

Kasegaon Education Society's



**Rajarambapu Institute of Technology,
Rajaramnagar, Sakharale,**

Tal. Walwa, Dist. Sangli, Pin 415414.

An Autonomous Institute Affiliated to Shivaji University, Kolhapur

Copy of Ordinances Rules and Regulations

For

Masters of Business Administration (MBA)

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Rajarambapu Institute of Technology, Rajaramnagar,

(An Autonomous Institute)

Academic Rules and Regulations for MBA

Preface

Kasegaon Education Society's "Rajarambapu Institute of Technology" Rajaramnagar, Sakharale Tal. Walwa Dist. Sangli was established as a self financed Engineering College in 1983. It is affiliated to the Shivaji University, Kolhapur, recognized by Government of Maharashtra and approved by All India Council for Technical Education, New Delhi. The objective is to provide excellent technical education for producing high quality engineering manpower for industry and promote academic excellence through research & development.

The Institute envisaged a long term goal to attain complete Academic Autonomy. This allows the institute to prescribe its Academic Calendar, design its own structure and syllabi, conduct examination, carry out Assessment/Evaluation and declare results. Under autonomy the degree however shall be awarded by Shivaji University on completion of the program. The institute is proposing an experiential learning model under Autonomous structure. It is always perceived in the context of engineering education that institutes produce engineers with a strong theoretical and conceptual background with a limited focus on hands on experience. There exists a gap between what students learn and what the industry demands.

RIT in its autonomy model look forward to adopt an experiential learning model (ELM) which focuses on learning by doing. Experiential learning provides opportunity for students to experiment and learn better by doing. The curriculum will be designed keeping in mind the hands on experience through extensive experimentation through lab work, plant visits, in plant training, mini projects and projects in industries.

A judicious mix of theory and practice makes the RIT students as preferred prospective employees.

Rajarambapu Institute of Technology as an autonomous Institute shall function with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential for fostering and development of intellectual climate conducive to the pursuit of scholarship and excellence. The focus of the Institute is always student centric and the endeavor shall be to ensure that students get the best of what is required to create Outstanding Engineers and Researchers

Dean Academics

Director

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Glossary:-

Institute	Rajarambapu Institute of Technology, Rajaramnagar
BOG	Board of Governors
BOS	Board of Studies
AC	Academic Council
Government	Government of Maharashtra
AICTE	All India Council for Technical Education, New Delhi
UGC	University Grants Commission., New Delhi
SUK	Shivaji University, Kolhapur
Act	Maharashtra Universities Act
CPI	Cumulative Performance Index
DPC	Departmental Progress Committee
SPI	Semester Performance Index
Programme	Programme of study leading towards award of Degree
Dean	Dean of respective functions.
HOD	Head of Academic Departments

Terminology:-

Semester	The academic year shall be divided into two regular semesters of approximately 20 weeks duration each. Typically the odd semester shall be from the second week of July till the last week of November and the even semester from the first week of January till the second week of May. (Refer Sec. 2.2 for more details). This includes the period of academic delivery (14 to 15 weeks), Mid-semester examination (MSE), End-semester examination (ESE), assessment and declaration of results.
Course Credit	Weighted sum of the number of Lecture hours (L), Tutorial hours (T), and Practical hours (P) associated with the course.
Credits Earned	The sum of course credits for credit courses in which a student has passed.
Grade	Assessment of the student's performance in a course indicated by the letters, "AA", "AB", "BB", "BC", "CC", "FF", "II", "XX", "AU", "DR" Grade. (Refer Sec. 8 of this document for details.)
Grade point	Number equivalent of the letter grades given by 10, 9, 8, 7, 6, 5, 4 corresponding to grades "AA", "AB", "BB", "BC", "CC", "CD" respectively. Fail grades "FF" and "XX" carry zero grade points. (Refer Sec. 8 of this document for details of grading system.)
Semester Grade Points	The sum of the products of credits and Grade Points for each course registered by a student in a semester.
Cumulative Credits	Sum of the semester credits for all semesters, undergone by a student till the time of calculation of cumulative credits. .
DPC	Departmental Program Committee
Instructor	Member of faculty who shall be assigned to teach a specific course.
Cumulative Grade Points	Sum of the semester grade points for all semesters, undergone by a student till the time of calculation of cumulative grade points
SPI	Semester Performance Index
CPI	Cumulative Performance Index
DPI	Dissertation Performance Index
SIP	Summer Internship Project

