



## PROGRAM REGULATION

# “MASTER OF BUSINESS ADMINISTRATION (MBA)”

w.o.f. Academic Year 2022-'23  
(v3)

*॥ तमसो मा ज्योतिर्गमय ॥*

### VISION

To provide equal opportunities for value based global education for creating an Enlightened Society

### MISSION

To establish and facilitate educational institutions in the region for providing affordable value based global education to all who aspire to study and to create opportunities to educators, social workers and philanthropists to serve society



**SARVAJANIK  
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

*creating an enlightened society...*

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Constituent Institute:  
**S. R. LUTHRA INSTITUTE OF  
MANAGEMENT  
(SRLIM)**





**Program Regulation**  
**Master of Business Administration**

The Program Regulation for Master of Business Administration proposed and drafted by Academic and Curriculum Committee of Management (MBA) under the Faculty of Management in the meeting held on \_\_\_\_\_ and recommended to 'BOARD OF STUDIES' for approval.

<b>Prof. Ravi Valdiya</b> <b><u>Chairman, Academic &amp; Curriculum Committee Management (MBA)</u></b>	<b>Place of the meeting</b> <b><u>S. R. Luthra Institute of Management</u></b>	 <b>Sign</b>
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The proposed Program Regulation was approved by Board of Studies; Management under the Faculty of Management in the meeting held on 06-08-2022 and was recommended to the 'FACULTY' for approval.

<b>Prof. Jimmy Kapadia</b> <b><u>Chairman, Board of Studies - Management</u></b>	<b>Place of the meeting</b> <b><u>S. R. Luthra Institute of Management</u></b>	 <b>Sign</b>
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The Program Regulation was approved by the Faculty of Management in the meeting held on 06-08- 2022 and was recommended to 'ACADEMIC COUNCIL' for approval.

<b>Prof. Jimmy Kapadia</b> <b><u>Chairman &amp; Dean, Faculty of Management</u></b>	<b>Place of the meeting</b> <b><u>S. R. Luthra Institute of Management</u></b>	 <b>Sign</b>
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The Program Regulation was approved by the 'Academic Council of Sarvajani University' in the meeting held on 10-08-2022.

<b>Prof. Persi Engineer</b> <b><u>Chairman, Academic Council &amp; Hon'ble Provost, Sarvajani University</u></b>	<b>Place of the meeting</b> <b><u>Sarvajani University</u></b>	 <b>Sign</b>
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# Sarvajanik University

**S. R. Luthra Institute of Management**

**Program Regulations**

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

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(From Academic Year 2022-2023 onwards)

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## Version History:

No.	Version	Applicable from
1	v1	10 <sup>th</sup> December 2021
2	v2	3 <sup>rd</sup> March 2022
3	v3	<i>10<sup>th</sup> August 2022</i>

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## SRLIM

*Established in 1999 under Sarvajanik Education Society*

*Recognized by AICTE, New Delhi*

*A Constituent Institute of  
Sarvajanik University*

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## VISION

*Aspiring to become a global leader in imparting ethical and holistic  
'Management Education' for fair business practices and efficient  
organization, creating an equitable society.*

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## MISSION

*To educate, equip and inspire global leaders and innovators through  
diverse programmes, experiential learning and institute–industry  
collaboration for excellence in business and economy.*

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## Program Regulations: M.B.A. Program, S. R. Luthra Institute of Management

<b>MB 1.0</b>	<b>Short Title and Commencement</b>
	<p>a) The Regulations listed herewith shall be known as “<b>Program Regulations for the Two Year (Four Semesters) Full-Time M.B.A. Program, S. R. Luthra Institute of Management at Sarvajanic University</b>”.</p> <p>b) The Program Regulations shall be applicable from Academic Year 2022-23.</p>
<b>MB 2.0</b>	<b>Definitions</b>
	<p>a) “ACPC” means the Admission Committee for Professional Courses;</p> <p>b) “Academic Council” means Academic Council of Sarvajanic University;</p> <p>c) “Academic Year” means the One Year Period commencing from 1<sup>st</sup> July of the current year to 30<sup>th</sup> June of the succeeding year; and comprising of one odd and one even semester;</p> <p>d) “Answer scripts” means test, assignment or examination answer sheet or booklet;</p> <p>e) “AICTE” means The All-India Council for Technical Education;</p> <p>f) “CGPA” means Cumulative Grade Point Average, which is the average of grade points obtained by a student in all the courses;</p> <p>g) “Credit” means the unit by which coursework is measured;</p> <p>h) “Credit Point” means the product of grade points and the number of credits for a course;</p> <p>i) “Faculty” means the Faculty of Management;</p> <p>j) “Full-Time student” means a student who is spending his / her full time on campus for a program;</p> <p>k) “Grade Point” means a numerical weight allotted to each letter grade on a 10-point scale;</p> <p>l) “Institute” means S. R. Luthra Institute of Management;</p> <p>m) “I-SIP” means International SIP (Summer Internship Project)<sup>1</sup>;</p> <p>n) “Letter Grade” means an index of the performance of students in a said course. Grades are denoted by AA, AB, BB, BC, CC, CD, FF, PP, NP<sup>2</sup> and NA;</p> <p>o) “M.B.A.” means Master of Business Administration;</p> <p>p) “P.G.” means Post Graduate;</p> <p>q) “Program” means a set of courses a student is required to complete to become</p>

<sup>1</sup>Introduced in v2

<sup>2</sup>Introduced in v2

	<p>eligible for the award of M.B.A. Degree;</p> <p>r) “SGPA” means Semester Grade Point Average, which is the weighted average of the grade points obtained in all the courses and projects during the semester;</p> <p>s) “Semester” means 15-18 weeks of academic work equivalent to 90 actual teaching days;</p> <p>t) “University” means the Sarvajanik University, Surat.</p>
<b>MB 3.0</b>	<b>Academic Program</b>
	The Regulations laid down herewith pertain to the Two-Year Full-Time Master of Business Administration (M.B.A.) Program.
<b>MB 3.1</b>	<b>Nomenclature of the Program</b>
	<p>The nomenclature and the abbreviation as given below shall be used for the Two-Year Full-Time M.B.A. program offered by the University:</p> <p style="text-align: center;"><i>Master of Business Administration (M.B.A.)</i></p>
<b>MB 3.2</b>	<b>Eligibility for Admissions</b>
	<p>a) Admission to the Two-Year Full-Time M.B.A. program shall be conducted as per the guidelines/norms prescribed by Admission Committee for Professional Courses (ACPC), Ahmadabad; and as per the directives of the Board of Management of the University.</p> <p>b) The entry-level qualifications required for getting admitted to the Two Year Full-Time M.B.A. program shall be as per the norms established by The Government of Gujarat / Department of Technical Education / Admission Committee for Professional Courses (ACPC) from time to time.</p> <p>c) 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; which is mandatory for the confirmation of admission.</p>
<b>MB 3.2.1</b>	<b><sup>3</sup>Transfer of Students from Other Universities to Sarvajanik University</b>
	<p>A student pursuing a Two-Year Full-time M.B.A. from any other Indian University can opt for admission to the M.B.A. Program of Sarvajanik University, subject to the following conditions:</p> <p>a) The transfer and subsequent admission can only be undertaken if there is a vacancy of seats available in the Third Semester of the M.B.A. Program of</p>

<sup>3</sup>Introduced in v2

	<p>Sarvajanik University.</p> <p>b) The transfer from an M.B.A. Program of another Indian University to the M.B.A. Program of Sarvajanik University can only be undertaken in the Third Semester<sup>4</sup> of the Program. The student should have completed the first two semesters of the First Year of the M.B.A. Program of another Indian University, and it should be an approved Program.</p> <p>c) The results of the first two semesters should have been declared and the student must not have any backlog in the First Two Semesters of the M.B.A. Program.</p> <p>d) The student's application for seeking admission to the Third Semester of the M.B.A. Program at Sarvajanik University shall be subjected to scrutiny by a Competent Authority of the University responsible for certifying the equivalence.</p> <p>e) The student shall be required to pay all applicable fees of the Program, irrespective of the category of admission.</p> <p>f) The student shall have to apply for seeking admission, as per the rules laid down by the University and shall have to pay the applicable fees.</p>										
<b>MB 3.2.2</b>	<b>Enrolment Number</b>										
	<p>a) Once the student is admitted to the Program, the student shall be awarded and identified with an enrolment number which shall remain unchanged throughout the duration of the Program.</p> <p>b) The Enrolment number shall comprise 11 digits, which are coded as under:</p> <table border="1" data-bbox="464 1361 1326 1532"> <thead> <tr> <th>Institute</th> <th>Year of admission</th> <th>Faculty</th> <th>Program</th> <th>Student's role number</th> </tr> </thead> <tbody> <tr> <td>LM</td> <td>21</td> <td>MG</td> <td>MB</td> <td>001</td> </tr> </tbody> </table> <p>Where,</p> <p><b>LM</b> – Luthra Management (S.R. Luthra Institute of Management)</p> <p><b>21</b> – Year of admission, short for <u>2021</u></p> <p><b>MG</b>- M = Master's Program, G= Management Faculty</p> <p><b>MB</b> – M.B.A. Program</p> <p><b>001</b> – Role number of 1<sup>st</sup> student of the batch</p>	Institute	Year of admission	Faculty	Program	Student's role number	LM	21	MG	MB	001
Institute	Year of admission	Faculty	Program	Student's role number							
LM	21	MG	MB	001							

