

KERALA TECHNOLOGICAL UNIVERSITY



ACADEMIC ORDINANCES

MBA PROGRAMME OF CET SCHOOL OF MANAGEMENT

July 2015

ORDINANCES

O-1

Candidates who have been awarded or qualified for the award of the Bachelor's degree in Engineering / Technology / Business Administration with 50% marks in aggregate or Bachelor's degree in Arts / Science / Commerce with 50% marks in aggregate for the main course papers are eligible to apply for admission to the MBA programme.

O-2

Duration of the MBA programme will normally be two academic years spanning six trimesters.

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Reservation policy of the Government of Kerala and the Government of India shall be followed in admissions to the MBA programme.

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Award of MBA degree shall be in accordance with the academic regulations of the University.

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Notwithstanding any that are stated in the ordinances, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India.

O-6 Admission to the MBA programme

O-6.1 Admission to MBA programme will be as per the ordinances and regulations of the University following the guidelines given by the State and Central Governments on reservation.

O-6.2 The number of students admitted are decided by the University based on the approval by the competent authorities.

O-6.3 It is mandatory that students seeking admission to the MBA programme should have a valid score in a national level admission test, notified by the University or Government of Kerala.

O-6.4 Admission to the programme as per the admission procedure is final and binding for the whole duration of the programme.

O-6.5 Foreign nationals whose applications are received through Indian Council or Cultural Relations, Government of India, are also eligible for admission to the MBA programme.

O-6.6 Announcements for MBA programmes, including brochures, will be made by CET School of Management, as per the ordinances and regulations of the University.

O-6.7 Admission will be complete only on meeting all the requirements mentioned in the letter of admission and on payment of the fees. Failing to comply with this will lead to cancellation of admission.

O-7 Language of Instruction and Evaluation

Unless otherwise stated, the language of instruction and evaluation shall be English.

O-8 Academic Calendar

The University shall publish the academic calendar for every academic trimester / year, indicating the commencement of trimesters as well as instructions, course registration date(s), enrolment date(s), weeks in which the mandatory internal tests are to be conducted, dates for completing internal evaluations, last instruction day in the trimester, schedule of trimester examinations and official holidays in the trimester / academic year. CET School of Management has to publish its own academic calendar in line with the University academic calendar indicating other events that are planned in each trimester.

O-9 MBA Programme Structure

O-9.1 MBA programme will be structured on credit based system following the trimester pattern with continuous evaluation.

O-9.2 Duration for the MBA programme will normally be 6 (six) trimesters. Maximum duration is 9 (nine) trimesters.

O-9.3 Each trimester shall have 55 instruction days; i.e. 11 weeks of instruction.

O-9.4 The general course structure of MBA programme will be as given below:

1. Core courses
2. Specialization Electives
3. Project work

O-9.5 A Student can opt for specialization in the second year as per rules framed for this by the Academic Board for Management Programme (ABM).

O-9.6 The curriculum of MBA programme is designed to have a total of **115** credits for the award of the degree. Curricula for the first threestrimesters will be common for all specializations of the MBA programme.

O-9.7 Credit Assignment

Three (3) credits for each of the 23 courses in the core segment, each of which having four hours of instructions per week

Three (3) credits for each of the 10 elective courses of specialization, having four hours of instructions per week. The elective courses will be offered based on students' options, subject to the condition that the number of students opting for an elective course should be at least 10 or 15% of the total students admitted to the programme, whichever is higher. The specialization areas offered are Finance, Marketing, Human Resource Management, Information Systems and Operations.

Three (3) credits for soft-skill course spread over the first threestrimesters, with internal evaluation in the first twotrimesters and an exam in the thirdtrimester for grading.

A two-month summer internship in an organization in between the third and fourthtrimesters is part of the programme with three (3) credits. The credit is accounted in the sixthtrimester.

Four (4) credits for a project carried out in an area of specialization during the fifthtrimester

Six (6) credits for a comprehensive project which will be organization based to be completed during the sixthtrimester. Evaluation of the project will be based on a report, presentation and viva-voce.

O-9.8 Credits are apportioned among knowledge segments in the core areas and elective courses that are approved by the Academic Board for

Management Programme (ABM) constituted for CET School of Management by Kerala Technological University.

O-9.9 Self-selected projects for all Courses will form part of the internal evaluation process.

O-9.10 Foundation Course (non-credit)

The purpose of the Foundation Course is to bring all students who are admitted to MBA programmes from various streams at par in terms of knowledge in Accounting, Statistics & Mathematics, Economics, Principles & Practices of Management and Computer Applications.

The Foundation Course will have five components: Basic accounting principles; Principles and practices of management; Computer applications; Mathematics and Statistics; Economics (18 hrs X 5 components = 90 hours). Topics to be covered in these five components will be decided at college level.

