



PROGRAM REGULATION

"MASTER OF BUSINESS ADMINISTRATION (MBA)"

w.e.f Academic Year 2026-27
(v5.0)

॥ 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)**



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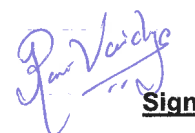
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Program Regulation **Master of Business Administration**

The Program Regulation (v5.0) 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 05-05-2026 and recommended to '**BOARD OF STUDIES**' for approval.

Prof. Ravi Vaidya
Chairman, Academic
& Curriculum Committee
Management (MBA)

Place of the meeting
S. R. Luthra Institute of
Management


Sign

The proposed Program Regulation was approved by **Board of Studies; Management** under the Faculty of Management in the meeting held on 11-09-2026 and was recommended to the '**FACULTY**' for approval.

Dr. Jayesh Desai
Chairman,
Board of Studies -
Management

Place of the meeting
Sarvajanik University


Sign

The Program Regulation was approved by the **Faculty of Management** in the meeting held on 11-09-2026 and was recommended to '**ACADEMIC COUNCIL**' for approval.

Dr. Jayesh Desai
Chairman &
Dean,
Faculty of Management

Place of the meeting
Sarvajanik University


Sign

The Program Regulation was approved by the '**Academic Council of Sarvajanik University**' in the meeting held on 16-09-2026.

Mr. Ashish Desai
Member-Secretary,
Academic Council &
I/c. Registrar,
Sarvajanik University

Place of the meeting
Sarvajanik University


Sign



Sarvajanik University

S. R. Luthra Institute of Management

Program Regulations
(v5.0)

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

(From Academic Year 2026-2027 onwards)

S. R. Luthra Institute of Management
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Table of Contents

Vision and Mission

Program Regulations	Page No.
MB 1.0 Short Title and Commencement	02
MB 2.0 Definitions	02
MB 3.0 Academic Program	03
MB 3.1 Nomenclature of the Program	03
MB 3.2 Eligibility for Admissions	03
MB 3.2.1 Transfer of Students from Other Universities to Sarvajanic University	03
MB 3.2.2 Lateral Entry	05
MB 3.2.3 Enrolment Number	05
MB 3.2.4 Leave of Absence	06
MB 3.2.5 Withdrawal from the Program	06
MB 3.2.6 Termination from the Program	06
MB 3.3 Medium of Instruction	07
MB 3.4 M.B.A. Program Structure	07
MB 3.4.1 Program Duration	07
MB 3.4.2 Credit Scheme and Credit Structure	08
MB 3.4.3 Curriculum framework	08
MB 3.4.4 Program Educational Objectives and Program Outcomes	08
MB 3.5 Attendance Requirements	09
MB 3.5.1 Condoning of shortfall of attendance	10
MB 4.0 Academic Requirements	11
MB 4.1 Evaluation – Distribution and Weightage of Marks	12
MB 4.1.1 Massive Online Open Courses (MOOCs)	14
MB 4.2 Promotion Rules	14

MB 4.2.1	Backlog Exam	15
MB 4.2.2	Gracing Marks	16
MB 4.3	Guidelines against Unfair means / Malpractice	18
MB 4.3.1	UFM Rules for Mid-Semester Examinations	22
MB 4.4	Examination and Assessment – The Grading System	23
MB 4.4.1	Computation of Semester Grade Point Average (SGPA)	26
MB 4.4.2	Computation of Cumulative Grade Point Average (CGPA)	26
MB 4.5	Class / Distinction	27
MB 4.6	Announcement of Results	27
MB 4.6.1	Re-assessment and Re-checking	27
MB 4.6.2	Withholding of results	27
MB 5.0	Code of Conduct and Ethics for Students	28
MB 5.1	Object	28
MB 5.2	Conduct and Ethics	27
MB 5.3	Breach of Code of Conduct	30
MB 5.4	Appeal	31
MB 5.5	Academic Integrity	31
MB 5.6	Anti-Ragging	32
MB 5.7	Sexual Harassment	32
MB 5.8	Students' Grievance Redressal	33
MB 5.9	Mobile Phone Policy	33
MB 5.10	Committees	34
MB 6.0	Award of Degree	35
MB 6.1	Statement of Learning and Achievement (Grade Sheet)	35
MB 6.2	Degree Certificate	35
MB 6.3	Convocation	35
MB 6.4	Corrections in Statement of Learning & Achievement Certificates	35
MB 6.5	Transcript	36
MB 6.6	Duplicate Transcripts and Degree Certificate	36
Annex.	Annexure I – Curriculum Framework	37
	Annexure-II – Course Classification Matrix	38
	Annexure III – Teaching Scheme – Curriculum	40
	Annexure IV – Definition of Academic Terms	44
	Annexure V - Guidelines for Rechecking/ Reassessment	47

S. R. LUTHRA INSTITUTE OF MANAGEMENT

Established in 1999 under Sarvajanic Education Society

Recognized by AICTE, New Delhi

A Constituent College of

Sarvajanic University

VISION

*To be a global leader in imparting value-based and holistic Management
Education for fair business practices and efficient organization,
creating an equitable society.*

MISSION

*M1 - To deliver holistic management education that develops business
acumen, critical thinking, and global competencies.*

*M2 - To cultivate ethical leadership, social responsibility, and
professional integrity among students for effective decision-making in
diverse business contexts.*

*M3 - To promote innovation, entrepreneurship, and sustainability
among students for building resilient organizations and an equitable
society.*



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

MB 1.0	Short Title and Commencement
	a) The Regulations listed herewith shall be known as “Program Regulations for the Two Year (Four Semesters) Full-Time M.B.A. Program, S. R. Luthra Institute of Management at Sarvajanic University”. b) The Program Regulations shall be applicable from Academic Year 2026-27.
MB 2.0	Definitions
	a) “ACPC” means the Admission Committee for Professional Courses; b) “Academic Council” means Academic Council of Sarvajanic University; c) “Academic Year” means the One Year Period commencing from 1st July of the current year to 30th June of the succeeding year; and comprising of one odd and one even semester; d) “Answer scripts” means test, assignment or examination answer sheet or booklet; e) “AICTE” means The All-India Council for Technical Education; f) “CGPA” means Cumulative Grade Point Average, which is the average of grade points obtained by a student in all the courses; g) “Credit” means the unit by which coursework is measured; h) “Credit Point” means the product of grade points and the number of credits for a course; i) “Faculty” means the Faculty of Management; j) “Full-Time student” means a student who is spending his / her full time on campus for a program; k) “Grade Point” means a numerical weight allotted to each letter grade on a 10-point scale; l) “Institute” means S. R. Luthra Institute of Management; m) “I-SIP” means International SIP (Summer Internship Project)¹; 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, NP² and NA; o) “M.B.A.” means Master of Business Administration; p) “P.G.” means Post Graduate; q) “Program” means a set of courses a student is required to complete to become

¹Introduced in v2

²Introduced in v2



	eligible for the award of M.B.A. Degree; 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; s) “Semester” means 15-18 weeks of academic work equivalent to 90 actual teaching days; t) “University” means the Sarvajanik University, Surat.
MB 3.0	Academic Program
	The Regulations laid down herewith pertain to the Two-Year Full-Time Master of Business Administration (M.B.A.) Program.
MB 3.1	Nomenclature of the Program
	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: <i>Master of Business Administration (M.B.A.)</i>
MB 3.2	Eligibility for Admissions
	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), Ahmedabad; and as per the directives of the Board of Management of the University. 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. 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.
MB 3.2.1	Transfer of Students from Other Universities to Sarvajanik University
	a) The transfer from another university is allowed only in the UG/PG courses as per provisions in Table no. 1. b) Upon accepting the transferred students in the concerned academic year and course, the total number of students should not exceed the total sanctioned intake. c) The inter-university transfer will not be entertained in the TFW (Tuition Fee Waiver) category. The student with a TFW category in an earlier university who

wishes to transfer to any faculty of Sarvajanik University will be considered under the normal category and has to pay the full fees as decided by the Fee Regulatory Committee and/or Sarvajanik University

