitlisted candidates will be available on the DoMS, RGIPT website on the scheduled date.
- Selected students offered admission are required to accept the offer within the stipulated time period mentioned in the offer letter. Candidates accepting offer letter are required to make payment of fees as notified by Institute to secure the admission. Without prior permission from the MBA admission office, in case any candidate fails to deposit required fee within the stipulated time the offer stands withdrawn.
- The Institute will activate waitlist(s) on a notified date (given by the Institute) to fill the vacant seats, if any. On receiving the intimation of the offer of admission by web notice/email, the waitlist candidate is required to secure his/her admission as per instructions.
- The candidates will have to be present on the date of registration at the institute with originals of all mark sheets and certificates.
- The candidates, who fail to appear for the registration process without prior approval, are considered to have withdrawn from the programme.

- The final list of admitted candidates will be uploaded on the RGIPT website before the commencement of the programme.

2.2. Company Sponsored Candidates

2.2.1. Eligibility and other Requirements

Companies may also sponsor their employees for the above mentioned MBA programme.

- The basic eligibility criteria mentioned under Section 2.1.1 are same for sponsored candidates but they are exempt from CAT/XAT/GMAT/CMAT.
- Sponsored candidates should have worked full-time continuously for at least two years in the sponsoring organization at the time of applying for admission at DoMS, RGIPT.
- The company/organization will offer continuity of job and salary to the sponsored candidate for entire duration of the programme.
- The candidates must have a minimum of two years of full-time work experience in responsible capacity in a Registered Firm/Company/Industry/Educational and Research Institution/Govt./Quasi Govt./Autonomous Organization in the relevant field in which admission is being sought.
- The Firm/Company/Industry shall either be a public sector undertaking or a public limited company registered in a stock exchange or a private concern whose annual turnover during the past two years exceeds Rs. 5 crores.
- Sponsored candidates should produce recommendation letter and no-objection certificate and leave approval for the duration of the programme from the employer.

2.2.2. Selection of Sponsored Candidates

Sponsored candidates meeting all the eligibility criteria will be called to participate in the next round of selection process.

Total scores obtained from assigned components presented in Table 3 will be considered for preparing final merit list in the respective categories. Candidates making to the merit list in their respective categories will be offered admission.

Table 3 : Weightage Assigned Components for Selection of Sponsored Candidates

Components	Weights	Max. Score	Score Obtained
Academic performance	30%	30	
Work Experience	15%	15	
Written Ability Test (WAT)	40%	40	
Personal Interview (PI)	15%	15	
Total	100%	100	

- a) **Admission of Foreign students:** A few admissions (not exceeding 10% of the total seats) are offered under the Cultural Exchange Fellowship Programme of the Government of India, administered by Indian Council of Cultural Relations (ICCR), New Delhi or Study in India

programme. For these admissions, the candidates are required to apply through the Indian High Commission/Embassy in their respective countries.

Eligibility for the foreign students:

- A candidate must hold a minimum 60% in aggregate in Class 10.
- A candidate must hold a minimum 60% in aggregate in Class 12.
- Candidates must hold a Bachelor's degree recognized by the AICTE/UGC/Institute/University incorporated by Act of Parliament/State legislature, university declared to be deemed as a University under section 3 of UGC Act, 1956, with 60% marks.
- Candidates meeting the above eligibility criteria and have a valid score of any of these examinations: **CAT (conducted by IIMs)/XAT (conducted by XLRI)/CMAT (conducted by AICTE)/GMAT** are eligible to apply.

2.3. Cancellation of admission

All students admitted provisionally or otherwise to any programme shall submit copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. If any student fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s) his/her admission shall be cancelled. The admission will also be cancelled at any later time if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

2.3.1. Fulfilment of Admission Requirements

Admission to any Postgraduate programme requires that the applicant

- a) be eligible,
- b) *go through the laid-down admission procedure*, and
- c) pays the prescribed fees.

All admissions to the postgraduate programmes should be formally approved by the SPGC.

3. Withdrawal from the Admission and Refund of Fees

- Refunds for withdrawal of admission will be as per Institute rules.

4. Curriculum

The curriculum of MBA programme will be revised periodically based on the necessity.

5. Registration

All students are required to register at the beginning of each Semester on the dates specified in the Academic Calendar for the courses to be pursued by them, as per the programme. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered. ***The sole responsibility for registration rests with the student concerned.***

5.1. Registration Procedure

A list of courses to be offered during the Semester is made available by the DPGC and is put up on the notice boards/ website.

SPGC will nominate Registration Advisors from amongst the faculty to provide necessary information on the Institute requirement courses offered and changes, if any, during registration in each Semester. Similarly, DPGC will nominate Registration Advisors to advise students on registration for courses of the departmental requirements.

The registration procedure involves:

- a) Filling of the registration form, mentioning the courses to be credited in the Semester
- b) Payment of fees and clearance of outstanding dues (mess, library and others if any), and
- c) Signing of the registration roll in the office of the Dean, Academic Affairs as notified.