The Foundation Course is to be offered for 15 working days at the beginning of the 1st Trimester. Students will have to obtain at least 75% marks in the examination conducted at the end of the Foundation Course for each of the components and the same is mandatory for grading in the third trimester examination. Those who score less than 75% will be given chances to improve their score to the required minimum, once each in the first three trimesters.

O-9.11 Electives: The students can select elective courses from the list of elective courses offered for the programme. Specialization depends on the number of electives opted by the student in a specific area. Students will have to opt for four elective courses in the fourth trimester, four electives in the fifth trimester and two electives in the sixth trimester.

The students will have the option of auditing additional courses in any one of the specialisations. Audited courses will not be considered for computing the CGPA.

O-9.12 Credits are assigned to courses at the rate of one credit for 15 lecture hours.

O-9.13 University may allow students to transfer credits, with the approval of the Academic Board for Management Programme (ABM).

O-10 Curriculum, List of Courses and Syllabi

O-10.1 The MBA programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Board for Management Programme (ABM).

O-10.2 Courses are categorized as Core Theory (CT), Electives (EL), Projects (PR) and Internship (IS)

O-10.3 Courses and trimesters

Trimester 1: 18 credits – Six Core courses (CT)

Trimester 2: 18 credits – Six Core courses (CT)

Trimester 3: 21 credits – Six Core courses (CT), Three credits earned for soft-skill in the first three trimesters

Trimester 4: 18 credits – Two Core courses (CT) and Four Electives (EL)

Trimester 5: 22 credits – Two Core courses (CT), Four Elective courses (EL), and Project in an area of specialization (PR)

Trimester 6: 18 credits – One Core course (CT) and Two Elective courses (EL), Comprehensive project (PR) and internship credit earned between 3rd and 4th trimester (IS)

O-11 Programme duration

Normal duration of the programme shall be for six trimesters, each of 11 weeks duration. In case of prolonged illness or other personal contingencies, the University may allow a student who has earned credits for at least one trimester, to extend the program by three more trimesters at the most.

Students who have earned credits for courses listed in the first three trimesters are permitted to register as external candidates if they take up a job. However, they have to complete the programme within a total of six trimesters.

O-12 Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a trimester. Students have to register for all courses offered in the first trimester at the time of admission and for all courses offered in the second and third trimesters before the commencement of these trimesters. They do not have to enrol for the first three trimesters. All students are required to register at the end of the third, fourth and fifth trimesters for the courses they want to take in the following trimester. Later they have to enrol for these courses in the new trimester based on the previous trimester results. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including

any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced in the academic calendar of CET School of Management. Any late registration or enrolment, allowed up to 7 working days from the commencement of the trimester, will attract a late registration/enrolment fee.

A student can drop a course or substitute one already registered by another, for valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the trimester.

The maximum number of credits a student can register in a trimester is limited to 22.

O-13 Course completion and earning of credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university and appear for all the internal evaluation procedures for completion of the course. However, earning of credits is only on completion of the trimester examination and on getting a pass grade. Students, who have completed a course but could not write the trimester examination for valid reasons, are permitted to write the trimester examination at the next opportunity and earn the credits without undergoing the course again. Failed candidates or those not allowed to take the trimester examination for want of attendance or for other reasons, do not have this option.

O-14 Core courses, prerequisites and electives

Courses identified as core courses are mandatory courses for which the credits are to be earned for the award of the MBA degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective could be permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

O-15 Trimester and Supplementary Examinations

At the end of the trimester, trimester examination will be conducted in all courses offered in the trimester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted before the commencement of the next trimester, for eligible candidates registered for them.

O-15.1 Eligibility to write the trimester examination

The major eligibility criteria for the trimester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the trimester examination is 90% in each course.

O-15.2 Eligibility to write the Supplementary examination

Only failed students and those who could not write the trimester examination due to health reasons or other contingencies that are approved by the Principal of the College can register for the supplementary examination. Grades awarded in the supplementary examination will be taken as trimester grades in these courses and will be based on the trimester examination grading pattern in that course.

O-15.3 Re-registering for a course or courses

Students who could not earn the required minimum credits at the end of a trimester or had to discontinue the programme for valid reasons, are permitted to register again for the course on written request, when it is offered in the next academic year.

O-16 Academic Assessment/Evaluation

The university follows a continuous academic evaluation procedure.

O-16.1 Assessment procedure and the corresponding weights are as follows:-

For theory courses

- i) Two internal tests, each having 15%
- ii) Assignments having 10%
- iii) Project & Presentation having 15%
- iv) Trimester examination having 60%

All the above are mandatory requirements to earn credits.