- d) Applicants interested in transfer must have cleared/passed all the subjects in all semesters at the earlier university i.e. such student shall not have any standing backlog / ATKT etc.
- e) Students with any backlog/ATKT or any pending credits to be acquired from a previous institution/university may not be transferred to Sarvajanik University.
- f) The syllabus of all the course types of all the previous semesters of both the universities (earlier and Sarvajanik University) shall be evaluated for equivalence. If the syllabus is found to be equivalent at an acceptable level, then the committee may recommend the transfer to the University. The committee for recommending the transfer after evaluating the equivalence shall comprise of Dean of Faculty, Principal, HOD of the department offering program, dean-academics at the institute and at least 4 senior faculties, with a minimum of two from the respective/relevant branch/domain where the applicant is seeking admission. The transfer shall be considered final only after the approval by the Hon'ble Provost.
- g) The committee may suggest/recommend additional courses to satisfy the equivalence, to meet the prerequisites and/or the required credits. The committee can also recommend/suggest exemptions for certain courses wherever applicable. The applicant needs to earn total minimum credits for earning a degree as mentioned in UG/PG program regulation including their accepted credits at Sarvajanik University by the committee.
- h) The applicant can learn the course recommended by the committee from the online open-source platforms or as a self-study mode but needs to pass the evaluation/exam suggested by the committee or the University (At least 50% of Semester Study at Sarvajanik University).
- i) A Student who is admitted under this category needs to fulfil the attendance criteria from the day he/she is admitted to the institute. The transfer/admissions under this mode in a given semester are to be discouraged after 4 weeks of the commencement of the semester unless otherwise seen justified and after pre-approval of University authorities.
- j) Student must apply for the transfer in the prescribed format with necessary



details/documents like:

- i. No objection certificate from the earlier university on the letterhead with the signature and stamp of the Principal/Director/Head of the Institute with the name of the signatory printed below the signature. The Dean/Registrar may waive off the requirement of such NOC if the previous university refuses to issue NOC to the student opting for transfer to our university. (Optional).
- ii. Transfer Certificate/Migration Certificate / AIU equivalence (as applicable). (Optional).
- iii. Copy of the letter of approval from AICTE/UGC/COA/BCI for the respective institute/university, if required.
- iv. Details of the Program in which the student is enrolled in the earlier university.
- v. Curriculum/Syllabus of the program of the earlier university.
- vi. Grade Sheets/Results of all semesters at the earlier university.
- vii. Standard 10th /12th Mark sheets/ Undergraduate mark sheets.
- viii. Diploma mark sheets (if applicable).
- ix. Mentioning the Course/Program in which the student wants to enroll at Sarvajani University.

Table 1: University Transfer Criteria

Name of the Program/Course	Admission in the Semester/Year number	Merit to be considered	Minimum Eligibility Criteria	Remark
Master of Business Administration	Semester III / Year 2	CGPA of First year / CGPA of Graduation Grades / Marks of 12th	No Backlog in the First two Semesters	Vacancy in 3 rd semester

MB 3.2.2 Lateral Entry³

Lateral Entry admission into the 3rd Semester, 2nd year of the M.B.A. Program shall be as per the prevailing norms of statutory authorities such as ACPC/AICTE/University.

MB 3.2.3 Enrolment Number

- 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.
- b) The Enrolment number shall comprise 11 digits, which are coded as under:

³ Introduced in v5.0



Table 2: Enrolment Number Schema

Institute	Year of admission	Faculty	Program	Student's roll number
LM	26	MM	BA	001

Where,

LM – Luthra Management (S.R. Luthra Institute of Management)

26 – Year of admission, short for **2026**

MM- M = Master's Program, M= Management Faculty

BA – Business Administration Program

001 – Role number of 1st student of the batch

MB 3.2.4 Leave of Absence (LOA)

- Due to unavoidable circumstances, if students are compelled to suspend their studies, they may apply for a Leave of absence (LOA).
- Only those students who have completed AT LEAST their FIRST SEMESTER are eligible to apply for a Leave of absence (LOA).
- 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.
- The Leave of absence shall be granted for ONE FULL ACADEMIC YEAR, only once.
- Students will have to apply for the LOA to the University by filling up the prescribed form and payment of applicable fees.

MB 3.2.5 Withdrawal from the Program

Students can withdraw himself/herself from an exam or a term due to whatever reasons and he/she can join again in the upcoming cycle of academics. In this case, the student's enrolment number shall remain the same. The same terminology and rule shall be applied in case of leave of absence for medical reasons.

MB 3.2.6 Suspension of Enrolment / Termination of Enrolment

- The enrolment of any student shall be terminated or suspended later, in case; the student had supplied false information or suppressed some relevant information while securing admission at the institute.
- All students enrolled at Sarvajanik University have to abide by the code of conduct for the students of the university. The Institute reserves the right to terminate the enrolment of the student if the student has been found guilty of:

	• violating the code of conduct, or • ignoring the code of conduct or • indulging in any misconduct/misbehavior against the prescribed norms c) In all the above cases students may have a Suspension of Enrolment which contains a short-term to a year suspension along with other types of disciplinary actions (Penalty, Assignment submission, Project, Rejection of exam papers, decrement in grade etc.) and Termination of Enrolment which may lead to students to cancellation of admission. d) In case of termination of enrolment, there will be no refund of any kind of fees, whatsoever, paid by the student to the institute or the Sarvajani University. e) The registration/enrolment of any student may be cancelled or changed during the semester according to the norms laid down by the institute or Sarvajani University from time to time.
MB 3.3	Medium of Instruction
	The predominant medium of instruction for the M.B.A. program shall be the English language.
MB 3.4	M.B.A. Program Structure
	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). b) Each semester shall be of 20 weeks' duration (inclusive of mid-term and semester-end examinations) with a minimum of 90 working days. 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.
MB 3.4.1	Program Duration
	a) The normal duration of the M.B.A. Full-Time Program shall be Two years. 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. 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. 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.
MB 3.4.2	Credit Scheme and Credit Structure
	a) One credit is equivalent to 15 contact hours of 60 minutes each for theory classes. 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. c) A student is required to earn a total of 94 credits to become eligible for the award of the M.B.A. Degree.
MB 3.4.3	Curriculum Framework
	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. b) The curriculum offers choice-based credit courses to all students of the M.B.A. Program. c) The course classification matrix and detailed description of each type, of each course, is mentioned in Annexure-II. d) The teaching scheme of all four semesters mentioning the details of marks, credits and course codes (Only of Semester 1 and 2) is mentioned in Annexure III. 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.
MB 3.4.4	Program Educational Objectives and Program Outcomes
	a) Program Educational Objectives are broad statements that describe the career and professional accomplishments that the program is preparing students to achieve. 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:
	Program Educational Objectives



	• Professional Competency ○ Successfully synthesize knowledge of diverse functional areas to respond to current and emerging business situations. • Global Leadership ○ Competent to lead globally with cross-cultural adaptability. • Entrepreneurship ○ Identifying innovative opportunities leading to sustainable business ventures. • Ethics and Social Responsibility ○ Inculcate socially responsible and ethical behaviour in professional and personal life. c) Program Outcomes (POs) represent the knowledge, skills and attitudes the students should possess at the end of a Program. 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: Program Outcomes ○ Apply knowledge of management theories and practices to solve business problems. ○ Foster Analytical and critical thinking abilities for data-based decision making. ○ Ability to develop value based leadership ability. ○ Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business. ○ Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment. ○ Develop entrepreneurial competency for innovative and sustainable solutions.
MB 3.5	Attendance Requirements a) Attendance is the physical presence of the student in the classroom/laboratory/fieldwork /online sessions, etc. b) Students must earnestly strive to attend and diligently participate in all academic, co-curricular and extra-curricular activities to maximize their learning out of the Program.