5.2. Late Registration

Students must report in person on the registration date to complete the registration procedure. No proxy shall be allowed to complete the registration related formalities. Under extraordinary circumstances, if a student is unable to register on the specified registration date for any compelling reason like illness, internship etc., he/she may be permitted for late registration within next three working days on payment of the late registration fee. For this, the student has to submit an application to the Dean (Academic Affairs) through the Convener, DPGC citing the reason of absence with valid supporting documents. Dean (Academic affairs) on recommendation from the Convener DPGC may approve the late registration after assessment. Late registration due to prolonged summer internship is not permitted beyond the specified late registration date. However, if a student seeks prior permission to register late on valid grounds, Dean (Academic Affairs) may allow and exempt him/her from payment of late registration fee. Any request for late registration beyond three days of the specified registration date is subjected to suitable recommendations from the Convener, Head of the department & Dean (Academic Affairs) and approval from the Chairman Senate of the Institute.

In case of student failing to report and register on or before the date of late registration due to some medical emergency then he/she may apply for special permission (with medical certificate and other medical records) but within two weeks of the date of late registration to Dean (Academic Affairs) through the respective HOD/DPGC convener. Dean (Academic Affairs) may recommend the same to the Chairman Senate as an extraordinary case for permission of registration. If not permitted, then the student will be required to drop the Semester.

5.3 Adding and Dropping of Courses

A student may add or drop course(s) on or before the date specified in the Academic Calendar with the permission of the Dean (Academic Affairs). For this, he/she must fill the appropriate

form, get the endorsement of the convener of the course and the Convener, DPGC and submit the form to the Office of Dean (Academic Affairs) for approval.

A student may be permitted to withdraw course(s) till four weeks after the commencement of semester with the following conditions.

- i. Withdrawing from course(s) should not result in a net registration of less than 50% of credits of that semester.
- ii. The request to withdraw course(s) must be endorsed by the convener of the course, DPGC and Dean (Academic Affairs).

A student may be required to drop a course at any stage if it is found that he/she does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any other reason.

5.4 Cancellation of Registration

Absence for a period of four or more weeks during a Semester shall result in automatic cancellation of the registration of a student from all the courses in that Semester.

6. Attendance

The attendance policy of the Institute is based on the basic principle of collaborative and participatory learning where presence of students in the class room interaction is not only desirable but also mandatory. In order to achieve desirable and meaningful learning outcome the Institute insists on punctual and regular attendance in all classes. The learning process is student centric and facilitated by the faculty/instructor in-charge. A significant amount of emphasis is being given to student contribution to create healthy learning atmosphere and enrich knowledge creation and absorption. During the learning process analyses, discussions, presentations, and thought sharing that take place cannot be completely replicated outside the classroom or substituted later. Learning and overall development of a student would be considered incomplete if a student is not part of this classroom learning and development process. In case of unavoidable circumstances students are instructed to apply for leave in the prescribed form available at academic office. Punctuality is highly appreciated and latecomers will not be given attendance for the day on which they arrive late in the class.

The student is expected to be present in all the classes i.e. 100% attendance. However, it is noted that a student may miss few classes due to several exigencies. A grace of 25% in attendance is allowed for minor illness and urgencies, for which no application will be required to be submitted. Further, relaxation of seven days in form of Permitted Leave of Absence (PLA) will be provided to a student who has obtained prior approval of the Dean (Academic Affairs) through Dean of Student Affairs, Dean of Research & Development or the concerned Head of Department to represent the institute in various activities and for presenting a research paper. This relaxation may also be granted by the Dean (Academic Affairs) for prolonged illness for the period exceeding 2 weeks on recommendation of DPGC. Any illness of duration less than 2 weeks shall not be considered for the above mentioned relaxation. The course convener will calculate the

attendance %age on the basis of the actual number of classes held in a course for each student by considering all the permitted leaves by the competent authority. The calculated %age attendance will be converted to the nearest higher whole number (i.e. $74.4 \approx 75$) for consideration. If a student fails to reach minimum threshold attendance of 75% including all the approved leave, then the obtained grade will be converted to “Z” grade. The course will be considered while calculating the SPI and CPI of the candidate. The student is responsible to keep a record of his/her attendance in each course. However, the course convener may inform the student, if the attendance of any student falls below 60% at any point during the Semester. Two successive absences in a class should be reported to the Head of the Department by the course convener. If the effective attendance falls below 75%, he/she shall be deregistered from the course and awarded “Z” grade although he/she might have appeared in the End-Semester examination and secured a pass grade.