1. INTRODUCTION:

Rajarambapu Institute of Technology, Rajaramnagar has been offering 4-semester post-graduate program leading to Master's degree in Business Administration (MBA) since 1994. The details of the program, specialization and the sanctioned intake capacity are shown in the following table. Admissions to this program are based on primarily the Mah-CET (Maharashtra State Common Entrance Test) conducted by DTE, ATMA (conducted by AIMS), AMMI, MAT (conducted by AIMA) Score, etc. However, the admissions are also done as per the internal norms set by the Academic Council of the institute. These norms shall include the performance of a candidate in a) common entrance test conducted by the institute and b) the personal interview. The intake for the program sanctioned by AICTE is as follows.

Name of the Program	Specialization	Total
Master in Business Administration (MBA)	<ul style="list-style-type: none">• Marketing Management• Human Resource Management• Financial Management• IT Management• Agriculture Management• Operations Management	120

MBA Program shall consist of:

(i) **Curriculum:** The curriculum will comprise courses of study in accordance with the prescribed syllabi.

(ii) **Electives:** Every candidate shall opt for any two elective streams from the elective streams prescribed

(iii) **Summer Internship Project:** Every candidate shall either undertake a suitable summer project in the summer vacation preceding the third semester in consultation with the faculty guide and the Head of the Department. The candidates will be expected to identify, contact, and interact with practitioners, researchers, venture/private equity investors, and public policy makers to address an important question or set of questions related to the topic that they have identified. Each student, will frame a set of questions relevant to the project, gather and analyze data appropriate to address those questions, draw conclusions, and prepare both a written paper and oral presentation of their assessment based on the research findings.

(iv) **Audit Courses:** Every candidate must undertake the prescribed audit course per semester. An audit course shall not carry any credits but shall be reflected in Grade Card

as "PP"/"NP" depending upon the satisfactory performance in the in-semester evaluation and any other evaluation as decided by DPC of the respective department.

2. CURRICULUM:

2.1 Curriculum:

Every program with specialization has a prescribed course structure which in general terms is known as Curriculum. It prescribes courses to be studied in each semester. The booklet containing course structure along with detail syllabus for each course of each program is updated periodically and is uploaded on the website.

2.2 Semesters:

The institute implements a credit based curriculum and grade based evaluation system P.G. program is of four semesters. The academic courses are delivered in the first two semesters all compulsory while electives are offered in last two semesters, SIP is carried out by a student in the summer vacation preceding the third semester The first semester begins in the Fourth week of July and ends by the Second week of November while the second semester begins in the First week of January and ends by the third week of April. Total duration for each semester is generally of 20 weeks including the period of examination, evaluation and grade declaration.

2.3 Course Credit:

In general a certain quantum of work measured in terms of credits is laid down as the requirement for a particular program. Calculation of number of credits for a course in any semester is as per Table A.

There are mainly two types of courses- viz. Theory courses and Practical courses. Generally a theory course consists of Lecture hours (L) and Tutorial hours (T). Practical course consists of Tutorial hours (T) for which a student works in a Computer Lab or Fields. The other courses required to be taken by a student include seminar, audit courses and SIP.

Credits are awarded to a student for a course only if he/she satisfies the minimum attendance and evaluation requirements. No credits are awarded if a student satisfies the minimum attendance requirements but fails to acquire the minimum evaluation requirements.

Table A

Sr. No.	Course	Credits
1	Lecture of 1 hour/week	1
2	Tutorial of 1 hour/week	1
3	Practical of 1 hour/week	1
4	SIP	8

2.4 Summer Internship Project: The students should undertake the Project internship during the summer vacation intervening between II & III Semesters of MBA Programme. Project Report Work should be carried out in the Final Year of MBA Programme i.e., III semester. The students are required to do project work in any area of Management under the active guidance of Internal Faculty Member assigned to the student. The Project work usually consist of selecting a topic / problem / theme in any area of Management, gather relevant data, analyze and interpret the same in a systematic and scientific manner. The Project Work should be undertaken under the supervision of the Faculty Member assigned for the purpose. The Project Report should be submitted to the College 15 days before commencement of Third Semester Examinations.