	c) The minimum overall required attendance including the attendance of the mid-term examination is 75%. 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. e) One period of attendance for each theory course shall be considered if, the student appears for the mid-term examination of that course. f) Students shall also be required to take part in any other academic and co-curricular and 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. 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. 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. 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. 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. 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. l) A student shall not be permitted to appear for the semester-end examinations (SE) if the student's attendance is less than 75%. 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.
MB 3.5.1	Condoning of shortfall of attendance
	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.												
MB 4.0	Academic Requirements												
	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. a) Each course of the Program shall be denoted by a Course Code of 9 digits as under: Table 2: Course Code Structure Schema <table><tr><th>Faculty</th><th>Program</th><th>Version</th><th>Course type</th><th>Semester</th><th>Course Code</th></tr><tr><td>MM</td><td>BA</td><td>2</td><td>1</td><td>1</td><td>01</td></tr></table> Where, MM: M - Master's Program, M - Management Faculty BA – Business Administration Program 2 – Version (Second Version of syllabus) 1 – Course Type (1- Core Course) 1 – Semester (First Semester) 01– Course Code (01-Accounting for Managers) b) Each course in each semester shall have Continuous and Comprehensive Evaluation (CCE) and Semester End Examination (SEE) components for evaluation and assessment. c) Each Industry Exposure course shall be assessed through the Continuous and Comprehensive Evaluation (CCE) and Semester End Examination (SEE) components. d) The Continuous and Comprehensive Evaluation (CCE) component (theory) shall carry a weightage of 50 marks and the Semester-end Examination (SEE) component (theory) shall carry a weightage of 50 marks. e) The ratio of continuous (formative/internal) assessment to semester-end (summative/external) assessment shall be in the ratio of 50 marks: 50 marks. f) For theory courses, the performance of the student in each semester shall be evaluated course-wise, with a maximum of 100 marks based on Continuous and Comprehensive Evaluation (CCE) and Semester-end Examination (SEE). g) For Industry Exposure courses, the performance of the student in each semester	Faculty	Program	Version	Course type	Semester	Course Code	MM	BA	2	1	1	01
Faculty	Program	Version	Course type	Semester	Course Code								
MM	BA	2	1	1	01								



	shall be evaluated course-wise, with a maximum of 200 marks per course based on Continuous and Comprehensive Evaluation (CCE) and Semester-end Examination (SEE). h) 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 marks out of 50 marks) in the Semester End (SEE) Examination and (20 marks out of 50 marks) in the Continuous and Comprehensive Evaluation (CCE). Thus, the student is required to secure a minimum of 40% of marks in both components of a theory course. The student shall be deemed to have 'passed' in a course only if the student has 'passed' in both the components of the theory course. i) 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 40% of marks (40 marks out of 100 marks) in the Continuous and Comprehensive Evaluation (CCE) and (40 marks out of 100 marks) in the Semester-end Examination (SEE). Thus, the student is required to secure a minimum of 40% 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.
MB 4.1	Evaluation- Distribution and Weightage of Marks The detailed provisions for Continuous and Comprehensive Evaluation (CCE) are: a) The Continuous and Comprehensive Evaluation (CCE) Examination shall carry a weightage of 50 marks for theory courses. b) Continuous and Comprehensive Evaluation (CCE) shall comprise of the following: • Mid Semester examination (20 marks) • Assignment (20 marks) • Open Notes Test / Quiz / any individual assessment tool (10 marks) c) The Continuous and Comprehensive Evaluation (CCE) shall be the total of the marks secured in the mid-semester exam, assignment and open notes test. d) Each student has to secure 40% marks (20 marks out of 50) to pass in the CCE component. If the student is not able to secure 40% marks, the student shall have to submit additional assessment components as decided by the Institute and course faculty.

- e) Mid-Semester examinations shall be conducted after the completion of two modules of the syllabus.
- f) The Semester End (SEE) 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 SEE 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 Backlog Examination as per the provisions mentioned in 4.2.1.
- g) 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 to the organizational dynamics, comprehended the significance of interpersonal and inter-departmental relationships with peers and seniors, and secured hands-on learning of the organizational policies, processes, structure and culture. Students can also opt for undergoing I-SIP⁴:
 - 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.
- h) There shall be a Capstone Project Viva-Voce at the end of Semester IV. 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.
- i) The examination and assessment procedure for both Industry Exposure courses – Summer Internship Project and Capstone Project shall be uniform, which is as under:
 - i. The Institute shall arrange for the conduct of Summer Internship Project

⁴ Introduced in v2



	Viva-Voce / Capstone Project Viva-Voce by an Internal Examiner (Continuous and Comprehensive Evaluation of 100 marks) and an External Examiner (Semester-end Examination (SEE) 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 / Director. The external examiner shall be an eminent academician / industry representative. iii. A student has to secure a minimum of 40% of marks in both components – Continuous and Comprehensive Evaluation (CCE) and Semester-end Examination (SEE) individually to be 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 / Capstone Project Viva-Voce.									
MB 4.1.1	Massive Online Open Courses (MOOCs)⁵									
	a) The Institute shall offer Massive Open Online Courses (MOOCs) offered by Study Webs of Active Learning for Young Aspiring Minds (SWAYAM); as per the prevailing directives and guidelines of Ministry of Education and UGC. b) The Institute shall offer MOOCs in the fourth semester of the Program. A student can opt for MOOC in lieu of an elective course in the fourth semester. Only a course designated as a course meant for the Post Graduate level on the SWAYAM portal shall be offered by the Institute, with the approval of the Dean / Principal. c) A student can opt up to 1 MOOC in the fourth semester. d) The MOOC Course shall be implemented as per the guidelines and regulations of Sarvajanik University.									
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: Table 3: Academic Progression/Promotion Eligibility Conditions <table><tr><th>No.</th><th>Promotion</th><th>Conditions to be fulfilled</th></tr><tr><td>1</td><td>First Year First Semester to First Year Second Semester</td><td>Regular course of study of the first-year first semester and all attendance requirements.</td></tr><tr><td>2</td><td>First Year Second Semester to Second Year First Semester</td><td>Regular course of study of first-year second semester and all attendance</td></tr></table>	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
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								

⁵ Introduced in v4.2



		requirements. Must have secured at least 24 credits out of 48 credits [Semester I (22 credits) and Semester II (26 credits)] i.e., 50% credits up to first-year second semester from all the relevant regular and supplementary examinations, irrespective of 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) ⁶When 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 and Comprehensive 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.	
4.2.1	Backlog Exam	
	a) The new norms for Backlog exams shall be applicable to all current and new students with effect from Academic Year 2024-25. The provision of remedial / re-examination in semester end examination has been discontinued from Academic Year 2024-25. b) All students who failed or were absent in a regular semester end examination shall be allowed to appear for interim backlog exams which shall be held preferably within a month after the declaration of the final results of the semester end examination. c) These interim backlog exams are allowed to only those students who were found eligible, whose term was granted and who were eligible for appearing in the examination and who have filled up their examination form with prescribed fees for the examination. All those students, whose term was not granted earlier or who	