Students who have missed either the first or second internal test can register with the consent of faculty and the Director (CET-SOM) for a re-test which shall be conducted soon after the completion of the second test and before the trimester examination. The re-test will cover both first and second test course plans.

All the above assessments are mandatory to earn credits.

O-17 Project in the area of Specialisation (during 5th trimester)(3 Credits)

Evaluation is based on the following:-

i)	Two progress assessments	20%
ii)	Final Project Report	30%
iii)	Project presentation and Viva-voce	50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman: Director, CET School of Management
Members: Project supervisor of the student
One faculty member from the SOM

O-18 Comprehensive Project which is organisation based (6 Credits)

Evaluation is based on the following:-

i)	Two progress assessments	20%
ii)	Final Project Report	30%
iii)	Project presentation and Viva-voce	50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman: Director, CET School of Management
Members: Project supervisor of the student
One external faculty in Management Studies
One faculty member from SOM
One external member from industry

O-19 Faculty Advisor/Counsellor

All students will have faculty advisors whose role will be:-

- i) To guide and help them on academics
- ii) To monitor their progress in academics and advise them
- iii) To counsel them and hand hold them in any difficulty

O-20 MBA Course Committee

The MBA Course committee is to be in place with Director, CET School of Management as the Chairman. Other members of the Committee are:

- i) All teachers in CET-SOM offering the course
- ii) Four student representatives nominated by the Director, CET-SOM.

Course committee shall meet at least twice in trimester - one around the middle of the trimester and one before the end of the trimester. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and difficulties faced by the students, analyse the feedbacks collected from the students and take suitable remedial actions at the appropriate time. Immediately after the trimester, the committee should meet without student representatives to review the internal assessment marks and approve them.

O-21 Award of Grades

Grading is based on the total marks obtained by the student in a course. University will follow relative grading. The grade card will only give the grades against the courses.

Trimester grade card will give the grade for each registered course, Grade Point Average (GPA) for the trimester as well as Cumulative Grade Point Average (CGPA).

O-22 Grades and Grade Points as per UGC guidelines followed by the University are as given below:

Grades	Grade Point	Percentage of total marks obtained in the course
S	10	90% and above
A ⁺	9	85% and above but less than 90%
A	8	80% and above but less than 85%
B ⁺	7	70% and above but less than 80%
B	6	60% and above but less than 70%
C	5	50% and above but less than 60%
P	4	45% and above but less than 50%
F	0	Less than 45%
FA	0	Failed due to lack of attendance
FS	0	Failed in Trimester examination
I		Course Incomplete

GPA and CGPA are calculated based on the above grading norms.

O-23 Revaluation and Grade improvement

These options are not available. However the student is permitted to check the answer book of the trimester examination after the results are declared. Any discrepancies in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the university shall be final on this.

O-24 Grade Cards

Students who have written the trimester examination will be given the grade cards for the registered courses, in every trimester. On earning the required credits for the degree, a consolidated grade sheet for the MBA program will be given.

O-25 Classifications like Distinction or First Class

MBA degree will not have any classifications like distinction or first class.

O-26 MBA Specialisation Course Certification

The MBA Programme offers elective courses in specialization areas. Students are allowed take more courses in addition to the ten elective courses, in which case, an additional certificate will be given named **MBA Course Certification in <name of elective course>**. However, the credits obtained in such courses will not be considered for calculating the GPA or CGPA.

O-27 Discipline

Every student is required to observe discipline and decorous behaviour both inside and outside the college campus and refrain from any activity which may tarnish the image of the college and the university.

Any act of indiscipline or misbehaviour will be referred to the Disciplinary Action Committee (DAC) of the college that will make detailed enquiry on the matter and decide on the course of action to be taken and forward it to the Director (CET-SOM) for implementation. The student may appeal to the Principal whose decision on the matter shall be final.

Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examination shall be reported to the Director of CET School of Management, who in

turn shall refer it to DAC through the Principal of the College. On the basis of the report and evidence available or gathered, DAC shall immediately initiate enquiry giving the concerned student a chance to explain his / her case. Based on this, the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examinations of the University and forward it to Principal for action.

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the College. Each student of CET School of Management, along with his / her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

O-28 Miscellaneous Provisions

Provisions for Students' Welfare Committee and Grievances & Appeals Committee are as per the provisions given in the ordinances for M Tech programmes of the University.

Leave of absence: Students who desire to take leave have to apply for it to the concerned Faculty Advisor. The application together with any supporting documents like doctor's certificate or other relevant information is to be forwarded to the Director of CET SOM, with the recommendation of the teacher indicating the total leave of absence the student has so far availed. Approval for leave is to be given by the Director, CET SOM. After any prolonged medical leave, normally exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.

O-29 Amendment to Ordinance

Notwithstanding all that has been stated above, the University has the right to modify any of the above ordinances from time to time.