3. REGISTRATION:

3.1 Regular Entry:

3.1.1 Every student must register for the courses that he/she wants to study for earning credits at the beginning of each semester on the prescribed dates announced from time to time and shall be mandatory for every student till he/she completes the program. Only after registration, student's name will appear in the roll list of each of such courses.

3.1.2 Students are required to fill up a Course Registration Form which is made available to them by the Administration office after payment of required fees.

3.1.3 Registration, according to rules, should be carried out as per the schedule given in academic calendar. Late registration may be permitted only for valid reasons and on payment of late registration fees. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship shall be liable to be cancelled. Students having dues outstanding towards the institute or hostel shall be permitted to register only after clearing such dues.

3.1.4 In-absentia registration may be allowed only in rare cases at the discretion of Dean Academics and with prior permission.

3.1.5 Semester Registration:

- A Student getting grades AA to CD can register for the next semester.
- A Student getting a Grade FF or XX in four or less courses in first and second semesters combined will be allowed to keep term (ATKT) and can register for the third semester.
- A student unable to complete the program in four semesters shall be required to register, on payment of prescribed fees, for every additional semester for completing all academic requirements of the program i.e. 100% course work of the that semester However, in any case he/she is required to complete the program in maximum Eight consecutive semesters from the date of his/her admission.
- **Rule for offering electives:** The Minimum number of Students required for offering an Elective / Specialization shall be 20% of students on rolls of the college for Final Year subject to a Minimum of 10 students Per Class.

4. FACILITATION TO THE STUDENTS:

4.1. Faculty Advisor:

On joining the institute, a student is assigned to a faculty advisor who shall be mentor for him/her throughout his/her tenure in the institute. He/She shall also be a guide under whose guidance a student has to deliver semester I & II seminars and carry out dissertation in semester III and IV. A student shall be expected to consult the faculty advisor on any matter relating to his/her academic performance and the courses he/she may take in various semesters. A faculty advisor shall be a person to whom the parents/guardians should contact for the issues related with academic performance of their ward. The role of faculty advisor is outlined as below:

- Guidance about the rules and regulations governing the courses of study for a particular program.
- Paying special attention to weak students.
- Guidance and liaison with parents of students for their performance.
- Guidance to students for seminars and dissertations.

4.2. Helping Weaker Students:

A student with backlog/s should continuously seek help from his/her faculty advisor, Head of the Department and the Dean Student Development. Additionally he/she must also be in constant touch with his/her parents/local guardians for keeping them informed about academic performance. The institute also shall communicate to the parents/guardians of such student at-least once during each semester regarding his/her performance in In-semester evaluation and Mid-semester examination and also about his/her attendance. It shall be expected that the parents/guardians too keep constant touch with the concerned faculty advisor or Head of the Department, and if necessary - the Dean Student Development.

5 GRIEVANCES REDRESSAL AND DISCIPLINE

- 5.1 Every student shall be required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the institute.
- 5.2 Any act of indiscipline of a student reported to the Dean Student Development, shall be discussed in a Grievance, Redressal and Disciplinary Committee of the institute. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The Academic Development Committee (ADC) shall consider the recommendation of the Grievance Redressal and Disciplinary Committee and authorize the Dean Student Development, to take appropriate action. The student not agreeing with the judgment may appeal to the Chairman, Academic Council, whose decision shall be final. The Dean Student Development, will report such cases and the action taken thereof at the next Academic Council meeting, if necessary.
- 5.3 If a student while studying in the institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he/she shall be liable to be expelled from the institute without any notice.
- 5.4 If a student is involved in any kind of ragging, he/she shall be liable for strict action as per Maharashtra anti-ragging act 1999, which is in effect from 15th May 1999.