<sup>4</sup>Modified in v2

<b>MB 3.2.3</b>	<b>Leave of Absence (LOA)</b>
	<p>a) Due to unavoidable circumstances, if students are compelled to suspend their studies, they may apply for a Leave of absence (LOA).</p> <p>b) Only those students who have completed ATLEAST their FIRST SEMESTER are eligible to apply for a Leave of absence (LOA).</p> <p>c) The Leave of absence shall only be granted in exceptional circumstances involving reasons such as financial, medical, social etc.; by competent University authorities, on a case-to-case basis.</p> <p>d) The Leave of absence shall be granted for ONE FULL ACADEMIC YEAR, only once.</p> <p>e) Students will have to apply for the LOA to the University by filling up the prescribed form and payment of applicable fees.</p>
<b>MB 3.2.4</b>	<b>Withdrawal from the Program</b>
	<p>a) A student undergoing the program is allowed to withdraw at any point during the program of study after submitting a request to the Registrar.</p> <p>b) Permission to withdraw shall be given by the Registrar after obtaining the approval of the Dean of the concerned Faculty.</p> <p>c) Any fees and other charges collected for that semester shall not be refundable.</p> <p>d) At the student's request, a Certificate will be issued for the courses completed.</p>
<b>MB 3.2.5</b>	<b>Termination from the Program</b>
	<p>A student will be directed to discontinue the program and leave the University on the following grounds:</p> <p>a) Failure to meet the standards of discipline as prescribed by the University from time to time;</p> <p>b) Failure to complete the program within the prescribed maximum duration permitted by the University's Regulations;</p> <p>c) Violating the code of conduct.</p> <p>In case of termination, there shall be no refund of any kind of fees whatsoever, paid by the student to the Institute or the University.</p>
<b>MB 3.3</b>	<b>Medium of Instruction</b>
	<p>The predominant medium of instruction for the M.B.A. program shall be the English language.</p>

<b>MB 3.4</b>	<b>M.B.A. Program Structure</b>
	<ul style="list-style-type: none"> <li>a) The M.B.A. program of S.R. Luthra Institute of Management shall be as per the semester pattern, with four semesters constituting two academic years, each academic year having two semesters (First/ Odd and Second/ Even semesters).</li> <li>b) Each semester shall be of 15-18 weeks' duration (inclusive of mid-term and semester-end examinations) with a minimum of 90 working days.</li> <li>c) The Academic Calendar of the Institute will be synchronized with admission notification and allotment of candidates by ACPC, the Government of Gujarat in each academic year.</li> </ul>
<b>MB 3.4.1</b>	<b>Program Duration</b>
	<ul style="list-style-type: none"> <li>a) The normal duration of the M.B.A. Full-Time Program shall be Two years.</li> <li>b) The maximum duration which a student is allowed to complete the Two Year Full-Time M.B.A. Program shall be double the normal duration of the Program, i.e. FOUR years for Full-Time students.</li> <li>c) A student shall not take more than four academic years to fulfill all the academic requirements for the award of an M.B.A. degree from the date of commencement of the first-year first semester.</li> <li>d) Any provision to extend the duration of the M.B.A. Program beyond the maximum allowed duration of FOUR Years shall be considered by the Board of Management / Academic Council of the University.</li> </ul>
<b>MB 3.4.2</b>	<b>Credit Scheme and Credit Structure</b>
	<ul style="list-style-type: none"> <li>a) One credit is equivalent to 10 contact hours of 60 minutes each for theory classes.</li> <li>b) Other student activities such as study tours, guest lectures, conference/ workshop participation, technical paper presentations and identified mandatory courses (non-credit courses), if any, shall not carry credits.</li> <li>c) A student is required to earn a total of 112 credits to become eligible for the award of the M.B.A. Degree.</li> </ul>
<b>MB 3.4.3</b>	<b>Curriculum Framework</b>
	<ul style="list-style-type: none"> <li>a) The curriculum framework of the Two-Year Full-Time M.B.A. Program at S. R. Luthra Institute of Management is mentioned in Annexure- I.</li> <li>b) The curriculum offers choice-based credit courses to all students of the M.B.A. Program.</li> </ul>

	<p>c) The course classification matrix and detailed description of each type, of each course, is mentioned in <b>Annexure-II</b>.</p> <p>d) The teaching scheme of all four semesters mentioning the details of marks, credits and course codes is mentioned in <b>Annexure III</b>.</p> <p>e) The Institute shall offer a specialization or elective course if the number of students registered for the course is not less than 10 % of batch strength, subject to availability of resources during the prevailing semester/year.</p>
<p><b>MB 3.4.4</b></p>	<p><b>Program Educational Objectives and Program Outcomes</b></p>
	<p>a) Program Educational Objectives are broad statements that describe the career and professional accomplishments that the program is preparing students to achieve.</p> <p>b) The Program Educational Objectives (PEOs) of the Two Year Full-Time M.B.A. Program offered at S. R. Luthra Institute of Management are as under:</p> <hr/> <p><b>Program Educational Objectives</b></p> <ul style="list-style-type: none"> <li>• <b>Professional Competency</b> <ul style="list-style-type: none"> <li>○ Successfully synthesize knowledge of diverse functional areas to respond to current and emerging business situations.</li> </ul> </li> <li>• <b>Global Leadership</b> <ul style="list-style-type: none"> <li>○ Competent to lead globally with cross-cultural adaptability.</li> </ul> </li> <li>• <b>Entrepreneurship</b> <ul style="list-style-type: none"> <li>○ Identifying innovative opportunities leading to sustainable business ventures.</li> </ul> </li> <li>• <b>Ethics and Social Responsibility</b> <ul style="list-style-type: none"> <li>○ Inculcate socially responsible and ethical behaviour in professional and personal life.</li> </ul> </li> </ul> <hr/> <p>c) Program Outcomes (POs) represent the knowledge, skills and attitudes the students should possess at the end of a Program.</p> <p>d) The Program Outcomes (POs) of the Two Year Full-Time M.B.A. Program offered at S. R. Luthra Institute of Management are as under:</p> <hr/> <p><b>Program Outcomes</b></p> <ul style="list-style-type: none"> <li>• <b>Domain Knowledge</b> <ul style="list-style-type: none"> <li>○ Determine the application of relevant management theories and practices to solve business problems.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Analytical Skills</b> <ul style="list-style-type: none"> <li>○ Design solutions to business problems using analytical skills and critical thinking abilities.</li> </ul> </li> <li>• <b>Effective Communication</b> <ul style="list-style-type: none"> <li>○ Propose opinions and ideas (speak, listen, read, write) to the stakeholders effectively.</li> </ul> </li> <li>• <b>Global Orientation</b> <ul style="list-style-type: none"> <li>○ Determine appropriate global (micro and macro environment) perspectives to decision-making within a dynamic context.</li> </ul> </li> <li>• <b>Leadership</b> <ul style="list-style-type: none"> <li>○ Influence and enable others to deliver effective performance to achieve goals by awareness of self and others, and build effective teams.</li> </ul> </li> <li>• <b>Ethics and Social Responsibility</b> <ul style="list-style-type: none"> <li>○ Prioritize social and human values, personal and professional ethics and corporate social responsibility; during any business decision making.</li> </ul> </li> <li>• <b>Entrepreneurship</b> <ul style="list-style-type: none"> <li>○ Evaluate entrepreneurship opportunities and assess self-sustaining entrepreneurial qualities.</li> </ul> </li> <li>• <b>Continuous Learning Aptitude</b> <ul style="list-style-type: none"> <li>○ Perceive the importance of continuous self-development to adapt and excel in the dynamic business environment.</li> </ul> </li> </ul>
<p><b>MB 3.5</b></p>	<p><b>Attendance Requirements</b></p>
	<ol style="list-style-type: none"> <li>a) Attendance is the physical presence of the student in the classroom/laboratory/fieldwork /online sessions, etc.</li> <li>b) Students must earnestly strive to attend and diligently participate in all academic, co-curricular and extra-curricular activities to maximize their yield out of the Program.</li> <li>c) The minimum overall required attendance including the attendance of the mid-term examination is 75%.</li> <li>d) Roll call of each student shall be recorded in each class of each course, and also during each activity, by the concerned faculty. Attendance shall be consolidated and communicated to students periodically by the Institute.</li> <li>e) One period of attendance for each theory course shall be considered if, the student appears for the mid-term examination of that course.</li> </ol>