⁶ Introduced in v3



	decided to take a drop or who have not filled up their examination form with prescribed fees shall not be eligible for this backlog examination. d) The same backlog exam rules shall also apply to students who remain absent for any examination and/or are given permission to remain absent from appearing in the examination due to participation in activities (sports, cultural, etc.) on behalf of the University. e) At the end of every semester, the students can appear for the backlog examinations of all the failed theory and industry exposure courses (SEE and V) of earlier semesters. The students have to apply for the backlog examination and shall pay the fees as prescribed by the university. f) The standard of conducting the Backlog Exam shall be the same as the normal SEE of the main semester. g) Backlog students will not be eligible for an award of medals or any special recognition like top ranking. h) In case of students' examination record like backlog etc. is from the older version of the curriculum due to any approved revision of curriculum by Academic Council and Whenever the structure/ Curriculum of the respective program changes and/or in case of non-availability of the failed course(s) for re-registration, the equivalent course(s) in the new structure/ Curriculum shall be decided/Proposed by the respective board of studies and faculty and shall be approved by Academic Council.
4.2.2	Gracing
	Following gracing criteria shall be applied for the M.B.A. program: <u>Part: A</u> - Where a candidate fails in any Continues assessments – Continuous & Comprehensive Evaluation (CCE), Semester End Examination (SEE), backlog, Remedial and Re- examination his/her failure in that theory head of passing shall be condoned by 5% of maximum marks of corresponding passing heads. In CCE or SEE examination of 25 marks, maximum grace marks allowed are 1.25 (5% of 25) rounded up to 2 and for CCE or SEE examination of 50 marks, maximum grace marks allowed are 2.5 (5% of 50) rounded up to 3. <u>Part: B</u> - Part B shall be applicable when a student appears for the Continues & Comprehensive Evaluation (CCE)/Semester End Examination (SEE) and if he/she is



unable to clear all the courses of respective semester even after applying the above Part –A. This shall be applicable with following conditions:

- Even after applying Part A, if student is unable to clear the semester by only one course of the semester (failing in just one course), then only Part-B shall be applicable in that one course.
- The Part-B will be applied only if, after applying this, the student will be able to fully pass the semester (except noncredit courses) while appearing in either regular exam.
- Under Part–B, the failure in any one course of the Semester End Examination (SEE) head of passing shall be as condoned as follows:

Table 4: Gracing Norms Part B

CGPA	Maximum Grace Marks to be given for passing of course
9 or above	Up rounded 16% of maximum marks of head
8 or above & below 9	Up rounded 15% of maximum marks of head
7 or above & below 8	Up rounded 13% of maximum marks of head
6 or above & below 7	Up rounded 11% of maximum marks of head
5 or above & below 6	Up rounded 10% of maximum marks of head
4 or above & below 5	Up rounded 8% of maximum marks of head

- While applying Part - B, it shall be applicable alone and not with Part-A. It means that if the student is given the benefit of gracing through Part-B, then subsequently the gracing criteria mentioned in Part-A shall not be applied.
- The maximum grace marks as per the above table will be considered as per the CGPA secured by the candidate in the last result declared for previous season examination (Summer/Winter) conducted by the University. In case of the first semester the students' result of the current semester (SGPA) (prior to gracing through Part B but after gracing of Part A) shall be considered in place of CGPA for applying the gracing criteria for part B. **Same criteria shall be applied (if required) to the lateral entry students or those transferred from other institute, in the results of their very first semester student studied at the Sarvajanik University.**



	Only gracing criteria Part (A) is applicable for the backlog examination. However, both the gracing criteria Part (A) and (B) can be applied (in that semester) for students allowed to appear for Remedial and Re-examination due to special permission taken, provided the student has written exams for all regular courses of that semester for just one time. The process for gracing and the criteria are specified separately.												
MB 4.3	Guidelines against Unfair means / Malpractice												
	Student shall be entitled to have following punishments if he/she is found practicing unfair means or malpractice during conduction of examinations. Students are advised not to indulge in such act.												
	Table 5: Modified⁷ Unfair Means (UFM) norms												
	<table><tr><th>Sr. No.</th><th>Unfair Means adopted by the Examinee</th><th>Type of Punishment</th></tr><tr><td>1.</td><td>Possession by a candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler or on the person), paper, another student's answer book or any other material, whether written, inscribed, engraved or electronic or any other devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment, smart watches etc., which could be of help or assistance to him in answering any part of the question paper</td><td> 1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs. (Two thousand Five Hundred Rupees) shall be imposed. </td></tr><tr><td>2.</td><td>A student is found writing text, figures etc. on question paper and deliberately reveal his/ her identity or intentionally makes irrelevant symbols, sketches etc. in answer book.</td><td> 1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs (Two thousand Five Hundred Rupees) shall be imposed. </td></tr><tr><td>3.</td><td>Found copying using any of the material mentioned in 1 above.</td><td> 1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. 2. Candidate would NOT be allowed </td></tr></table>	Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment	1.	Possession by a candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler or on the person), paper, another student's answer book or any other material, whether written, inscribed, engraved or electronic or any other devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment, smart watches etc., which could be of help or assistance to him in answering any part of the question paper	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs. (Two thousand Five Hundred Rupees) shall be imposed.	2.	A student is found writing text, figures etc. on question paper and deliberately reveal his/ her identity or intentionally makes irrelevant symbols, sketches etc. in answer book.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs (Two thousand Five Hundred Rupees) shall be imposed.	3.	Found copying using any of the material mentioned in 1 above.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. 2. Candidate would NOT be allowed
Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment											
1.	Possession by a candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler or on the person), paper, another student's answer book or any other material, whether written, inscribed, engraved or electronic or any other devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment, smart watches etc., which could be of help or assistance to him in answering any part of the question paper	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs. (Two thousand Five Hundred Rupees) shall be imposed.											
2.	A student is found writing text, figures etc. on question paper and deliberately reveal his/ her identity or intentionally makes irrelevant symbols, sketches etc. in answer book.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs (Two thousand Five Hundred Rupees) shall be imposed.											
3.	Found copying using any of the material mentioned in 1 above.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. 2. Candidate would NOT be allowed											

⁷ 19th Academic Council Meeting dated 22nd August 2026



		to appear for the examination of the cancelled paper in the subsequent chance.
		3. A fine of INR 4000 Rs (four Thousand Rupees) shall be imposed.
4.	The behaviour of a student on being caught is unsatisfactory/no cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions. 1. A student attempts to discard, destroy and throw away his/her supplementary, question paper or any examination related prohibited material upon being caught. 2. A student deliberately found leaving the examination hall without submitting the answer book to block supervisor.)	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Candidates would NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10000 Rs. (Ten Thousand Rupees) shall be imposed for all the students found copying. 4. Depending on the gravity of the offence, the case may be referred to the Police and permanent debarment from exams may be considered on the recommendation of the UFM committee.
5.	Possession of another student's answer book or answer sheet with evidence of copying. (Student impersonates any other student in connection during examination.)	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidate found copying would NOT be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. The other candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 4. A fine of INR 5000 Rs. (Five Thousand Rupees) shall be imposed for both the students.
6.	Possession of another student's answer book or answer sheet. 1. A student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidates would be allowed to appear for the examination of the cancelled paper in the subsequent



	the examination hours.	chance. 3. A fine of INR 5000 Rs. (Five Thousand Rupees) shall be imposed for both the students.
7.	Found having written request for favours in answer paper.	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 1000 Rs. (One Thousand Rupees) shall be imposed.
8.	Tampering/ interfering/ scratching with University Seal, or answer book or other stationery used in the examinations at any stage. A student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script or changes marks assessment inside and or outside of answer script or forges signature of the Course Instructor/Invigilator while showing answer script to the student after evaluation.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. The student will NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10,000 will be imposed on all students found copying. 4. Depending on the seriousness, the case may be referred to the Police and permanent debarment from exams may be considered, based on the UFMC's recommendation.
9	Impersonation in any form at the University/College/Institute exam	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Candidates would NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance.
10.	Smuggling in/out of blank answer book/ answer sheet 1. To use as copying material. 2. Written answer book sheet based on the question paper set at the examinations. 3. Written outside exam hall and	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would not be allowed to appear for the examination of the cancelled