- 5.5 If any statement/information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time, his/ her admission shall be cancelled and he/she shall be expelled from the institute fees paid shall be forfeited.
- 5.6 If Student once admitted in the institute shall follow instructions issued from time to time.
- 5.7 If a student is found guilty of malpractice in examinations then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by Board of Examinations. The maximum punishment shall be expulsion from the institute.
- 5.8 Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at RIT RAJARAMNAGAR. The student must have valid ID card with him/her while in the institute.
- Any student who alters or intentionally mutilates an ID card or who uses the ID card of another student or allows his/her ID card to be used by another student shall be subjected to disciplinary action.
- The valid ID card must be presented for identification purpose as and when demanded by authorities. Any student refusing to provide an ID card shall be subjected to disciplinary action.
- 5.9 Students should switch off the Mobiles during the Instructional hours and the Institute Building, Library, Reading room etc. Strict action will be taken if students do not adhere to this.
- 5.10 During the conduct of any Tests, ESE students must not bring their mobiles. A student in possession of the mobile whether in use or switched off condition will face disciplinary action and will be debarred from appearing for the Examination/Test.

6. ATTENDANCE:

6.1. Academic Calendar:

The academic activities of the institute are regulated by Academic Calendar and are made available to the students/ faculty members and all other concerned in electronic form or hard copy. It shall be mandatory for students / faculty to strictly adhere to the academic calendar for completion of academic activities.

6.2. Attendance Requirements:

Regular 100% attendance is expected of all students for every course registered in theory, laboratory, seminar and dissertation. Hence attendance is compulsory and shall be monitored in the semester rigorously. Students shall be informed at the end of every month if they are falling short of attendance requirement.

6.3 A maximum of 25% absence for the attendance may be permitted only on valid grounds such as illness, death in family or other emergency reason which is beyond control of a student and shall be approved by the DPC of respective department. Sanction for such absenteeism shall be taken from the DPC chairman of the respective department within a period of maximum one week after availing such leave.

6.4 The maximum number of days of absence for students participating in Co- curricular activities /Sports/ Cultural events during a semester shall not exceed 10. Any waiver in this context shall be on the approval of Academic Council Standing Committee only after the recommendation by Dean Students.

6.5 A DPC Chairman shall report and recommend to Academic Council Standing Committee the cases of students not having 75% attendance as per the records of course instructor.

After rigorously analyzing these cases ACSC may take a decision to debar such student from End-Semester Examination (ESE) for that course. Such a student shall re-register this course as and when it is offered next. ISE and MSE evaluations of such a student for this course during regular semester shall be treated as null & void.

6.6 A student remaining absent during ESE of a course either due to medical reason (Accident and/or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister) or due to representing college at university/ state level in sports/co-curricular activities shall be treated as per the corresponding rules of Sec. 7. and Sec. 8.

6.7 If a student eligible for ESE remains absent for ESE of a course with no written intimation to Exam Cell within four days after the respective ESE is over, then he/she shall be awarded grade "XX".

6.8 The critical cases of absenteeism which are not covered by any of the above clauses shall be reported by DPC Chairman to Academic Council Standing Committee for final decision.

7. MODES OF ASSESSMENT:

7.1. Assessment of Theory Courses:

7.1.1 A student shall be evaluated for his/her academic performance in a theory course through In-Semester Evaluation (ISE), Mid-Semester Examination (MSE) and End-Semester Examination (ESE).

7.1.2 The relative weightage for theory courses shall be generally 20% for ISE, 30% for MSE and 50% for ESE.

7.1.3 ISE shall be based on student's performance in assignments, viva-voce, quizzes, seminars, tests etc. The mode of in-semester evaluation (ISE) shall be decided and announced by the Course Instructor at the beginning of the course.

7.1.4 MSE shall be generally of 2 hours duration for each course and shall be held as per the schedule declared in the Academic calendar for that Semester. The detail time-tables for this shall be declared one week in advance of the commencement of MSE.

7.1.5 ESE shall be generally of 2 hours duration for each course and shall be held as per the schedule declared in the Academic calendar for that semester. The detail time-tables for this shall be declared one week in advance of the commencement of ESE. The ESE shall be a reasonably comprehensive examination covering the entire curriculum of that course.

7.1.6. All examinations and evaluations shall be compulsory. Credits for a course shall be awarded only if the student satisfies evaluation criteria and acquire the necessary minimum grade.

7.1.7. There shall be no re-examination for MSE of any of the courses. However, a student remaining absent for MSE for representing the institute in state level or university level sports/co-curricular activities (on prior recommendation and approval from Dean Student Development) or on valid grounds such as illness, death in family or other emergency reason which is beyond control of a student (on approval from the DPC Chairman of respective department within one week after availing such leave) shall be considered for re-examination (MSE). Such re-examinations shall be conducted along-with MSEs of non-ESE courses of PG program.