	<p>f) Students shall also be required to take part in any other academic and co- extra-curricular activities and attend as and when arranged by the Institute during the Academic Year. Attendance will be credited to compensate for the requirement of mandatory attendance.</p> <p>g) Any planned leave of absence by a student should be communicated in writing through an application letter addressed to the Director of the Institute well in advance for approval.</p> <p>h) Any sudden cause of absence such as illness, accident or any other unforeseen event should be immediately communicated to the Director of the Institute.</p> <p>i) Students desirous of continuous leave for less than two weeks during a semester shall apply for it in advance to the Director of the Institute providing reasons and supporting documents, if any and get it approved.</p> <p>j) Continuous absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make a prior application, may be condoned by the Director of the Institute after proper verification.</p> <p>k) The Director of the institute shall be the Authority for sanctioning the leave of students outside clauses (i) and (j) above, after receiving their applications along with recommendations of the Attendance Committee.</p> <p>l) A student shall not be permitted to appear for the semester-end examinations (SE) if his attendance is less than 75%.</p> <p>m) It is the responsibility of every student to monitor the percentage of attendance and ensure that it satisfies the attendance norms prescribed by the University. If the student finds any discrepancy in the attendance status, it should be immediately brought to the notice of the concerned faculty.</p>
<p><b>MB 3.5.1</b></p>	<p><b>Condoning of shortfall of attendance</b></p>
	<p>Condoning of shortfall of attendance below 75% shall be considered by the Director of the Institute only in genuine cases such as medical reasons, participation in co-curricular and extra-curricular activities.</p>
<p><b>MB 4.0</b></p>	<p><b>Academic Requirements</b></p>
	<p>The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in MB 3.5., for the successful completion of the Program.</p> <p>a) Each course of the Program shall be denoted by a Course Code of 9 digits as</p>



under:

Faculty	Program	Version	Course type	Semester	Course Code
MG	MB	1	8	1	01

Where,

**MG-** M=Master's Program, G= Management Faculty

**MB** – M.B.A. Program

**1-** Version (First Version of syllabus)

**8** – Course Type (8-Transdisciplinary Open elective)

**1-Semester** (First Semester)

**01-** Course Code (01-Accounting for Managers)

- b) Each course in each semester shall have Continuous Evaluation (CE), Mid-Semester Examination (ME) and Semester End Examination (SE) components for evaluation and assessment (Except for LSLs, TOE and IE courses).
- c) Each LSLs and TOE course shall be assessed only through the Semester End Examination (SE) component.
- d) Each Industry Exposure course shall be assessed through the Continuous Evaluation (CE) and Viva (V) components.
- e) The Continuous Evaluation (CE) component (theory) shall carry a weightage of 40 marks.
- f) The Mid-Semester Examination (ME) component (theory) shall carry a weightage of 30 marks.
- g) The Semester-end Examination (SE) component (theory) shall carry a weightage of 50 marks.
- h) The ratio of continuous (formative/internal) assessment to semester-end (summative/external) assessment shall be in the ratio of 70 marks: 50 marks.
- i) For theory courses, the performance of the student in each semester shall be evaluated course-wise, with a maximum of 120 marks based on Continuous Evaluation (CE), Mid-Semester Examination (ME) and Semester-end Examination (SE).
- j) For Industry Exposure courses, the performance of the student in each semester shall be evaluated course-wise, with a maximum of 200 marks per course based

	<p>on Continuous Evaluation (CE) and Viva (V).</p> <p>k) A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each theory course if the student secures not less than 40% of marks (20 out of 50 marks) in the Semester End (SE) Examination; (16 out of 40 marks) in the Continuous Evaluation (CE) and (12 out of 30 marks) in the Mid Semester Examination. Thus, the student is required to secure a minimum of 40% of marks in each component of a theory course. The student shall be deemed to have 'passed' in a course only if the student has 'passed' in all the components of the theory course.</p> <p>l) A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each Industry Exposure course if the student secures not less than 50% of marks (50 out of 100 marks) in the Continuous Evaluation (CE) and (50 out of 100 marks) in the Viva (V) Examination. Thus, the student is required to secure a minimum of 50% of marks in each component of an IE course. The student shall be deemed to have 'passed' in a course only if the student has 'passed' in all the components of the IE course.</p>
<p><b>MB 4.1</b></p>	<p><b>Evaluation- Distribution and Weightage of Marks</b></p>
	<p>a) Mid-Semester examinations shall be conducted in the middle of the Semester.</p> <ol style="list-style-type: none"> <li>i. The student shall be considered "Pass" in the Mid Semester Exam (ME) if the student secures 40% marks, i.e. 12 marks out of 30 marks.</li> <li>ii. If the student fails to secure 40% marks or was absent during the mid-semester exam, he/she shall have to re-appear for the "Mid Semester Remedial Exam" which shall be conducted at the end of the prevalent semester before the Semester End Exam (SE).</li> <li>iii. If the student fails to secure 40% in the Mid Semester Remedial exam too, then the student will be considered to have acquired a 'backlog' in that particular course and shall be required to appear for the Backlog exam of that course in the subsequent semester.</li> <li>iv. The maximum marks a student can attain in a mid-semester remedial exam shall be 50%<sup>5</sup>, irrespective of the marks obtained by the student in the remedial exam or the backlog exam.</li> </ol>

<sup>5</sup> Modified in v3

- v. Even if a student was absent “NA” in the mid-semester examination, the same rules of the remedial exam would apply.
  - vi. A student who fails in Mid Semester Exam shall be allowed to appear for Mid Semester Remedial Exam. However, if a student has not appeared in the Mid Semester Exam and has not communicated the genuineness of absence, the student may not be allowed to appear for Mid Semester Remedial Exam.
- b) The Continuous Evaluation (CE) shall be the total of the marks secured in the continuous evaluation assessments which would comprise of assessment tools best suited to the course.
- i. There shall be continuous assessment tools that shall measure the learning outcomes after the completion of each module of a theory course.
  - ii. Thus, there shall be periodic<sup>6</sup> assessments for each theory course. The assessment tool can be a quiz, role-play, simulation, software-based exercise, written test, open-book test, seminar or any other innovative tool deemed appropriate by the course faculty.
  - iii. The student shall have to secure 40% (16 out of 40 marks) in the CE. Failure to do so would attract additional assignments or any other such assessment deemed appropriate by the course faculty.
- c) The Semester End (SE) Examination shall carry a weightage of 50 marks for theory courses.
- i. The student shall have to secure at least 40% (20 out of 50 marks) in the SE as part of the requirement to successfully pass the course.
  - ii. If the student fails in the Semester End Examination of a theory course, the student can appear for Remedial/Backlog Examination as per the provisions mentioned in 4.2.1.
- d) There shall be a Summer Internship Project Viva-Voce after Semester II and before the beginning of Semester III. The Summer Internship Project Report and Viva-Voce are intended to assess how the students adapted themselves according to the organizational dynamics, comprehended the significance of interpersonal and inter-departmental relationships with peers and seniors, and secured hands-on

<sup>6</sup>Modified in v2

learning of the organizational policies, processes, structure and culture. Students can also opt for undergoing I-SIP<sup>7</sup>:

- i. The Summer Internship project can also be done in an organization / educational institute located out of India. In such a case, it would be termed as International SIP (I-SIP).
  - ii. I-SIP can be undertaken in any foreign university with which the Institute/ University has an agreement for a student exchange program.
  - iii. The policy, procedure and norms for I-SIP shall be announced periodically by the Institute / University.
- e) There shall be a Multidisciplinary Action Project Viva-Voce at the end of the III<sup>rd</sup> Semester. The Multidisciplinary Action Project Report and Viva-Voce are intended to assess the student's ability to undertake action-based projects and deliver solutions through the integrated applications of multiple disciplines studied by the student.
- f) There shall be a Capstone Project Viva-Voce at the end of the IV<sup>th</sup> Semester. The Capstone Project Report and Viva-Voce are intended to assess in the most comprehensive manner possible, the student's understanding and implementation of function-specific techniques and knowledge for delivering innovative and sustainable solutions for superior business value.
- g) The examination and assessment procedure for all the three Industry Exposure courses – Summer Internship Project, Multidisciplinary Action Project and Capstone Project shall be uniform, which is as under:
- i. The Institute shall arrange for the conduct of Summer Internship Project Viva-Voce / Multidisciplinary Action Project Viva-Voce / Capstone Project Viva-Voce by an Internal Examiner (Continuous Evaluation of 100 marks) and an External Examiner (Viva-Voce of 100 marks).
  - ii. The External Examiner shall be appointed by the Controller of Examination, from a list of potential examiners recommended by the Dean. The external examiner shall be an eminent academician/industry representative not associated with the Institute.
  - iii. A student has to secure a minimum of 50% of marks in both components – Continuous Evaluation (CE) and Viva Voce (V) individually to be

<sup>7</sup> Introduced in v2

declared successfully passed in the Industry Exposure Course. If the student fails to obtain the minimum marks, the student will have to re-submit the revised Industry Exposure in the subsequent semester and will have to re-appear for Summer Internship Project Viva-Voce / Multidisciplinary Action Project Viva-Voce / Capstone Project Viva-Voce.

**MB 4.2 Promotion Rules**

Each M.B.A. student once admitted to the First Semester shall be promoted to subsequent semesters as mentioned below:

No.	Promotion	Conditions to be fulfilled
1	First Year First Semester to First Year Second Semester	Regular course of study of the first-year first semester and all attendance requirements.
2	First Year Second Semester to Second Year First Semester	Regular course of study of first-year second semester and all attendance requirements. Must have secured at least 34 credits out of 56 credits [Semester I (28 credits) and Semester II (28 credits)] i.e., 60% credits up to first-year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
3	Second Year First Semester to Second Year Second Semester	Regular course of study of the second-year first semester and all attendance requirements.

- a) When a student is detained due to lack of Credits in the first year, the student may be readmitted after fulfillment of the Academic Requirements, with the Academic Regulations of the Batch into which the student gets readmitted.
- b) <sup>8</sup>When a student is detained due to lack of Credits in the first year, the norms concerning Summer Internship Project (SIP and I-SIP) shall be as under:
  - i. If the student has successfully completed the SIP/I-SIP work, the student's work may be considered in the next/subsequent year when the student becomes eligible to be promoted to the Second Year / First Semester and the student fills up the University examination form for Semester III Examinations.
  - ii. The Continuous Evaluation and Semester End Evaluation (Viva) of SIP / I-SIP shall be conducted when the student becomes eligible and fills up the University examination form for Semester III Examinations.

<sup>8</sup> Introduced in v3



4.2.1	<b>Remedial Exam and Backlog / A.T.K.T. Exam Rules</b>
	<p>a) A student who fails or is absent in the Semester End (SE) examination can apply for seeking permission in the prescribed form to appear for the 'Remedial Exam', subject to the following:</p> <ol style="list-style-type: none"> <li>i. The student can apply for the Remedial Exam for <b>ONLY THREE COURSES</b> even if he/she is failing / absent in all courses of Semester End (SE) examination in any semester<sup>9</sup>. The student has the option to proceed with rechecking/reassessment before applying for the Remedial Exam, on payment of prescribed fees for rechecking/reassessment.</li> <li>ii. The permission to appear for the Remedial Exam shall be granted by the Director. The permission shall be granted based on the genuineness of the reasons mentioned in the application.             <ol style="list-style-type: none"> <li>a. The application has to be accompanied by certified documentary evidence of the reasons for absenteeism.</li> <li>b. For all foreseeable, planned and predictable circumstances, prior written intimation and permission has to be sought, or else the application for Remedial Exam shall not be entertained.</li> <li>c. In case of medical/other emergencies, a written letter/e-mail along with documentary proof has to be sent to the Institute at the earliest.</li> </ol> </li> <li>iii. The student shall have to pay the applicable Remedial Exam fees once permission is granted to appear for the Remedial Exam.</li> <li>iv. The Remedial Exam for such courses shall be communicated by the University.</li> <li>v. The student can apply and appear in the Remedial Exam only once per course.</li> <li>vi. The result obtained in the Remedial Exam shall be considered final and valid.</li> <li>vii. If the student fails in a course in the Remedial Exam, he/she will have to appear for the Backlog / A.T.K.T. exam in the succeeding semester.</li> </ol> <p>b) –deleted<sup>10</sup>-</p> <p>c) If the student is still failing in a course(s) even after rechecking/reassessment and remedial examination<sup>11</sup>, the student will have to reappear for the Backlog /</p>

<sup>9</sup>Modified in v3

<sup>10</sup> Deleted in v3

<sup>11</sup> Modified in v3

	<p>A.T.K.T. Exam in subsequent semesters. The Degree of M.B.A. shall only be awarded when the student has cleared all the courses and has obtained all the credits of the program.</p> <p>d) <sup>12</sup>For any medal/scholarship, the eligibility of a student who has appeared for Remedial or A.T.K.T. exams shall be as per the prevailing University norms.</p>
<b>4.2.2</b>	<b>Gracing</b>
	A student is eligible for gracing of 03 (Three) marks in the Semester End Exam (50 Marks), only ONCE per semester, in ONLY ONE course, provided the student is failing in only ONE course.
<b>MB 4.3</b>	<b>Unfair Means (UFM)</b>
	<p>Provisions for Unfair means during all examinations shall be as per the regulations by the University from time to time.</p> <p>a) No student shall use unfair means or indulge in disorderly conduct at ME or SE examinations. In the case of unfair means/malpractices observed by Invigilator/Squad/Course Instructor, the respective Answer Script shall be sealed along with the concerned material belongings in a sealed envelope with the undertaking signed by the student and overleaf signed by Invigilator/Squad/Course Instructor. Such sealed envelope(s) labeled in a specific format shall be submitted to the Examination Authority of the University. All submitted envelopes shall be filed and stored in lock and key for presenting them to the Competent Authority of the University.</p> <p>b) The Competent Authority shall conduct a meeting and call every accused student to listen. After listening to all the arguments and deliberations, the decisions of the committee shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.</p>
<b>MB 4.3.1</b>	<b>What constitutes an Unfair Mean (UFM)?</b>
	<p>The unfair means/malpractices shall include the following:</p> <p>a) During examination time having in possession or access to</p> <ol style="list-style-type: none"> <li>i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.</li> </ol>

<sup>12</sup>Introduced in v2

	<ul style="list-style-type: none"> <li>ii. Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, shall potentially be used for communication or copying.</li> <li>iii. Anything which is written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.</li> <li>iv. Anything was written or signs made on the body of the student or his/her clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.</li> <li>v. Anything was written on the question paper which may have relevance to the syllabus of the examination of the concerned course.</li> </ul> <ul style="list-style-type: none"> <li>b) Giving or receiving assistance in answering the question papers to or from any other student /person in the examination hall or outside during the examination hours.</li> <li>c) Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.</li> <li>d) Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.</li> <li>e) Impersonating any student or getting impersonated by any person for taking the examination.</li> </ul>
<b>MB 4.3.2</b>	<b>UFM Punishment</b>
	<p>A student found using unfair means/malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to the Competent Authority of the University. The Authority after consideration of the case shall decide punishment as one or more of the following:</p> <ul style="list-style-type: none"> <li>a) Cancellation of the examination of the course in respect of which the students are found to have been guilty; and/or</li> <li>b) Cancellation of the examination of the semester examination for which the student has participated and/or debarred from the examination for the future semester(s).</li> <li>c) Any other punishment deemed suitable by the Competent Authority of the</li> </ul>