7. TEACHING AND EVALUATION

7.1. Teaching

- a) **Medium** – The medium of instruction is **ENGLISH**. However, teaching of courses on literature, if any, may be in other languages. Whenever needed, possible help may be provided to groups of students in tutorials or otherwise in a language, in which they are comfortable
- b) **Approval of Courses** – Each course and weight in terms of credits is approved by SPGC as per the procedures laid down by the Senate. Only approved courses may be offered during any Semester.
- c) **List of Courses** – The list of courses to be offered by a Department is finalized before the beginning of the Semester by the concerned DPGC, taking into consideration all the requirements and the recommendations of the standing committees of the Senate.
- d) **Conduct of Courses** – Each course is conducted by the **course convener** with the assistance of the required number of teachers and/or tutors and teaching assistants (TAs). The **course convener and other teachers** are responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding grades at the end of the Semester and transmitting the grades to the MBA office within the prescribed time limit.
- e) **Teaching Assignments** - The **course convener**, teachers, tutors and TAs for all the courses offered by the department during the Semester are designated by the concerned DPGC. If any other department is also required to participate in teaching a particular course, the respective DPGC designates the teachers, tutors and /or TAs.
- f) **Auditing of courses** - A student may audit a course in addition to the prescribed academic load requirement with the permission of the course convener. Under this arrangement, the student is simply auditing the course and the grade (if any) awarded to him/her in that course will not be entered in his/her Grade Report.

7.2. Evaluation

7.2.1. A student shall be continuously evaluated for his/her academic performance in a course through Mid Semester Examination, End-Semester Examination, Case study Analysis, Project, quizzes, assignment and class participation as applicable.

7.2.2. The distribution of weightage for each component shall be as follows:

Theory Courses with Laboratory/project:	
(i) End Semester Examination	50
(ii) Mid Semester Examination	20
(iii) Laboratory/project Work	15
(iv) Quizzes/short tests, tutorials, assignments	15
Total	100

Theory Courses without Laboratory/project:	
(i) End Semester Examination	60
(ii) Mid Semester Examination	30
(iii) Quizzes/short tests, tutorials, assignments	10
Total	100

7.2.3. For each type of project, a Project Coordination Committee (PCC) shall be constituted by DPGC in consultation with the Head of the Department. Such committees will be formed towards the end of the Semester previous to the Semester in which the project has to commence. Committee once constituted shall ordinarily remain unchanged till the completion of the project.

The project coordination committee will invite titles of projects from the faculty towards the end of the Semester previous to the Semester in which the project has to commence. The list of projects will be communicated to students and a tentative assignment of projects will be completed by the committee before the end of the previous Semester. In assigning projects interest of students for working in chosen areas should also be considered. Students may also submit project proposals to the coordination committee with the consent of faculty.

Before assigning supervisor(s), students will be given time to interact with faculty. The maximum number of students permitted with a faculty may be reasonably fixed by the departments/ schools. Normally not more than two supervisors (Supervisor and Co Supervisor) be assigned to a student.

The final assignment of projects and supervisor(s) be completed by the Department by the First Week of the Semester in which the project has to commence.

The Coordination Committee must ensure that once projects are assigned, students in consultation with their supervisors submit synopses/ work plans for the entire duration of projects within **THREE WEEKS** from the beginning of the Semester.

After receipt of synopses/ work plans, the Coordination Committee will form Evaluation Panel(s) for all Projects or Group of Projects, as decided by the Committee.

The Evaluation Panel once formed will do monitoring and evaluation of projects for the whole duration of projects based on the synopses and work plan.

The projects shall be evaluated twice in a semester (Mid Term and End Semester Examination). Supervisor(s) will award marks out of 30 based on performance. The Evaluation Panel(s) will conduct viva - voce/ seminar on specified dates and evaluate in 70 marks on the performance in the mid semester and the end semester examination and the regular monitoring during the semester. Concerned supervisor of student (if not already a member) shall be invited in the evaluation meeting of the student when he/ she is examined.

7.3. Coordination Committee:

- (a) For each course of a Semester, a Coordination Committee shall be constituted by the DPGC shall also nominate one faculty from amongst the members of the committee to act as the Convener of the committee. For subjects requiring class room instructions the Coordination Committee shall consist of all the teachers involved in teaching and conducting classes for that course (lectures, tutorials, field works, drawing/design work, workshop classes, seminars, etc.). The committee shall have at least two members. If only one teacher is involved in teaching, the DPGC will include one additional faculty of the area related to the course as member in the committee. In no case a tutor or teaching assistant is permitted to conduct theory courses. They may be engaged for tutorial classes and for laboratory classes under the guidance of course convener.
- (b) The Coordination Committee* shall have the following functions during the Semester.
 - i) Planning and coordination of teaching theory as well as practical subjects.
 - ii) Scheduling home assignments, quizzes, tutorials, etc.
 - iii) Conducting and assessing the Periodical Tests, etc.
 - iv) Setting of question papers for Mid semester and End semester Examinations. The following should be observed by the Coordination Committee:
 - i) Planning and coordination of teaching theory as well as practical subjects.
 - ii) Scheduling home assignments, quizzes, tutorials, etc.
 - iii) Conducting and assessing short Tests, etc.
 - iv) Setting of question papers for Mid Term and End Semester Examinations. The following should be observed by the Coordination Committee:
 - a) Question paper should be designed in such a manner that it covers the complete syllabus as per course structure and content given in course booklet/Academic Portal and announced to the student by the concerned teacher at the beginning of the Semester.
 - b) Question paper should be designed in a manner that it contain the questions of varying difficulty levels.
For example: Paper should have the fair balance of questions containing direct question/ logical reasoning/ analytical ability/ mathematical ability/ case studies and questions of applied nature depending upon the subject.
 - c) The question paper should be designed in a manner that students should complete the paper in the prescribed duration of the examinations. The