	inserting it with other answer book or any other insertions in the answer book. 4. Written answer book sheet and forging the signature of the invigilator thereon	paper in the subsequent chance two chances. 3. A fine of INR 5000 Rs. (Five Thousand Rupees) shall be imposed.
11.	Identical answers in the answer books reported by the Chairman/ Chief Examiner during valuation.	1. Annulment of the performance of both students in the particular paper at the University/College/Institution exam in full. 2. Candidates found copying would NOT be allowed to appear for the examination of the cancelled paper in the immediate subsequent chance. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed for all the students found copying.
12.	Insertion of currency notes in exam paper or attempting to bribe any official of the University	1. Annulment of the performance of the student in the particular paper at the University/College/Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 4,000 will be imposed, and the currency recovered would be deposited into the University account.
13.	Repeat instances of involvement in UFM.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Debarment from exams would be decided by the UFMC. 3. A fine of INR 10,000 shall be imposed.
14.	Involvement in multiple types of UFM in the same instance	1. Punishment in terms of annulment and debarment to be decided by the UFMC. 2. A fine would be imposed totalling the applicable fines for all applicable types of malpractices for which the candidate has been



		found guilty.
15	UFM in case of practical exam/dissertation/project	To be dealt with at par with punishments of the theory exams.
16	If a student is found guilty of plagiarism of a thesis/dissertation/project work during the period of assessment	1. Resubmission of thesis/ dissertation/ project work in case of Ph. D./ Masters students, with the entire process of review conducted a fresh. 2. Reduction in grade awarded would be decided by the UPMC. 3. Deferment of submission would be decided by the UPMC.
17	If a Candidate who is awarded PhD from the University is found guilty of plagiarism by the University	The degree awarded shall be withdrawn by the University.
18	If a student is found guilty of influencing supervisor or any member of adjudication committee or panel for viva voce or resorting to any UFM.	1. Reduction in grade awarded would be decided by the UPMC. 2. Punishment and fine would be decided by the UPMC.
19	Combination of more than 5 all the above UFM Norms.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. The student will NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10,000 will be imposed on all students found copying. 4. Depending on the seriousness, the case may be referred to the Police and permanent debarment from exams may be considered, based on the UPMC's recommendation.
All other type of offences, misconduct, and unfair means not mentioned above, shall be presented to Disciplinary Committee for Examination. Controller of examination in accordance to the norms of Sarvajanic University shall decide process of formation of Disciplinary Committee for Examination, taking evidence etc. Disciplinary committee should comprise of exam coordinator, TWO senior faculty members, and a representative of SU exam section.		
MB 4.3.1	UFM Rules for Mid-Semester Examinations	
	Identifying and defining the unfair means and practices done for the M.B.A program applicable on Mid Semester Regular / Additional / Interim Backlog / Backlog	



examinations taken by the institute.

Table 6: Modified⁸ Unfair Means (UFM) Norms

Sr. No.	Unfair Means & Misconduct by Students during Exams	Type of Punishment
1.	Copying from or referring to any material other than the question paper or answer book of the candidate himself during the course of examination. The material could be a piece of paper/cloth, calculator, mobile phones, benches in the examination hall/labs, washroom, any area within the Institute's premise of the Institute or different parts of the human body such as hands, arms, feet etc.	Cancellation of the examination of that particular course and the student shall be awarded 'Zero (0) marks in that component.
2.	Bringing to the examination hall any material with the intention to use it in attempting the questions.	
3.	A student is found having in his/her possession of any electronic device/gadget or has accessed any app or devices during the exam duration.	
4.	Taking help from the peer examinees in the form of verbal conversation or seeing /showing the answer book of/ to other examinees with or without their consent.	
5.	Misbehaving or creating disturbance of any kind in and around the examination hall or organizing a walk out or instigating other to walk out.	

MB 4.4

Examinations and Assessment – The Grading System

- a) Grades shall be awarded to indicate the performance of each student in each Theory Course based on the % of marks obtained cumulatively in CCE + SEE (Continuous and Comprehensive Evaluation + Semester End Examination, taken together), and a corresponding Letter Grade shall be awarded.
- b) Grades shall be awarded to indicate the performance of each student in each

⁸ 19th AC Meeting dated 22nd August 2025



Industry Exposure Course based on the % of marks obtained cumulatively in CCE + SEE (Continuous and Comprehensive Evaluation + Semester End Examination, taken together), and a corresponding Letter Grade shall be awarded.

- 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 followed⁹:

Table 7: Conversion of marks to grade for course components for all courses

% of Marks Secured in a Course Component (Class Intervals)	Letter Grade ¹⁰	Grade Points
91 – 100	O (Outstanding)	10
81 – 90	A+ (Excellent)	09
71 – 80	A (Very Good)	08
61 – 70	B+ (Good)	07
51 – 60	B (Above Average)	06
41 – 50	C (Average)	05
Exactly 40%	P (Pass)	04
Below 40% (< 40%)	F (Fail)	00
Absent	Ab (Absent)	00

- d) Example: Grade Calculation of Theory Courses

Table 8: Marks obtained in the exam converted into Grades and points.

No.	Semester End (SEE – 50)			Continuous Evaluation (CCE – 50)		
	Marks obtained (50)	Grade	Grade Point	Marks obtained (50)	Grade	Grade Point
1	SEE	SEE	SEE	CCE	CCE	CCE
e.g.	36	A*	8	32	B+*	7

* As per Table 6

Table 9: Calculation of course grade from sub-component of the course using weighted grade point

Sr. No.	Courses having theory component	
	Weighted grade point	Grade
1	$= (SEE * 50 / 100) + (CCE * 50 / 100)$ $= (8 * 50 / 100) + (7 * 50 / 100)$ $= 7.5$ will be up converted as 8	Letter grade of Grade point A*

* As per Table 6

- e) The Weighted Average Grade Point for each course (theory and industry exposure)

⁹Modified in v2

¹⁰ Modified as per 11th AC



shall be converted into the letter grade as per the following table for calculating all Course Grades:

Table 10: Letter Grade and Grade Points for the course

% of Marks Secured in a Course Component (Class Intervals)	Letter Grade	Grade Points
91 – 100	O (Outstanding)	10
81 – 90	A+ (Excellent)	09
71 – 80	A (Very Good)	08
61 – 70	B+ (Good)	07
51 – 60	B (Above Average)	06
41 – 50	C (Average)	05
Exactly 40%	P (Pass)	04
Below 40% (< 40%)	F (Fail)	00
Absent	Ab (Absent)	00
	PP (Only for non-credit courses)	Pass
	NP (Only for non-credit courses)	Not Pass

- f) A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks.
- g) A student obtaining an 'FF' Grade in any course is deemed to have 'failed' and can apply for reassessment as per Point 4.2.1. If the student does not pass after reassessment, the student can then apply for the Interim Backlog¹¹ Exam as per Point 4.2.1 (b). If the student is not eligible for Interim Backlog Exam and/or the student secures an 'FF' grade in the Interim Backlog Exam, then the student needs to appear for the Backlog Semester End Examination (SEE), as and when conducted. In such cases, his Continuous and Comprehensive Evaluation marks (CCE) in those courses shall remain as obtained earlier.
- h) 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.
- i) In general, a student shall not be permitted to repeat any Course (s) only for the sake of 'Grade Improvement' or 'SGPA/ CGPA Improvement'.
- j) 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