	<p>University.</p> <p><sup>13</sup>The penalty and punishment details for Unfair Means shall be as per the guidelines of the University.</p>																														
<b>MB 4.4</b>	<b>Examinations and Assessment – The Grading System</b>																														
	<p>a) Grades shall be awarded to indicate the performance of each student in each Theory Course based on the % of marks obtained cumulatively in CE + ME + SE (Continuous Evaluation + Mid Semester Examination + Semester End Examination, taken together), and a corresponding Letter Grade shall be awarded.</p> <p>b) Grades shall be awarded to indicate the performance of each student in each Industry Exposure Course based on the % of marks obtained cumulatively in CE + V (Continuous Internal Evaluation + Viva Examination, taken together), and a corresponding Letter Grade shall be awarded.</p> <p>c) As a measure of the student’s performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed<sup>14</sup>:</p> <table border="1" data-bbox="376 1070 1417 1845"> <thead> <tr> <th>% of Marks Secured in a Course Component (Class Intervals)</th> <th>Letter Grade</th> <th>Grade Points (Used in SGPA)</th> </tr> </thead> <tbody> <tr> <td>85% and above (85%, ≤ 100%)</td> <td>AA (outstanding)</td> <td>10</td> </tr> <tr> <td>Below 85% but not less than 75% (75%, &lt; 85%)</td> <td>AB (Excellent)</td> <td>09</td> </tr> <tr> <td>Below 75% but not less than 65% (65%, &lt; 75%)</td> <td>BB (Very Good)</td> <td>08</td> </tr> <tr> <td>Below 65% but not less than 55% (55%, &lt; 65%)</td> <td>BC (Good)</td> <td>07</td> </tr> <tr> <td>Below 55% but not less than 45% (45%, &lt; 55%)</td> <td>CC (Above Average)</td> <td>06</td> </tr> <tr> <td>Below 45% but not less than 40% (40%, &lt; 45%)</td> <td>CD (Average)</td> <td>05</td> </tr> <tr> <td>Below 40% (&lt; 40%)</td> <td>FF (Fail)</td> <td>00</td> </tr> <tr> <td>LSLS and TOE Subjects</td> <td>PP / NP<sup>15</sup> (Pass / Not Pass)</td> <td>00</td> </tr> <tr> <td>Absent</td> <td>NA</td> <td>00</td> </tr> </tbody> </table>	% of Marks Secured in a Course Component (Class Intervals)	Letter Grade	Grade Points (Used in SGPA)	85% and above (85%, ≤ 100%)	AA (outstanding)	10	Below 85% but not less than 75% (75%, < 85%)	AB (Excellent)	09	Below 75% but not less than 65% (65%, < 75%)	BB (Very Good)	08	Below 65% but not less than 55% (55%, < 65%)	BC (Good)	07	Below 55% but not less than 45% (45%, < 55%)	CC (Above Average)	06	Below 45% but not less than 40% (40%, < 45%)	CD (Average)	05	Below 40% (< 40%)	FF (Fail)	00	LSLS and TOE Subjects	PP / NP <sup>15</sup> (Pass / Not Pass)	00	Absent	NA	00
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<sup>13</sup>Modified in v2

<sup>14</sup>Modified in v2

<sup>15</sup>Modified in v2

- d) A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks.
- e) A student obtaining an ‘FF’ Grade in any course is deemed to have ‘failed’ and can apply for rechecking/reassessment as per Point 4.2.1. The student can then apply for the Remedial Exam as per Point 4.2.1 (a). If the student is not eligible for Remedial Exam and/or the student secures an ‘FF’ grade in the Remedial Exam, then the student needs to appear for the Backlog / A.T.K.T. Semester End Examination (SE), as and when conducted. In such cases, his Internal Marks (CE + ME Marks) in those courses shall remain as obtained earlier.
- f) If a student has not appeared for the examinations, ‘NA’ Grade (NA indicates Absent) shall be allocated to the student and the student shall be considered ‘fail’. The student can then apply for the Remedial Exam as per Point 4.2.1 (a). If the student is not eligible for Remedial Exam and/or the student secures an ‘FF’ grade in the Remedial Exam, then the student needs to appear for the Backlog / A.T.K.T. Semester End Examination (SE), as and when conducted.
- g) The ‘NA / FF’ grade once awarded stays in the record of the student and is deleted when the student completes the course successfully. The new grade acquired by the student will be indicated in the grade sheet of the appropriate academic year with an indication of the month and year of the passing of that course.
- h) In general, a student shall not be permitted to repeat any Course (s) only for the sake of ‘Grade Improvement’ or ‘SGPA/ CGPA Improvement’.
- i) A student earns Grade Point (GP) in each Course, based on the Letter Grade obtained by the student in that Course. The corresponding ‘Credit Points’ (CP) is computed by multiplying the Grade Point with Credits for that particular Course.

**Credit Points (CP) = Grade Point (GP) x Credits .... For a Course**

**MB 4.4.1 Computation of Semester Grade Point Average (SGPA)**

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, rounded off to TWO Decimal places. SGPA is thus computed as

$$SGPA (Si) = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

where

- 'i' is the Course indicator index (taking into account all Courses in a Semester),
- 'n' is the no. of Courses 'REGISTERED' for the Semester (as specifically required and listed under the Course Structure of the Program),
- $C_i$  is the no. of Credits allotted to the  $i^{\text{th}}$  course, and
- $(GP)_i$  represents the Grade Points (GP) corresponding to the Letter Grade awarded for that  $i^{\text{th}}$  Course.

**Illustration of calculation of SGPA:**

Semester 1:

Course / Course	Credits	Letter Grade	Grade Points	Credit Points
Course 1	4	BB	8	$4*8 = 32$
Course 2	4	AA	10	$4*10 = 40$
Course 3	4	CC	6	$4*6 = 24$
Course 4	4	CC	6	$4*6 = 24$
Course 5	4	AB	9	$4*9 = 36$
Course 6	4	CC	6	$4*6 = 24$
Course 7	4	CC	6	$4*6 = 24$
Course 8	0	PP	0	0
	<b>28</b>			<b>204</b>

$$\text{SGPA} = 204 / 28 = 7.28$$

**MB 4.4.2 Computation of Cumulative Grade Point Average (CGPA)**

The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student over ALL Semesters considered for registration. The CGPA is the ratio of the Total Credit Points secured by a student in ALL registered Courses in ALL Semesters, and the Total Number of Credits registered in ALL the Semesters. CGPA is rounded off to TWO Decimal Places. CGPA is thus computed from the 1<sup>st</sup> Year Second Semester onwards, at the end of each semester, as per the formula:

$$CGPA = \frac{\sum_1^r C_i \times S_i}{\sum_1^r C_i}$$

where

- $C_i$  is the sum of credits in 'i' semesters
- $S_i$  is the Semester Grade Point Average earned in an  $i^{\text{th}}$  semester
- $r$  = number of semesters under consideration

	<b>Illustration of calculation of CGPA:</b>		
	<b>Semester</b>	<b>Credits</b>	<b>SGPA</b>
	Semester I	28	7.0
	Semester II	28	7.5
	Semester III	34	6.5
	Semester IV	22	7.0
		112	781
	<b>CGPA = 781 / 112 = 6.97</b>		
	For converting Cumulative Grade Point Average to percentage, the conversion factor will be <sup>16</sup> (CGPA – 0.5) * 10. For e.g., Percentage = (6.97 – 0.5) * 10 = 64.7%		
<b>MB 4.5</b>	<b>Class / Distinction<sup>17</sup></b>		
	Class/distinction will be awarded to the students after they complete the M.B.A. Program as per the norms stipulated in the following table:		
	<b>CGPA</b>	<b>Class</b>	
	≥ 7.1 <sup>18</sup>	First Class with Distinction	
	≥ 6.5 & < 7.1 <sup>19</sup>	First Class	
	≥ 5.5 & < 6.5	Second Class	
	< 5.5	Pass Class	
<b>MB 4.6</b>	<b>Announcement of Results</b>		
	The office of the Registrar will announce the results of the students on the Faculty notice board as well as on the University and Institute website.		
<b>MB 4.6.1</b>	<b>Reassessment and Re-checking</b>		
	Students can apply for reassessment and re-checking in any course semester-end examination as per the prevailing norms of the University.		
<b>MB 4.6.2</b>	<b>Withholding of Results</b>		
	Students' results may be withheld if the student: <ul style="list-style-type: none"> <li>a) Has been subjected to disciplinary action and a decision is pending;</li> <li>b) Is in debt to the University;</li> <li>c) Has failed to meet the academic requirements</li> </ul> All pending results will be announced as soon as the issue in question is resolved to		