question paper should not be short or long duration i.e. time distribution should be fair.

d) Marks assigned to the questions should be fairly distributed over all units of the course content of the concerned subject.

v) Evaluation of Answer books and preparation of final marks list and submission of grades to the Examination Section, Office of Dean (Academic Affairs).

* If only one teacher is involved in teaching, all the functions except setting of question papers for Mid Term and End Semester Examination shall be carried out by the convener only.

8. Grading System

a) Grades and Grade Points

At the end of the Semester/summer term, a student is awarded a letter grade in each of his/her courses by the concerned course convener taking into account his/her level of learning based on performance in the various examinations, quizzes, assignments/term paper, laboratory/project work (if any), etc. as per the weightage declared in the beginning of the course. The grading should reflect the level of learning by the student, for such a purpose a relative grading system will be used. In **Relative Grading system** the Grade of a student is awarded based on the student's performance compared to the others in the class.

The grades are submitted in the academic office within the prescribed time limit after the end Semester examination as prescribed by DOAA office. **Normally, these are 72, 96 and 120 hrs for student strength ≤ 50 , 51-150 and > 150 .**

If a student does not complete all the requirements for a course for a genuine reason, the instructor may award the grade 'I' (Incomplete). An 'I' grade may also be awarded if the student has not appeared in the end Semester examination for cogent reasons. If the reason for missing the end Semester examination is not accepted as a cogent reason by the competent authority, 'I' grade shall be converted to fail grade F; otherwise, a make-up end Semester examination shall be conducted and the grade 'I' shall be replaced by the grade obtained by the student. An 'I' grade must be converted by the convener/teacher to a regular letter grade by the last date for such conversion specified. In case the student is permitted not to take the make-up exam on the dates specified in the Academic Calendar due to reasons of continuing illness (beyond the end Semester exam), the make-up exam for such students may be conducted later but no later than the date of registration of the beginning of next Semester. Failing this, the 'I' grade will automatically be converted to an F grade by the Dean (Academic Affairs) Office.

A student getting F or X grade in a course must repeat it or replace it (if it is an elective). If the Course happens to be an Elective, he/she can substitute the same by another Elective with the permission of the DPGC. In case, a student repeats a particular course then the new Grade obtained will be used for calculation of the CPI. However, both the grades will appear in the grade sheet.

The grading systems shall be applicable to all MBA students of RGIPT of the session 2020-21 and onwards as given below.

Grade	Grade Point	Description
A*	10	Outstanding (Extraordinarily high level of learning)
A+	10	Excellent
A	9	Very Good
B+	8	Good
B	7	Fair
C+	6	Average
C	5	Pass
F	0	Fail (Extremely low level of learning)
S	---	(Research Unit) Satisfactory
X	---	(Research Unit) Unsatisfactory
I	0	Incomplete
Z	0	Deregistered from the Course

b) Absolute grading system is followed in case of the MBA projects. The details of Marks secured and the corresponding grade to be awarded is as given below:

<u>Grade</u>		<u>Marks</u>
A+	≥	90
B+	≥	70 and less than 90
C+	≥	50 and less than 70
F	<	50

(No A, B, C and D grades to be awarded)

The above grading system is applicable for all MBA projects for students admitted in academic year 2019-20 and onwards. The marks awarded to a candidate may be the average of the marks awarded by the individual members of the committee.

c) Change of Grade Already Awarded - A letter grade once awarded shall not be changed unless the request is made by the course convener and is approved by the Chairman, Senate. Any such request for change of grade must, however, be made within six weeks of the start of the next Semester in the prescribed form with all relevant records and justification.

d) Semester Performance Index (SPI) – The Semester Performance Index (SPI) is a weighted average of the grade points obtained by a student in courses and describes his/her academic performance in a Semester. If the grade points associated with the letter grades awarded to a student are $G_1, G_2, G_3, G_4,$ and G_5 in five courses and the corresponding credits of courses are $C_1, C_2, C_3, C_4,$ and C_5 respectively, the SPI is given by

$$SPI = \frac{(C_1 \times G_1) + (C_2 \times G_2) + (C_3 \times G_3) + (C_4 \times G_4) + (C_5 \times G_5)}{C_1 + C_2 + C_3 + C_4 + C_5}$$

S and X grades and associated credits shall not be considered in the computation of the SPI.

d) Cumulative Performance Index (CPI) - The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed Semester term. It is computed in the same manner as the SPI, considering all the courses (say, n), and is given by

$$CPI = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of the CPI, but, both the grades appear on his/her Grade Report. The grade sheet issued at the end of each Semester will reflect the performance of each student in that Semester.

e) Grade Report - A Provisional Semester Grade Report is issued to each student at the end of the Semester (including summer term) having a record of cumulative performance also. Final Grade Report is issued on completion of all requirements of the Degree. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

f) Withholding of Grades – The grades of a student may be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her, or for any other valid reason.