¹¹ Modified in v4.2



	computed by multiplying the Grade Point with Credits for that particular Course. <u>Credit Points (CP) = Grade Point (GP) x Credits For a Course</u>																																								
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 ith course, and • (GP)_i represents the Grade Points (GP) corresponding to the Letter Grade awarded for that ith Course. Table 11: Illustration of calculation of SGPA: Semester 1: <table><tr><th>Course / Course</th><th>Credits</th><th>Letter Grade</th><th>Grade Points</th><th>Credit Points</th></tr><tr><td>Course 1</td><td>4</td><td>A</td><td>8</td><td>4*8 = 32</td></tr><tr><td>Course 2</td><td>4</td><td>O</td><td>10</td><td>4*10 = 40</td></tr><tr><td>Course 3</td><td>4</td><td>B</td><td>6</td><td>4*6 = 24</td></tr><tr><td>Course 4</td><td>4</td><td>B</td><td>6</td><td>4*6 = 24</td></tr><tr><td>Course 5</td><td>4</td><td>A+</td><td>9</td><td>4*9 = 36</td></tr><tr><td>Course 6</td><td>2</td><td>B</td><td>6</td><td>2*6 = 12</td></tr><tr><td></td><td>22</td><td></td><td></td><td>168</td></tr></table> <u>SGPA = 168 / 22 = 7.63</u>	Course / Course	Credits	Letter Grade	Grade Points	Credit Points	Course 1	4	A	8	4*8 = 32	Course 2	4	O	10	4*10 = 40	Course 3	4	B	6	4*6 = 24	Course 4	4	B	6	4*6 = 24	Course 5	4	A+	9	4*9 = 36	Course 6	2	B	6	2*6 = 12		22			168
Course / Course	Credits	Letter Grade	Grade Points	Credit Points																																					
Course 1	4	A	8	4*8 = 32																																					
Course 2	4	O	10	4*10 = 40																																					
Course 3	4	B	6	4*6 = 24																																					
Course 4	4	B	6	4*6 = 24																																					
Course 5	4	A+	9	4*9 = 36																																					
Course 6	2	B	6	2*6 = 12																																					
	22			168																																					
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 st 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^{th} semester
- r = number of semesters under consideration

Table 12: Illustration of calculation of CGPA:

Semester	Credits	SGPA	Credits*SGPA
Semester I	22	7.0	22*7 = 154
Semester II	26	7.5	26*7.5 = 195
Semester III	24	6.5	24*6.5 = 156
Semester IV	22	7.0	22*7 = 154
	94		659

$$CGPA = 659 / 94 = 7.01$$

For converting Cumulative Grade Point Average to percentage, the conversion factor will be (CGPA * 10). For e.g., Percentage = (7.01 * 10) = 70.10%

MB 4.5

Class / Distinction¹²

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:

Table 13: Class / Distinctions

CGPA	Class
$\geq 7.1^{13}$	First Class with Distinction
$\geq 6.1 \text{ \& } < 7.1^{14}$	First Class
$\geq 5.1 \text{ \& } < 6.1$	Second Class
< 5.1	Pass Class

MB 4.6

Announcement of Results

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.

MB 4.6.1

¹⁵Reassessment and Re-checking

Students can apply for reassessment and re-checking in any course semester-end

¹²Modified in v2

¹³ Modified in v3

¹⁴ Modified in v3

¹⁵ Refer Annexure IV, introduced in v4.1



	examination as per the prevailing norms of the University.
MB 4.6.2	Withholding of Results
	Students' results may be withheld if the student: a) Has been subjected to disciplinary action and a decision is pending; b) Is in debt to the University; c) Has failed to meet the academic requirements All pending results will be announced as soon as the issue in question is resolved to the satisfaction of the University.
MB 5.0	Code of Conduct and Ethics for Students
	All students are expected to abide by the code of conduct and ethics as mentioned herewith.
MB 5.1	Object
	All students must know that it is mandatory for them to 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 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 also be reviewed on the official website of the Institute.
MB 5.2	Conduct and Ethics
	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. b) At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that he/she shall be regular and must complete his/her studies in the Institute. c) Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. d) All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and



reputation substantially. The various forms of misconduct include:

- e) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- f) Any act of disrespect or insubordination or physical or mental mistreatment towards any staff members of the institute under any circumstances intentionally damaging or destroying Institute infrastructure or physical property or property of other students and/or faculty members
- g) Any disruptive activity in a classroom or an event sponsored by the Institute
- h) Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- i) Participating in activities including Organizing meetings and processions without permission from the Institute
- j) Accepting membership of religious or terrorist groups banned by the Institute/Government of India
- k) Unauthorized possession, carrying or use of any weapon, or potential weapons, fireworks, contrary to law or policy.
- l) Unauthorized possession or use of harmful chemicals and banned drugs
- m) Possessing, consuming, distributing, selling of alcohol or any such addictive substances in the Institute and/or throwing empty bottles on the campus of the Institute. Parking a vehicle in a no-parking zone or area earmarked for parking another type of vehicles
- n) Rash driving on the campus may cause any inconvenience to others
- o) Theft or unauthorized access to others resources
- p) Misbehavior at the time of student body elections or during any activity of the Institute.
- q) 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.
- r) Students are not expected/ permitted:
- s) To interact, on behalf of the Institute, with media representatives or invite media persons onto the campus without the permission of the Institute authorities.



	t) To either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission. u) To provide audio and video clippings of any activity on the campus to media without prior permission. v) Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulging in any such related activities having grave ramifications on the reputation of the Institute. w) Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable. x) Damage to, or destruction of, any infrastructure or property of the Institute, or any property of others on the Institute premises. y) Making a video/audio recording, taking photographs, or streaming 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. z) Indulging 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.
MB 5.3	Breach of Code of Conduct
	If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that 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 the misconduct. i. WARNING- 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. RESTRICTIONS -Reprimanding and restricting access to



	various facilities on the campus or classes for a specified period of time. ii. COMMUNITY SERVICE - For a specified period of time 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. iii. MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period. iv. SUSPENSION- A student may be suspended for a specified period of time which will entail a 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. v. EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc. vi. INELIGIBILITY TO REAPPLY for admission to the Institute for a period of three years, and vii. WITHHOLDING THE GRADE CARD or degree certificate for the courses studied or work carried out.
MB 5.4	Appeal
	• If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the principal. The principal may decide on one of the following: • 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 refer the case back to the committee for reconsideration. • In any case, the principal's decision is final and binding in all the cases where there is possible misconduct by a student.
MB 5.5	Academic Integrity
	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.
MB 5.6	Anti - Ragging
	a) 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 in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. b) The Anti-Ragging Committee, as constituted and headed by the Principal / Director / Head of the Institute 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. c) A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti- Ragging Committee: - Suspension from attending classes and academic privileges. - Withholding/ withdrawing scholarship/ fellowship and other benefits. - Debarring from appearing in any test/ examination or other evaluation processes. - Withholding results. - Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work. - Suspension/ expulsion from the hostels and mess. - Cancellation of admission. - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. - In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment. If need be, in view of the intensity of the act or ragging committed, a First Information