<sup>16</sup>Modified in v2

<sup>17</sup>Modified in v2

<sup>18</sup> Modified in v3

<sup>19</sup> Modified in v3

	the satisfaction of the University.
<b>MB 5.0</b>	<b>Code of Conduct and Ethics for Students</b>
	All students must know that they must abide by this Code of Conduct and Ethics and the rights, responsibilities including the restrictions flowing from it. This code is to pioneer and administer a student's discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system that promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.
<b>MB 5.1</b>	<b>Conduct and Ethics</b>
	<p>a) This Code shall apply to all kinds of conduct of students that occur on the Institute premises including in University-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.</p> <p>b) Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.</p> <p>c) All students must deter from indulging in any and all forms of misconduct including behaviours or participating in any activity on or off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:</p> <ol style="list-style-type: none"> <li>i. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.</li> <li>ii. Any act of disrespect or insubordination or physical or mental mistreatment towards any staff members of the institute under any circumstances.</li> <li>iii. Intentionally damaging or destroying Institute infrastructure or physical property or property of other students and/or faculty members</li> <li>iv. Any disruptive activity in a classroom or an event sponsored by the Institute.</li> </ol>



- v. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
- d) Behaviours or participating in activities include:
- i. Organizing meetings and processions without permission from the Institute.
  - ii. Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
  - iii. Unauthorized possession, carrying or use of any weapon, or potential weapons, fireworks, contrary to law or policy.
  - iv. Unauthorized possession or use of harmful chemicals and banned drugs.
  - v. Possessing, consuming, distributing, selling alcohol or any such addictive substances in the Institute and/or throwing empty bottles on the campus of the Institute.
  - vi. Parking a vehicle in a no-parking zone or area earmarked for parking other types of vehicles.
  - vii. Rash driving on the campus may cause any inconvenience to others.
  - viii. Theft or unauthorized access to others' resources.
  - ix. Mis-behaviour at the time of student body elections or during any activity of the Institute.
  - x. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- e) Students are not expected/ permitted:
- i. to interact, on behalf of the Institute, with media representatives or invite media persons onto the campus without the permission of the Institute authorities.
  - ii. to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
  - iii. to provide audio and video clippings of any activity on the campus to media without prior permission.
  - iv. to post derogatory comments about other individuals from the Institute on social media or indulge in any such related activities having grave ramifications on the reputation of the Institute.

	<ul style="list-style-type: none"> <li>v. to make a video/audio recording, take photographs, or stream audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.</li> <li>vi. to indulge in any form of harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.</li> </ul>
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<b>MB 5.2</b>	<b>Breach of Code of Conduct</b>
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	<p>If there is a case against a student for a possible breach of code of conduct, then the matter shall be referred to the relevant committee of the Institute, which shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct:</p> <ul style="list-style-type: none"> <li>a) <b>WARNING-</b> Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.</li> <li>b) <b>RESTRICTIONS -</b> Reprimanding and restricting access to various facilities on the campus or classes for a specified period.</li> <li>c) <b>COMMUNITY SERVICE -</b> For a specified period to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.</li> <li>d) <b>MONETARY PENALTY-</b> May also include suspension or forfeiture of scholarship/fellowship for a specific period.</li> <li>e) <b>SUSPENSION-</b> A student may be suspended for a specified period which will entail prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.</li> <li>f) <b>EXPULSION -</b> Expulsion of a student from the Institute permanently.</li> </ul>
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	<p>Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.</p> <p>g) INELIGIBILITY TO REAPPLY for admission to the Institute for three years, and</p> <p>h) WITHHOLDING THE GRADE CARD or degree certificate for the courses studied or work carried out</p>
<b>MB 5.3</b>	<b>Appeal</b>
	<p>If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:</p> <p>a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or</p> <p>b) Refer the case back to the committee for reconsideration.</p> <p>In any case, the Director’s decision is final and binding in all the cases where there is possible misconduct by a student.</p>
<b>MB 5.4</b>	<b>Academic Integrity</b>
	<p>Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.</p>
<b>MB 5.5</b>	<b>Anti - Ragging</b>
	<p>Ragging in any form is a criminal and non-bailable offence in our country. The current State and Central legislations provide stringent punishments including imprisonment. Once the involvement of a student is established in ragging, offending fellow students/staff, harassment of any nature to the fellow students/staff etc.; the student(s) will be liable to be dismissed from the Institute, as per the laid down procedures of the UGC / Govt. /Institute. Every student of the Institute, along with their parent, shall give an undertaking every year in this regard and the same should</p>

be submitted at the time of Registration.

The Institute has a coherent and effective Anti-Ragging Policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The UGC Regulations have been framed because of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

The Anti-Ragging Committee, as constituted and headed by the Director shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The Anti-Ragging Committee of the Institute shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation processes.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, considering the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

**MB 5.6****Sexual Harassment**

Students should note that "sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:



	<ul style="list-style-type: none"> <li>a) physical contact and advances; or</li> <li>b) a demand or request for sexual favours; or</li> <li>c) making sexually coloured remarks; or showing pornography; or any other unwelcome physical, verbal or non-verbal conduct of sexual nature;</li> </ul> <p>Where such conduct amounts to misconduct, appropriate disciplinary action would be initiated by the relevant committee of the Institute in accordance with those rules.</p> <p>Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.</p>
<b>MB 5.7</b>	<b>Student Grievance Redressal</b>
	<p>Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Committee of the Institute. Further, any student who is aware of any violations must report the same to the Committee. The Committee shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Committee shall take cognizance of the grievance and ensure necessary Redressal of the grievance.</p>
<b>MB 5.8</b>	<b>Mobile Phone Policy</b>
	<p>This policy aims to ensure effective teaching and learning environment in the institute.</p> <ul style="list-style-type: none"> <li>a) Phones can disrupt effective teaching and learning. Institute expects that phones shall be switched off and kept in bags during the classes to avoid disrupting teaching and learning.</li> <li>b) Students must not indulge in any active or passive usage of the phones during the classes in the Institute. This means that phones must not be used for:             <ul style="list-style-type: none"> <li>i. making calls,</li> <li>ii. checking the time,</li> <li>iii. texting or chatting</li> </ul> </li> <li>c) Mobile phones/headphones etc. must not be visible at all during the classes. It must be switched off and stored in the students' bag.</li> <li>d) Headphones must not be worn during or between classes, for reasons of safety and courtesy; except when an individual member of staff may permit the use of a device for a specific educational purpose.</li> </ul>

	<p>e) Students must not use phones or MP3 players to broadcast music or transfer inappropriate material. No device should be used in the Institute to photograph or video students or staff without the authority of the Director.</p> <p>f) If there is an emergency that requires urgent communication, students should take prior permission from the faculty.</p> <p>g) In an emergency parents/guardians should call the institute office and the message shall be immediately communicated to the student.</p> <p>h) In case, if students fail to adhere to the above-mentioned rules, their mobile phones will be confiscated immediately by any staff member who detects the violation.</p> <p>i) If a student persists to breach the rules as laid out in this policy, then the parents/guardians and the student will have to attend a meeting with the Director to discuss the issue.</p>
<b>MB 5.9</b>	<b>Committees</b>
	<p>The Institute shall be executing and implementing various statutory, regulatory and developmental considerations through various committees:</p> <ul style="list-style-type: none"> <li>➤ Internal Quality Assurance Cell</li> <li>➤ Anti-ragging committee</li> <li>➤ Internal Complaint Committee</li> <li>➤ Grievance Redressal Cell for Staff</li> <li>➤ Student Grievance Redressal Committee</li> <li>➤ Industry Institute Cell</li> <li>➤ Women Empowerment Cell</li> <li>➤ Innovation Cell</li> <li>➤ SC / ST Committee</li> <li>➤ Fit India Youth Club Committee</li> </ul>
<b>MB 6.0</b>	<b>Award of Degree</b>
	<p>A student shall be declared to be eligible for the award of the MBA Degree if the student has</p> <p>a) Registered and completed the courses and projects as per the curriculum and obtained an aggregate of learning credits totaling 112.</p> <p>b) Has successfully acquired the required credits as specified in the curriculum; corresponding to the branch of his/her study within the stipulated time duration.</p>