9. INADEQUATE ACADEMIC PERFORMANCE

The academic performance of each MBA student is reviewed by Academic Performance Evaluation Committee (APEC) at the end of a Semester/ term and is considered inadequate if his/her performance is as under:

If, a student fails to clear 75% of the required cumulative credit at the end of the given academic year, he/she will be termed as '**academically deficient**'. A deficient student is one who either has not taken or has taken but failed in course(s) of previous Semester(s). The deficiency may be due to poor grades and/or not registering course(s) for health or other reason(s), etc.

His/her performance will be monitored on Semester to Semester basis. Depending on the degree of inadequacy, a deficient student may be placed on **Warning or Academic Probation, or his/her academic programme may be terminated.**

9.1. Warning

A student is placed on Warning if his/her earned credits at the end of a regular Semester are as follows:

- a) Earned Semester credits are in the range 30 - 50% of the total Semester credits at the end of the given Semester.

Such a student is required to sign an undertaking before the registration incorporating the following terms and conditions:

- i) He/She shall register for the courses for which he/she failed in an appropriate Semester to earn the pass credits,
- ii) He/She shall not hold any office in the Hostel, Students Councils or any other organization/body during academic probation.
- iii) Any other term/condition laid down by SPGC/Senate.

The parents/guardian will be informed about the academic performance of such students.

9.2. Academic Probation

A student is placed on Academic probation if his/her earned credits at the end of a regular Semester are as follows:

- b) Earned Semester credits < 30% of the total Semester credits at the end of the given Semester.

Such a student is required to sign an undertaking before the registration incorporating the following terms and conditions:

- i) He/She shall register for courses (if available) in which she/he failed to earn the pass credits.
- ii) He/She shall not hold any office in the Hostel, Students Councils or any other organization/body during academic probation.
- iii) Any other term/condition laid down by SPGC/Senate.

The parents/guardian will be informed about the academic performance of such students.

9.3. Termination

The programme of a student may be terminated by Senate if he/she

- a) is on Academic Probation and his cumulative earned credits < 40% of the normal cumulative credits at the end of Semester of the given academic year.
- b) is absent without authorized leave of absence for more than three weeks in a Semester and does not appear in the end-Semester examination of the courses in which he/she is registered.
- c) fails to report and register on or before the date of late registration without any bona fide reason and also does not report to the Institute the reason for the same within two weeks of the date of late registration.
- d) involves himself/herself in violation of the code of conduct. and the Senate Student Affairs Committee (S-SAC)/ a special Institute committee makes a recommendation to that effect.

For students in the termination list after the end of their first year, may be given an option to repeat the entire first year. In such case, the academic records will be reset. All such cases shall be reported to the Senate.

9.4. Appeal against Termination

A student, whose programme is terminated on account of inadequate academic performance or otherwise, has the right to appeal for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. An appeal committee appointed by the Chairman, senate under the chairmanship of Dean (Academic Affairs) may be formed to take a final decision after considering all the available inputs. However, no further appeal for review will be entertained unless substantial additional information is brought to its notice.

9.5. Registration of a Deficient Student

The programme of a deficient student must be framed by DPGC in such a manner that a student will be allowed to take one backlog subject as additional load in a Semester. For second year students, the backlog subjects may be registered during summer for clearance.

A deficient student due to academic performance may be advised not to register for the **progressive courses** if any of the following holds:

- (i) His/her earned credits up to that particular academic year is less than 60% of the cumulative required credits.
- (ii) He/she has a total backlog of seven or more courses of the curriculum.

10. LEAVE OF ABSENCE

Application for permission of absence should be submitted to the Dean (Academic Affairs) duly forwarded by DPGC convener/Head with proper documentary proof, if applicable. Absence must not usually be availed of without prior approval of the SPGC.

10.1. Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily. He/she is expected to complete his/her studies without any break. However, for bona fide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence for an extended period at the discretion of the Chairman Senate on the recommendation of Dean (Academic Affairs). Such leave of absence(s) shall ordinarily not exceed two Semesters with or without break during the entire period of the academic programme.

Continuous permitted absence for a period more than two weeks in a Semester will result in automatic withdrawal from all courses in that Semester.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner to the effect that he/she is sufficiently cured and is fit to resume his/her studies. The student will be allowed to register only when SPGC is fully satisfied of his/her state of health.