	Report (FIR) shall be filed by the Institute with the local police authorities.
MB 5.7	Sexual Harassment
	a) The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall be applied. Students should note that "sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely: • Physical contact and advances • A demand or request for sexual favors • Making sexually colored remarks; or • Showing pornography • Any other unwelcome physical, verbal or non-verbal conduct of sexual nature b) Where such conduct amounts to misconduct, appropriate disciplinary action should be initiated by the Anti-Sexual harassment committee in accordance with those rules. c) 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.
MB 5.8	Student Grievance Redressal
	Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal / Director / Head of the Institute. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.
MB 5.9	Mobile Phone Policy
	a) This policy aims to ensure effective teaching and learning environment in the institute. 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. b) Students must not indulge in any active or passive usage of the phones during the



	classes in the college. This means that phones must not be used for: Making calls, checking the time, Texting or used as a calculator. c) Mobile phones/headphones etc. must not be visible at all during the classes. Equipment must be switched off and stored in the students' bag. d) Headphones must not be worn during or between lessons, for reasons of safety and courtesy. Where appropriate, an individual member of staff may give permission for the use of a device for a specific educational purpose. e) Students must not use phones or MP3 players to broadcast music or transfer inappropriate material. No device should be used in the college to photograph or video students or staff without the authority of the principal. 6.9.5. If there is an emergency that requires communication with home, students must speak to a member of staff who will deal with the matter. f) In an emergency, parents/guardians should call the institute office and a message will be taken immediately to the student. g) In case, if students fail to adhere to the above-mentioned rules, their mobile phones will be confiscated immediately for thirty days by any staff member who detected the violation. If the student needs their device earlier than thirty days, they shall pay a fine as the per the rules mentioned below: h) The student who needs the device on the same day as of confiscation, they shall pay a ₹500 fine in the college administration office along with an apology letter. i) The student who needs the device after 7 days of confiscation, they shall pay a ₹300 fine in the college administration office along with an apology letter. j) If a student persists to breach the rules as laid out in this policy, then the parents/guardians and the student will be requested to attend a meeting with the principal to discuss the issue.
MB 5.10	Committees
	The Institute shall be executing and implementing various statutory, regulatory and developmental considerations through various committees: ➤ Internal Quality Assurance Cell ➤ Anti-ragging committee ➤ Internal Complaint Committee ➤ Grievance Redressal Cell for Staff ➤ Student Grievance Redressal Committee



	➤ Industry Institute Cell ➤ Women Empowerment Cell ➤ Innovation Cell ➤ SC / ST Committee ➤ Fit India Youth Club Committee
MB 6.0	Award of Degree
	A student shall be declared to be eligible for the award of the MBA Degree if the student has a) Registered and completed the courses and projects as per the curriculum and obtained an aggregate of learning credits totaling 94. 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. c) Obtained a CGPA of ≥ 5.00 at the end of the semester in which the student completes all the requirements for the award of the P.G. Degree. d) No disciplinary action is pending against him/her. e) Paid all the dues to the Institute including, the Department, Hostel, Library and other units.
MB 6.1	Statement of Learning and Achievement (Grade sheet)
	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.
MB 6.2	Degree Certificate
	The Degree certificate, issued under the University seal, will have the student's name, Enrolment Number, name of the degree awarded and class.
MB 6.3	Convocation
	a) A Convocation ceremony will be held once every year. 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. c) The degree will be awarded in the presence of the University's Mace. 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.



MB 6.4	Corrections in Statement of Learning & Achievement (Grade Sheet)
	Students can apply for correction in any transcript/grade sheet and degree certificate issued as per the norms specified by the University.
MB 6.5	Transcript
	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.
MB 6.6	Duplicate Transcripts and Degree Certificate/Grade Sheet
	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. Reprinted documents will be issued against payment of the prescribed fee as per the norms of the University. The reprints will carry the caption "Duplicate".

ANNEXURE 1 (Curriculum Framework)

SARVAJANIK UNIVERSITY - SURAT

FACULTY OF MANAGEMENT @ S. R. LUTHRA INSTITUTE OF MANAGEMENT - SRLIM

		YEAR 1 (Foundation)				YEAR 2 (Exploration)				
		Managerial Foundation		Business Foundation		Strategic Outlook		Professional Competence		
GROUP		SEM 1	Credits	SEM 2	Credits	SEM 3	Credits	SEM 4	Credits	%
Professional Core Courses	Core	1. Managerial Economics 2. Organizational Behavior	6	1. Strategic Management	4	—	—	—	—	12 12.77%
	Industry Exposure	—	—	—	—	1. Summer Internship Project	6	1. Capstone Project	1	14 14.89%
	Skill Enhancement Courses (SEC)	1. Communication & Office Automation Skills	3	1. Professional/Grading Skills	3	1. SEC - 3	3	1. SEC - 4	2	8 8.51%
Domain / Technical	Foundation	1. Accounting for Managers 2. Business Analytics and Auditing Fundamentals	8	1. Financial Management 2. Human Resource Management 3. Marketing Management 4. Production and Operations Management	16	—	—	—	—	24 25.53%
	Marketing*	—	—	—	—	1. MI 2. SI 3. SD	12	1. SI 2. SI	1	—
	Finance*	—	—	—	—	1. FI 2. FI 3. FI	12	1. FI 2. FI	8	20 21.28%
	Human Resource*	—	—	—	—	1. HR 2. HR 3. HR	12	1. HR 2. HR	8	—
Elective	Business Analytics*	—	—	—	—	1. BA 2. BA 3. BA	12	1. BA 2. BA	8	—
	Elective**	—	—	—	—	1. EL 2. EL 3. EL 4. EL 5. EL 6. EL	24	1. EL 2. EL 3. EL 4. EL 5. EL 6. EL	4	8 8.51%
PAECC	Professional Ability Enhancement Compulsory Courses (PAECC)	1. Business Research and Data Analysis	4	1. New Venture Creation	4	—	—	—	—	8 8.51%
Credit Hours			22		26		24		22	94 100.00%
No. of Courses			6		7		6		5	24

* Student has to opt any one specialization in Semester 3 and 4 from Marketing/Finance/Human Resource/Business Analytics
** Student has to select any one elective course in semester 3 and semester 4



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.
3	Elective Courses	Functional Elective	Accelerate the understanding and deepen the knowledge in the functional area



		Sectoral Elective	Apply knowledge and skills within and across industries and sectors.
4	Professional Ability Enhancement Compulsory Courses	PAECC	Provides the opportunity and knowledge to develop and strengthen the necessary skills to gain, maintain, and advance in a chosen area.
5	Skill Enhancement Course	SEC	Provides vital skills necessary for employability and success in career,

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	Business Analytics Specialization Course	8
8	Functional Elective (FE)	6
10	Sectoral Elective (SE)	7
11	Professional Ability Enhancement Compulsory Courses (PAECC)	9
12	Industry Exposure (IE)	X
13	Skill Enhancement Course	A
14	Elective	B



Annexure III

Sarvajaniik University

S. R. Luthra Institute of Management

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

Teaching Scheme – Curriculum

M.B.A. SEMESTER - 1 (WITH EFFECT FROM ACADEMIC YEAR 2026-27 ONWARDS)						
Course Category	Course Code	Course	SEE	CCE	TOTAL MARKS	CREDITS
FC	MMBA22101	Accounting for Managers (AFM)	50	50	100	4
FC	MMBA22102	Business Analytics and Artificial Intelligence (BA&AI)	50	50	100	4
FC	MMBA29103	Business Research and Data Analysis (BR&DA)	50	50	100	4
CC	MMBA21104	Managerial Economics (ME)	50	50	100	4
CC	MMBA21105	Organizational Behaviour (OB)	50	50	100	4
SEC	MMBA2A106	Communication & Office Automation Skills (COAS)	25	25	50	2
					550	22

CC - Core Course

FC - Foundation Course

SEC - Skill Enhancement Course



Annexure III (contd....)