	<p>c) Obtained a CGPA of <math>\geq 5.00</math> at the end of the semester in which the student completes all the requirements for the award of the P.G. Degree.</p> <p>d) No disciplinary action is pending against him/her.</p> <p>e) Paid all the dues to the Institute including, the Department, Hostel, Library and other units.</p>
<b>MB 6.1</b>	<b>Statement of Learning and Achievement (Grade sheet)</b>
	<p>a) Every student will be issued a Statement of Learning and Achievement (Grade sheet) at the end of each semester and subsequently at the end of the program containing the program code, program title, grades and credits earned, grade awarded, class awarded and result.</p>
<b>MB 6.2</b>	<b>Degree Certificate</b>
	<p>The Degree certificate, issued under the University seal, will have the student's name, Enrolment Number, name of the degree awarded and class.</p>
<b>MB 6.3</b>	<b>Convocation</b>
	<p>a) A Convocation ceremony will be held once every year.</p> <p>b) Students will be conferred their Degree by the Provost or his/her nominee (normally the Dean of the concerned Faculty) during the convocation ceremony.</p> <p>c) The degree will be awarded in the presence of the University's Mace.</p> <p>d) Graduating students who are unable to attend the convocation, in person, can apply for the award of the degree in absentia after paying the prescribed fee.</p>
<b>MB 6.4</b>	<b>Corrections in Statement of Learning &amp; Achievement (Grade Sheet)</b>
	<p>Students can apply for correction in any transcript/grade sheet and degree certificate issued as per the norms specified by the University.</p>
<b>MB 6.5</b>	<b>Transcript</b>
	<p>Based on the above recommendations on Letter grades, grade points, SGPA and CGPA, the University may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.</p>
<b>MB 6.6</b>	<b>Duplicate Transcripts and Degree Certificate/Grade Sheet</b>
	<p>In the event of a student losing the original transcripts or degree certificate/grade sheet, the student can apply for the issue of re-printed documents. Re-printed documents will be issued against payment of the prescribed fee as per the norms of the University. The reprints will carry the caption "Duplicate".</p>

ANNEXURE I (Curriculum Framework)									
SARVAJANIK UNIVERSITY - SURAT									
FACULTY OF MANAGEMENT @ S. R. LUTHRA INSTITUTE OF MANAGEMENT - SRLIM									
GROUP	YEAR 1 (Foundation)			YEAR 2 (Exploration)			Credits	Credits	%
	SEM 1	SEM 2	SEM 3	SEM 4	SEM 5	SEM 6			
Professional Core Courses	1. Managerial Economics 2. Organizational Behaviour 3. Business Ethics and Corporate Governance	1. Entrepreneurship 2. International Business	8	Strategic Management	4	1. Summer Internship Project 2. Multi-Disciplinary Action Project	4	24	21.43%
Industry Exposure	Office Automation skills: 1. Spreadsheets 2. Database 3. Presentation tools	Professional Drafting Skills: 1. AutoCAD 2. SolidWorks 3. Design Thinking	0	1. Consumer Behaviour 2. Integrated Marketing Communications 3. Sales and Distribution Management	0	1. Comprehensive Project 2. Legal and Environmental Awareness 3. Regulatory Legal Framework 4. Cyber security Awareness 5. Climate change & Resilience	0	16	14.29%
Liberal Studies & Life Skills	1. Information Systems & Business Analytics 2. Accounting for Managers 3. Business Statistics	1. Corporate Finance 2. Marketing Management 3. Production and Operations Management 4. Human Resource Management	0	1. Financial Accounting 2. Finance and Risk Management 3. Security Analysis & Portfolio Management 4. Strategic Management and Business Policy 5. Business Law 6. Business Ethics 7. Business Negotiation	0	1. Group Discussion 2. Interview Skill 3. Work Life Balance	0	0	0.00%
Foundation	1. Information Systems & Business Analytics 2. Accounting for Managers 3. Business Statistics	1. Corporate Finance 2. Marketing Management 3. Production and Operations Management 4. Human Resource Management	12	1. Consumer Behaviour 2. Integrated Marketing Communications 3. Sales and Distribution Management	12	1. Brand Management 2. Services Marketing	12	28	25.00%
Marketing*	1. Information Systems & Business Analytics 2. Accounting for Managers 3. Business Statistics	1. Corporate Finance 2. Marketing Management 3. Production and Operations Management 4. Human Resource Management	12	1. Financial Accounting 2. Finance and Risk Management 3. Security Analysis & Portfolio Management 4. Strategic Management and Business Policy 5. Business Law 6. Business Ethics 7. Business Negotiation	12	1. Brand Management 2. Services Marketing	12	20	17.86%
Finance*	1. Information Systems & Business Analytics 2. Accounting for Managers 3. Business Statistics	1. Corporate Finance 2. Marketing Management 3. Production and Operations Management 4. Human Resource Management	12	1. Financial Accounting 2. Finance and Risk Management 3. Security Analysis & Portfolio Management 4. Strategic Management and Business Policy 5. Business Law 6. Business Ethics 7. Business Negotiation	12	1. Brand Management 2. Services Marketing	12	20	17.86%
Human Resource*	1. Information Systems & Business Analytics 2. Accounting for Managers 3. Business Statistics	1. Corporate Finance 2. Marketing Management 3. Production and Operations Management 4. Human Resource Management	12	1. Financial Accounting 2. Finance and Risk Management 3. Security Analysis & Portfolio Management 4. Strategic Management and Business Policy 5. Business Law 6. Business Ethics 7. Business Negotiation	12	1. Brand Management 2. Services Marketing	12	20	17.86%
Functional Electives**	1. Information Systems & Business Analytics 2. Accounting for Managers 3. Business Statistics	1. Corporate Finance 2. Marketing Management 3. Production and Operations Management 4. Human Resource Management	12	1. Financial Accounting 2. Finance and Risk Management 3. Security Analysis & Portfolio Management 4. Strategic Management and Business Policy 5. Business Law 6. Business Ethics 7. Business Negotiation	12	1. Brand Management 2. Services Marketing	12	20	17.86%
Sectoral Electives**	1. Information Systems & Business Analytics 2. Accounting for Managers 3. Business Statistics	1. Corporate Finance 2. Marketing Management 3. Production and Operations Management 4. Human Resource Management	12	1. Financial Accounting 2. Finance and Risk Management 3. Security Analysis & Portfolio Management 4. Strategic Management and Business Policy 5. Business Law 6. Business Ethics 7. Business Negotiation	12	1. Brand Management 2. Services Marketing	12	20	17.86%
Transdisciplinary Open Elective**	1. Information Systems & Business Analytics 2. Accounting for Managers 3. Business Statistics	1. Corporate Finance 2. Marketing Management 3. Production and Operations Management 4. Human Resource Management	12	1. Financial Accounting 2. Finance and Risk Management 3. Security Analysis & Portfolio Management 4. Strategic Management and Business Policy 5. Business Law 6. Business Ethics 7. Business Negotiation	12	1. Brand Management 2. Services Marketing	12	20	17.86%
Professional Ability Enhancement Compulsory Courses (PAEC)	1. Managerial Communication	1. Business Research	4	1. Financial Accounting 2. Finance and Risk Management 3. Security Analysis & Portfolio Management 4. Strategic Management and Business Policy 5. Business Law 6. Business Ethics 7. Business Negotiation	4	1. Brand Management 2. Services Marketing	4	8	7.14%
Skill Enhancement	1. Managerial Communication	1. Business Research	4	1. Financial Accounting 2. Finance and Risk Management 3. Security Analysis & Portfolio Management 4. Strategic Management and Business Policy 5. Business Law 6. Business Ethics 7. Business Negotiation	4	1. Brand Management 2. Services Marketing	4	8	7.14%
Credits / Contact No. of Subjects	9	9	28	9	34	0	21	112	6.00%



\* Student has to opt any one specialization in Semester 2 and 4 from Marketing/Finance/HRM/Operations  
 \*\* Student has to select any one elective from Functional Electives AND any one from Sectoral Electives  
 \*\*\* Students of SRLIM shall be opting for Transdisciplinary Open Electives offered by other institutes of Sarvajani University in Semester 1 and 2 only.

**Annexure-II**

Sarvajanik University

S. R. Luthra Institute of Management

M.B.A. Program

**Course Classification Matrix**

Sr. No.	Broad Course Classification	Course Category	Course Description
1	Professional Core Courses	Core Course (CC)	A course related to the parent discipline/department.
		Industry Exposure (IE)	Major project work
		Liberal Studies & Life Skills (LSLS)	Prepare for the world of work by providing them with an invaluable set of employability skills, including the ability to think for themselves, the skills to communicate effectively, and the capacity for lifelong learning.
2	Domain / Technical Courses	Foundation Course (FC)	A basic understanding of fields that are crucial in the MBA programme.
		Marketing Specialization	A course related to the specialization chosen, mandatory.
		Finance Specialization	A course related to the specialization chosen, mandatory.
		Human Resource Specialization	A course related to the specialization chosen, mandatory.
		Functional Elective	Accelerate the understanding and deepen the knowledge in the functional area
3	Elective Courses	Sectoral Elective	Apply knowledge and skills within and across industries and sectors.
		Transdisciplinary Open Elective (TOE)	Fostering collaborative knowledge creation across fields that would not necessarily occur in traditional, single-discipline courses and empowering students to create new solutions to industry and societal issues.