10.2. Permission to Proceed to other Institutions

In order to help a student to broaden his/her horizon and gain course/work experience, he/she may be permitted to proceed to other academic institutions in India or abroad as a non-degree transfer student. A student who satisfies the minimum eligibility conditions given below may spend up to one Semesters and/or one summer term in any academic institution of repute in India or abroad with prior permission of Dean (Academic Affairs).

a)

- i) Completion of first two Semesters of course work,
- ii) CPI of at least 8.0 (preferably), and
- iii) no backlog of courses.

b) The student shall make an application to Dean (Academic Affairs) through the concerned DPGC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where he/she has chosen to spend time as a non-degree student. The DPGC will examine the student's proposal to determine whether the proposed programme is of a suitable nature, both in quality and quantity. On the recommendation of the DPGC, Dean (Academic Affairs) with due permission from Chairman, Senate may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected institution. In such a case, the student will be informed about the requirements he/she must fulfill and to apply for waiver of academic credit on his/her return.

c) Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academic and other requirements of his/her ongoing postgraduate programme at the Institute. However, on return, he/she may apply for waiver with an official transcript of the grades obtained by him/her at the selected institution as a non-degree student and other documents/material that the concerned DPGC may require for evaluation. The DPGC will determine, by whatever means it deems fit, the equivalent courses and/or requirements for which the student may be given a waiver in his/her postgraduate programme at the Institute.

On the recommendation of the DPGC, Dean (Academic Affairs) with due permission from Chairman, Senate may allow a student waiver for a maximum of 24 credits in-lieu of his/her successful completion of the programme elsewhere as a non-degree student. Against each course or requirement for which a waiver is granted, a 'T' would appear on the Grade Report with an explanatory note that it stands for waiver granted due to courses taken and/or work done at the selected institution elsewhere. All such courses and/or requirements will not be considered in the final calculation of the SPI/CPI.

Those students who are selected by the Institute, using prescribed rules and procedures, to proceed on any Institutional Exchange Programme will also be governed by Rules and Regulations of the Institution.

11. REQUIREMENTS FOR DEGREE

11.1. Residence

The residence of one Semester for fulltime student is equivalent to registration by him/her for the normal academic load of courses during a Semester. The minimum duration and maximum limit of residence for completion of various postgraduate programmes are:

Programme	Minimum Duration (Semesters)	Maximum Limit of Residence (Semesters)
MBA	Three (03)	Eight (08)

12.1 Degree requirement

A student is required to complete successfully all the courses of the curriculum prescribed for his/her post graduate programme and earn a minimum level of, professional knowledge i.e., obtain *a minimum* value of CPI 5.0 and accumulated credits.

DEGREE	Credits to be Earned for Qualifying for the Degree
MBA	230 to 250

For award of the MBA degree a student must satisfy all the following conditions:

- A minimum CPI of 5.0 in the Programme (all four terms + summer project)
- Successful completion of summer project with at least B grade.
- No 'I' grade in any course/summer project.
- No 'F' or "Z" Grade.

12.2 However, a repeat of not more than one year in the Programme will be considered for awarding the MBA degree.

12.3 Subject to the grading system defined under Academic Rules total credit requirements for graduation and award of MBA degree is 230 (including eight credits for Summer Internship). A student is ordinarily expected to complete the M.B.A programme in 2 years. In exceptional circumstances, a student may be permitted to complete the programme within a maximum duration of 4 years from the date of admission (excluding the period of withdrawal, if any, permitted by the Senate Chairman on recommendation of the Dean of Academic Affairs on health grounds)

12.4 A student, who has completed all the degree requirements, is recommended by the Senate to the Board of Governors (BOG) of the Institute, for the award of the degree in the ensuing Convocation. The degree is awarded only after the BOG accords its approval.

13.1 Graduation

A student is deemed to have completed the requirements for graduation if he/she has

- a) met the academic requirements outlined in Sections 12.1, 12.2
- b) satisfied additional requirements, if any, of the concerned department,
- c) paid all dues to the Institute and the hostel, and
- d) no case of indiscipline is pending against him/her.

13.2 Relaxation Provisions

Senate may grant relaxation in the prescribed minimum residence and/or academic requirements to a student in view of the work done by him/her in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case. A student failing to complete the programme even within the maximum duration specified may be allowed by the Senate to continue depending on the merits of the case.

14. DEGREES

14.1 Award of Degrees

A student who completes all the graduation requirements specified in Section 12.1 is recommended to the Senate of RGIPT, Jais for award of the appropriate degree in the ensuing convocation.

14.2 Withdrawal of the Degree

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the withdrawal of a degree already awarded.

15. SCHOLARSHIPS, PRIZES AND MEDALS

The Senate Scholarships and Prizes Committee (SSPC) determines the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to Institute students. It also coordinates and reviews the application of the policy and makes recommendations to the Senate for its final decision.