M.B.A. SEMESTER - 2 (WITH EFFECT FROM ACADEMIC YEAR 2026-27 ONWARDS)						
Course Category	Course Code	Course	SEE	CCE	TOTAL MARKS	CREDITS
FC	MMBA22201	Financial Management (FM)	50	50	100	4
FC	MMBA22202	Human Resource Management (HRM)	50	50	100	4
FC	MMBA22203	Marketing Management (MM)	50	50	100	4
CC	MMBA21204	New Venture Creation (NVC)	50*	50	100	4
FC	MMBA22205	Production & Operations Management (POM)	50	50	100	4
CC	MMBA21206	Strategic Management (SM)	50	50	100	4
SEC	MMBA2A207	Professional Grooming Skills (PGS)	25	25	50	2
					650	26

CC - Core Course

FC - Foundation Course

SEC - Skill Enhancement Course

* SEE evaluation through Viva-voce mode



Annexure III (contd...)

M.B.A. SEMESTER - 3 (WITH EFFECT FROM ACADEMIC YEAR 2026-27 ONWARDS)						
Course Category	Course Code	Course	SEE	CCE	TOTAL MARKS	CREDITS
SEC	MMBA2A305	SEC - 3	25	25	50	2
IE	MGBM2X306	Summer Internship Project (SIP)	100	100	200	6
Elective	MMBA2B301	Elective - 1	50	50	100	4
	MMBA2B302	Elective - 2	50	50	100	4
	MMBA2B303	Elective - 3	50	50	100	4
	MMBA2B304	Elective - 4	50	50	100	4
	MMBA2B305	Elective - 5	50	50	100	4
	MMBA2B306	Elective - 6	50	50	100	4
	MMBA2B307	Elective - 7	50	50	100	4
Marketing	MMBA23301	M - 1	50	50	100	4
	MMBA23302	M - 2	50	50	100	4
	MMBA23303	M - 3	50	50	100	4
Finance	MMBA24301	F - 1	50	50	100	4
	MMBA24302	F - 2	50	50	100	4
	MMBA24303	F - 3	50	50	100	4
Human Resource Management	MMBA25301	H - 1	50	50	100	4
	MMBA25302	H - 2	50	50	100	4
	MMBA25303	H - 3	50	50	100	4
Business Analytics	MMBA28301	B - 1	50	50	100	4
	MMBA28302	B - 2	50	50	100	4
	MMBA28303	B - 3	50	50	100	4
TOTAL MARKS & CREDITS OF SEMESTER 3					650	24



Annexure III (contd....)

M.B.A. SEMESTER - 4 (WITH EFFECT FROM ACADEMIC YEAR 2026-27 ONWARDS)						
Course Category	Course Code	Course	SEE	CCE	TOTAL MARKS	CREDITS
SEC	MMBA2A404	SEC - 4	25	25	50	2
IE	MMBA2A405	Capstone Project (CP)	100	100	200	8
Elective	MMBA2B401	Elective - 1	50	50	100	4
	MMBA2B402	Elective - 2	50	50	100	4
	MMBA2B403	Elective - 3	50	50	100	4
	MMBA2B404	Elective - 4	50	50	100	4
	MMBA2B405	Elective - 5	50	50	100	4
	MMBA2B406	Elective - 6	50	50	100	4
	MMBA2B407	Elective - 7	50	50	100	4
Marketing	MMBA23401	M - 4	50	50	100	4
	MMBA23402	M - 5	50	50	100	4
Finance	MMBA24401	F - 4	50	50	100	4
	MMBA24402	F - 5	50	50	100	4
Human Resource Management	MMBA25401	H - 4	50	50	100	4
	MMBA25402	H - 5	50	50	100	4
	MMBA28401	B - 4	50	50	100	4
Business Analytics	MMBA28402	B - 5	50	50	100	4
TOTAL MARKS & CREDITS OF SEMESTER 4					550	22
TOTAL MARKS & CREDITS OF MBA PROGRAM					2400	94

IE - Industry Exposure, CC - Core Course



Annexure IV – Definition of Academic Terms

Terminology	Condition	Results / Examinations	Semester In / out	Fees Refund		ERP Status	Backlog Exams
				Tuition Fees	Exam Fees		
Drop Out	• Student has paid fees/not paid fees and not attending classes and not fulfilling regular / academic requirements of semester. He / she has not updated college about any intentions • Student has paid fees attended classes and fulfilled regular academic requirements of semester, but not filled exam form.	• Academic records are to be declared based on the last term granted / exam appeared. Records to be archived for 2 years.	1. If a student seeks re-admission within 2 years, enrolment can be activated based on archived results / term granted after considering progression rules. Provided students had not joined any institution for adding academic credits 2. If a student seeks readmission within 2 years but has added academic credits—his / her readmission will take place as per lateral admission / transfer admission policy and a new enrolment number will be generated. 3. If a student seeks readmission after 2 years --- in all circumstances new admission will be considered as per lateral admission / transfer admission policy or multiple entry-multiple exit and new enrolment number will be	• No refund of fees except for first Sem. • Fees shall be refunded to first semester students as per	• No refund of Fees	• To be finalized in consultation of ERP Vendor	See notes below for backlog of students who have 'Dropped out' or 'Left / Admission cancel'

Program Regulations

2026

Left / Admission cancel	•Student has paid fees / not paid fees and not attending classes and not fulfilling regular academic requirements of semester. He / she has informed college about unwillingness to continue further studies.		generated.	refund policy of SU/ UGC time to time	
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Program Regulations

2026

Terminology	Condition	Results / Examinations	Semester In / out	Fees Refund		ERP status	Backlog exams
Withdrawal	* As per SU office NAD does not accept any other symbols other than approved symbols for ABC Id. In this background it was resolved to remove 'Withdrawal' and its symbol 'Wd' from academic terms. Instead students withdrawing from exams will be marked 'Ab' in mark-sheet.						
Term not granted	•Student has not fulfilled minimum attendance requirements and/or failed to fulfil academic requirement of the semester.	•All previous semester's / examinations can be declared	•Progression not allowed to next semester till the semester of Withdrawal / term not granted is cleared	•No refund	•No refund		•Allowed to appear for all previous backlogs examinations
Detained	•Student whose term was granted but failed to fulfil sufficient requirements for progression to enter in the next semester / year.	•All previous semesters/ examinations can be declared	•Progression not allowed until sufficient credits and other academic requirements for progression is met with.	•100 % refund of fees or carry forward fees to the next term when student becomes eligible for progression.	•To refund	•Detained	•Allowed to appear for all previous backlogs examinations

Note

Note

1. Entry of CIE should have been done by the institute in ERP at the time of granting the term. (in case students term granted but drops out of appearing for examination)
2. Backlog exams for 'Drop out' and 'Left/Cancelled'
 - a. In case of 'Drop out' Previous backlog exams are permitted.
 - b. In case of 'Left/Cancelled' permission can be given on case to case bases as per 'Dean/Principal's recommendation. Particularly student who have left and taken admission in other University will not be allowed backlog.



ANNEXURE V: Guidelines for Rechecking/ Reassessment

- a) For reassessment, students must apply within 3 working days after the declaration of the results or within the timeline given by the university.
- b) Reassessment is permitted only in University Theory Exams and is not allowed for Internal, Viva, Practical, project evaluation, Term Work, different phases of PG Dissertation exams, etc.
- c) Reassessment for a maximum of 3 courses for a given semester is allowed, irrespective of the number of failures of the student in that particular semester.
- d) Rechecking is allowed for as many courses as the student wishes.
- e) Re-assessment and Rechecking are permitted in all semesters.
- f) A student can apply for rechecking & and reassessment of his/her answer books only.
- g) For reassessment and rechecking, no fee shall be refunded irrespective of whether the results are changed or not.
- h) The fees for rechecking, reassessment, and re-examination are Rs. 150/-, Rs. 300/-, and Rs. 750/- per course, respectively, and may change from time to time as determined by the university.
- i) No rechecking/reassessment will be done for remedial.