<b>4</b>	<b>Professional Ability Enhancement Compulsory Courses</b>	<b>PAECC</b>	Provides the opportunity and knowledge to develop and strengthen the necessary skills to gain, maintain, and advance in a chosen area.
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### Coding for Types of Courses:

Sr. No.	Course Category	Course identifier
1	Liberal Studies and Life Skills (LSLS)	0 (Zero)
2	Core Course (CC)	1
3	Foundation Course (FC)	2
4	Marketing Specialization Course	3
5	Finance Specialization Course	4
6	Human Resource Specialization Course	5
7	Functional Elective (FE)	6
8	Sectoral Elective (SE)	7
9	Transdisciplinary Open Elective (TOE)	8
10	Professional Ability Enhancement Compulsory Courses (PAECC)	9
11	Industry Exposure (IE)	X



**Annexure III**

Sarvajanik University

S. R. Luthra Institute of Management

Master in Business Administration (M.B.A.) Program

Teaching Scheme – Curriculum

M.B.A. SEMESTER - I (WITH EFFECT FROM ACADEMIC YEAR 2021-22 ONWARDS)									
Course Category	Course Code	Course	SE	ME	CE	V	TOTAL MARKS	CREDITS	
LSLS	MGMB10100	Office Automation Skills (OAS)	50	-	-	-	50*	0	
FC	MGMB12101	Accounting for Managers (AFM)	50	30	40	-	120	4	
CC	MGMB11102	Business Ethics and Corporate Governance (BECG)	50	30	40	-	120	4	
FC	MGMB12103	Business Statistics (BS)	50	30	40	-	120	4	
FC	MGMB12104	Information Systems & Business Analytics (ISBA)	50	30	40	-	120	4	
PAECC	MGMB19105	Managerial Communications (MC)	50	30	40	-	120	4	
CC	MGMB11106	Managerial Economics (ME)	50	30	40	-	120	4	
CC	MGMB11107	Organizational Behaviour (OB)	50	30	40	-	120	4	
TOE		Transdisciplinary Open Elective (TOE)	50	-	-	-	50*	0	
							840	28	

CC - Core Course

FC - Foundation Course

PAECC - Professional Ability Enhancement Compulsory Courses

LSLS - Liberal Studies and Life Skills

TOE - Transdisciplinary Open Elective

\* The Grade sheet shall only reflect Pass / Not Pass (PP / NP) for LSLS and TOE courses. The marks/grades shall not be counted towards the calculation of SGPA.



**Annexure III (contd...)**

**M.B.A. SEMESTER - 2 (WITH EFFECT FROM ACADEMIC YEAR 2021-22 ONWARDS)**

Course Category	Course Code	Course	SE	ME	CE	V	TOTAL MARKS	CREDITS
LCLS	MGMB10200	Professional Grooming (PG)	50	-	-	-	50*	0
PAECC	MGMB19201	Business Research (BR)	50	30	40	-	120	4
FC	MGMB12202	Corporate Finance(CF)	50	30	40	-	120	4
CC	MGMB11203	Entrepreneurship (ENT)	50	30	40	-	120	4
FC	MGMB12204	Human Resource Management (HRM)	50	30	40	-	120	4
CC	MGMB11205	International Business (IB)	50	30	40	-	120	4
FC	MGMB12206	Marketing Management (MM)	50	30	40	-	120	4
FC	MGMB12207	Production & Operations Management (POM)	50	30	40	-	120	4
TOE		Transdisciplinary Open Elective (TOE)	50	-	-	-	50*	0
							<b>840</b>	<b>28</b>

CC - Core Course

FC - Foundation Course

PAECC - Professional Ability Enhancement Compulsory Courses

LCLS - Liberal Studies and Life Skills

TOE - Transdisciplinary Open Elective

\* The Grade sheet shall only reflect Pass / Not Pass (PP / NP) for LCLS and TOE courses. The marks/grades shall not be counted towards the calculation of SGPA.



Annexure III (contd...)

M.B.A. SEMESTER - 3 (With effect from Academic Year 2021-22 Onwards)										
Course Category	Course Code	Course	SE	ME	CE	V	TOTAL MARKS	CREDITS		
L.SLS	MGMB10300	Social Skills (SS)	50	-	-	-	50*	0		
IE	MGMB1X301	Summer Internship Project (SIP)	-	-	100	100	200	6		
IE	MGMB1X302	Multidisciplinary Action Project (MAP)	-	-	100	100	200	4		
CC	MGMB11303	Strategic Management (SM)	50	30	40	-	120	4		
	MGMB16301	Behavioural Finance (BF)	50	30	40	-	120	4		
Elective (Functional) - FE	MGMB16302	Digital and Social Media Marketing (DSMM)	50	30	40	-	120	4		
	MGMB16303	Operations Research (OR)	50	30	40	-	120	4		
	MGMB16304	Social Security Regulations (SSL)	50	30	40	-	120	4		
Elective (Sectoral) - SE	MGMB17301	Financial Markets and Services (FMS)	50	30	40	-	120	4		
	MGMB17302	Management of Industrial Relations and Labour Laws (MIRLL)	50	30	40	-	120	4		
	MGMB17303	Retailing & Franchising (R & F)	50	30	40	-	120	4		
Functional Areas Specialization - SC	MGMB13301	Consumer Behaviour (CB)	50	30	40	-	120	4		
	MGMB13302	Integrated Marketing Communications (IMC)	50	30	40	-	120	4		
	MGMB13303	Sales and Distribution Management (SDM)	50	30	40	-	120	4		
Human Resource Management	MGMB14301	Financial Derivatives (FD)	50	30	40	-	120	4		
	MGMB14302	Insurance and Risk Management (IRM)	50	30	40	-	120	4		
	MGMB14303	Security Analysis & Portfolio Management (SAPM)	50	30	40	-	120	4		
	MGMB15301	Change Management and Organization Development (CMOD)	50	30	40	-	120	4		
	MGMB15302	Compensation Management (CM)	50	30	40	-	120	4		
	MGMB15303	Human Resource Audit (HRA)	50	30	40	-	120	4		
<b>TOTAL MARKS &amp; CREDITS OF SEMESTER 3</b>								<b>1120</b>	<b>34</b>	



Annexure III (contd....)

M.B.A. SEMESTER - 4 (With effect from Academic Year 2021-22 Onwards)									
Course Category	Course Code	Course	SE	ME	CE	V	TOTAL MARKS	CREDITS	
LSLS	MGMB10400	Legal and Environmental Awareness (LEA)	50	-	-	-	50*	0	
IE	MGMB1X401	Capstone Project (CP)	-	-	100	100	200	6	
Elective (Functional) - FE	MGMB16401	Competency Mapping (CMP)	50	30	40	-	120	4	
	MGMB16402	Customer Relationship Management (CRM)	50	30	40	-	120	4	
	MGMB16403	Financial Planning & Taxation (FPT)	50	30	40	-	120	4	
	MGMB16404	Fintech (FT)	50	30	40	-	120	4	
Elective (Sectoral) - SE	MGMB17401	Banking (BN)	50	30	40	-	120	4	
	MGMB17402	HR in Service Sector (HRSS)	50	30	50	-	120	4	
	MGMB17403	Logistics and Supply Chain Management (LSCM)	50	30	50	-	120	4	
Functional Areas Specialization - SC	MGMB13401	Brand Management (BM)	50	30	50	-	120	4	
	MGMB13402	Services Marketing (SRM)	50	30	50	-	120	4	
Human Resource Management	MGMB14401	Financial Analysis and Modeling (FAM)	50	30	40	-	120	4	
	MGMB14402	International Finance (IF)	50	30	40	-	120	4	
	MGMB15401	Designing HRD Systems (DHRDS)	50	30	40	-	120	4	
	MGMB15402	Performance Management (PM)	50	30	40	-	120	4	
<b>TOTAL MARKS &amp; CREDITS OF SEMESTER 4</b>							<b>680</b>	<b>22</b>	
<b>TOTAL MARKS &amp; CREDITS OF MBA PROGRAM</b>							<b>3480</b>	<b>112</b>	

IE - Industry Exposure

CC - Core Course

LSLS - Liberal Studies and Life Skills

\* The Grade sheet shall only reflect Pass / Not Pass (PP /NP) for LSLS courses. The marks shall not be counted towards the calculation of CGPA.