15.1 Scholarships

Provision of scholarships for meritorious students may be framed and applied to the MBA students.

These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information. A student leaving the Institute on his/her own accord without completing the programme of study may be required to refund the amount of scholarship, etc. received during the academic session in which he/ she leaves the Institute.

15.2 Prizes and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals, established

by the Institute on its own or through endowments/ grants made by donors, with the approval of the Board of Governors.

16. CONDUCT AND DISCIPLINE

16.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Institute. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and is considered a serious cognizable offence.

16.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

16.2.1: Rules to handle use of Unfair practices during Examination

If a student is found to have adopted or suspected of adopting unfair means during or after the examination that provides him/her undue advantage in matter of performance over fellow students, the following action shall be taken by the Institute to uphold the sanctity and integrity of the examination system and credibility of the Institute.

- All cases of use of unfair practices during examination may be reported by the invigilator/course convener or any person to the Dean (Academic Affairs) for consideration.
- In the event of detection of use of unfair mean by any student during examination, the invigilator shall report the matter to the Examination incharge in the prescribed form clearly stating the mode of use of unfair mean and attaching the written/printed material along with the form if found in possession of the student during the examination. The other invigilators present in the examination hall shall witness the reported use of unfair mean.
- The invigilator shall take the answer book provided to the student and store the same for record purposes and provide another answer book to write the remaining answers
- The Examination incharge shall submit the (1) report by the invigilators on alleged use of unfair mean, (2) documentary evidence such as printed or handwritten matters found in possession of the concerned student, (3) answer book of the student and (4) the written

declaration from the student in a sealed envelope to the Dean (Academic Affairs) for further action

- The Dean (Academic Affairs) being the Chairman of the Unfair Means Committee (UMC) will deliberate with the members of the UMC in a meeting preferably to be held within two working days from the day of report received and propose suitable punishment to the student as elaborated in Table below.

Nature of Unfair Mean	End Semester Examination		Mid Semester Examination
	Theory	Practical	
Smuggling of answer book or pages thereof, use of abusive language, manhandling, assault or tearing of answer book	Fail grade (F) in all the theory subjects of the Semester	Fail grade (F) in that subject	Zero marks in all subjects of the examination
Found copying by invigilators	<ul style="list-style-type: none"> • Fail grade (F) in that theory subjects • Any subsequent act on same examination or further examinations; fail grade in all theory subjects 	Fail grade (F) in that subject	<ul style="list-style-type: none"> • Zero marks in that subjects of the examination • for repeated offence in the same or subsequent examinations zero marks in all subjects of the examination
Found in possession of written materials related to the examination.	<ul style="list-style-type: none"> • Warning • for repeated offence in the same or subsequent examinations “F” grade in all theory subjects 	Fail grade (F) in that subject	<ul style="list-style-type: none"> • Warning • for repeated offence in the same or subsequent examinations zero marks in all subjects of the examination
Talking and Consultation	Fail grade (F) in the subject for repeated consultation even after warning by invigilator	Fail grade (F) in the subject for repeated consultation even after warning by invigilator	Zero marks in that subject for repeated consultation even after warning
Impersonation	Fail grade (F) in all theory subjects of the examination and disciplinary action	“F” grade in that subject and disciplinary action against the	Zero marks in all subjects of examination and disciplinary action

	against the impersonating person	impersonating person	against the impersonating person
Found in possession of electronic items	The particular examination will be cancelled and “F” grade will be awarded in the subject.		Zero marks in that subjects of the examination

- Any other reported matter of unfair means and plagiarism in an examination shall be brought to the notice of the Unfair Means Committee for examination and recommendation of suitable punishment.
- The recommendation of the UMC shall be presented before the Director for approval. The Director on his/her wisdom or discretion may reduce or pardon the student. In such cases, the decision of the Director shall be final.
- The student punished for use of unfair mean in a Semester however will be eligible for registration in the higher Semester if otherwise qualified for the same.

The Senate Student Affairs Committee (S-SAC) investigates alleged misdemeanors, complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, teacher or other functionary of the Institute. Further, in very exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

The Senate may not recommend a student, who is found guilty of some major offence, a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

17. EXAMINATION RELATED RULES

a. Schedule of Examinations:

The schedule for the mid semester examination, the end Semester examination and the make-up examination (if any) in courses required to fulfil the Institute requirement is prepared and announced by the Dean (Academic Affairs), whereas the schedule for these examinations in Departmental courses is prepared and notified by the respective DPGCs. All the examinations should be held during the periods/days specified in the Academic Calendar.

b. Make-up Examinations:

If a student, for cogent reasons such as severe illness, fails to appear in the mid-Semester or end-Semester examination in one or more course(s), he/she may make a request personally or through someone to Dean (Academic Affairs) through Convener, DPGC for a make-up examination within three days of the date of the scheduled examination. The application will be subsequently submitted before the Chairman, Senate for final approval. Such a request must, however, be made on a prescribed form, available in the Academic Office, giving reasons for the failure to appear in the end-Semester examination with a certificate from a Medical Officer designated by the Institute, in case the failure was due to illness. The makeup examinations are discouraged under normal scenario and will be considered only in case of a severe medical emergency.

Examination Rules

- A student of the Institute's MBA programme eligible for appearing in any examination is referred to as "examinee".
- Examinees should occupy their allotted seats 15 min before to 15 minutes after the start of any examination.
- Late entrants will not be allowed to enter the examination hall.
- All bags/belongings must be left at the front/back of the examination hall (closest to the door).
- All examinees are required to bring relevant writing implements like pen, pencil, highlighter and calculator (whenever allowed) as they are not provided by the institute.
- While writing answers sheet black/blue pen should be used. Examinees are strictly advised not to use pencil for answering. In case any future mis-happening occurring the programme office/ institute will not be responsible.
- Electronic gadgets like laptop, tablet, and mobile phones, etc. are not allowed in the examination hall. However, in case computing instruments like computer, tablet, and iPad are allowed for using during the examination (as specified in the question paper) the students will be allowed to bring and use them.
- In case of closed book examinations no books, printed notes, class notes, and any other support materials are allowed in the examination hall.
- In case of open book examinations (specifically announced before hand and will be mentioned in the question paper) necessary materials will be allowed as per the instructions given in the question paper by the concerned examiner.
- The Institute follows zero tolerance policy towards unfair means adopted during the examination process or submitting any assignments.
- Examinees are not permitted to share items e.g. calculator, pen, pencil, or speak to any other examinees during the examination. Examinees are strictly advised not to take help or help any other examinees/students in the examination hall or outside the examination hall during the entire duration of the examination. Such actions will be considered as adopting unfair means.

- Adopting unfair means is regarded as an act of grave misconduct and is considered as gross violation of discipline. Such acts are punishable and attract severe punishments which include possible expulsion from the programme/institute.
- No examinee will be allowed to leave the examination room without permission from the invigilator.
- At a time no two examinees will be allowed to leave the examination hall during the conduct of the examination.
- During examination an examinee going out of the examination hall should return back to his/her allotted seat within 1-7 minutes from leaving the room. In case an examinee doesn't return within stipulated time, the concerned examinee will not be allowed to continue further writing the examination.
- All students/examinees are expected to behave responsibly and honestly with the faculty/invigilators or staff. In case any objectionable behaviour of any student/examinee reported by the instructor/faculty/invigilator necessary disciplinary action will be initiated.
- If an examinee finishes his/her examination early he/she may submit the answer script to the invigilator. Examinees shouldn't leave the room without permission from the invigilator.
- Examinees are advised to submit answer scripts on time. All examinees must stop writing at the conclusion of the examination time, remain seated until all answer scripts have been collected and instructed to leave the room.
- It is the responsibility of examinees to ensure that the invigilator receives answer scripts before they leave the room.
- In case of computer based examinations all examinees are required to ensure that they have proper power back-up in their personal computers to last the entire duration of the examination.
- Before submitting the soft copy of the answer script all examinees need to ensure that the file carries their *Roll Number* and Name.

Credit Assignment to each component of the course:

The subject in each lecture hour be covered in such a way that student is required to study two extra hours with books and other reading material or do assignment or prepare term paper. Problem solving in tutorials also be such that one hour/ tutorial hour home work is to be done by the student. Practical hours are such that the student do not require any extra hour. Writing observations, making reports and evaluation are to be completed in the assigned hours. For each hour of study/ week by a student he/she earns a credit.

The students are supposed to devote 50-60 hours per week in a semester to earn 5 credits.
Credits for a course $C = L$ (lecture hrs) + T (Tutorial hr.) + P (Practical Hrs.) + SS (self-study hrs.)

$$SS = 2L + T + A$$

Where, A is additional work and it is normally 'Zero 0' for UG courses.

Thus
$$C = L + T + P + SS (2L + T) = 3L + 2T + P$$

Nature of Courses:

1. Courses with lecture component only; no need of extra contact for solutions of problems based on the subject taught. Contact hours 2-3 lectures / week;
Credits C = 3L
2. Courses with lecture and tutorial component; Contact hours 2-3 lectures, and 1 tutorial / week; **Credits C = 3L + 2T**
3. Courses with lecture and Practical components; no need for tutorials; 2-3 lectures and 2-3 practical contact hours / week;
Credits C = 3L + P.
4. Courses with lecture, tutorial and Practical components; 2-3 lectures, 1 tutorial and 2-3 practical contact hours / week
Credits C = 3L + 2T + P.
5. Courses with Practical component only;
Credits C = P.
6. Projects, Training will also earn credits as practical. However, the credits may be assigned considering the magnitude of work not with the hour spent.