7.1.8. A student remaining absent during ESE of a course either due to medical reason (Accident and/or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister) or due to representing college at university/ state level in sports/co-curricular activities shall be awarded with grade "II". Such a student shall be eligible to appear for make-up examination scheduled along-with ESEs of subsequent semester. The student will have to apply to Exam Cell, with proper documentary evidence to appear for make-up examination. After make-up examination the student shall be entitled to an appropriate grade as per Table I of Sec. 8.1 based on his/her performance during the regular semester and make-up examination.

7.2 . Assessment of SIP

The work on the project shall be initiated in the Summer Vacation before third Semester and the duration of the project is for 7 weeks. A candidate shall be allowed to submit the project report only with the approval of Guide and DPC . Every candidate shall be required to submit Report after taking up a topic approved by the Guide.

- A student has to undertake project for a period of 7 weeks in a Corporate Enterprise during the summer vacation.. The candidates should work only during that period on a specific problem related to the elective subject. At the Joining of practical training, the student should submit a certificate obtained from the organization. The student should prepare a Project Report under the supervision of a guide from the faculty of the department.
- Two copies of Project Report certified by the Project Guide shall be submitted to the department.
- The project report shall be adjudicated by one external examiner selected by the DPC.
- The viva-voce examination of the project report shall be conducted by a board consisting of the External examiner, DPC chairperson and Project guide. The Candidate should have to secure minimum 50% marks in Project and viva-voce. Project Incharge shall coordinate and make arrangements for the conduct of viva-voce examination and may be conducted for two days if necessary.
- In a special case, if the candidate is not submitted his/her thesis due to ill health or any other reason permitted by the DPC, he/she will be given a chance to attend for the viva-voce examination conducted separately at a later date, if the expenditure for conducting the viva-voce is completely born by the candidate).

8. THE GRADING SYSTEM:

8.1. Award of Grade (Regular Examination):

8.1.1 For every course registered by a student he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of a course as per the structure. The grade indicates an assessment of the student's performance and shall be associated with equivalent number called a grade point.

8.1.2 The academic performance of a student shall be graded on a ten point scale. The letter grades, the guidelines for conversion of marks to letter grades and their equivalent grade points shall be as shown in Table I.

8.1.3 The combined performance mentioned in Sec. 8.1.1 refers to combined performance in ISE, MSE and ESE for theory courses

8.1.4 A student shall pass the course if he/she gets any grade in the range "AA" to "CD".

Table I: Grade Table for Regular Examination

Letter Grade	Marks Obtained %	Grade Point	Description of Performance
AA	>=90	10	Excellent / Outstanding

AB	80-89	9	Very Good
BB	70-79	8	Good
BC	60-69	7	Fair
CC	55-59	6	Above Average
CD	50-54	5	Average
FF	<50	0	Fail
XX	--	0	Detained, Re-register for course
II	--	--	Incomplete, eligible for make-up examination
PP	--	--	Passed (Audit Course)
NP	--	--	Not Passed (Audit Course)
DR	--	--	Dropped Out

8.1.5. "FF" grade shall be awarded in a course if the student gets < 50% marks jointly in the ISE, MSE & ESE for a theory course. A student obtaining "FF" grade in a theory course can appear for 100% examination or re-register for that course whenever it is offered next while a student obtaining "FF" grade in a laboratory course shall be eligible to apply for 100% examination conducted with ESEs of laboratory courses of the subsequent semester. In both cases a student has to suffer a grade penalty.

8.1.6. Grade "XX" in a regular course shall be awarded to a student if he/she falls in any of the following categories.

- A student does not maintain the minimum 75% attendance in any of the theory or laboratory courses.
- A student has not completed most of the ISE due to non- medical reasons (for example when a student has missed all or most of the components of internal evaluation conducted by the instructor in that semester).
- The performance of a student is less than 40% in ISE.
- A student is guilty of any academic malpractice during semester (Such cases shall be dealt by Grievance Redressal and Discipline Committee).

In above four cases the "XX" grade shall be declared one week before ESE and intimated to the Academic Office and Exam Cell immediately thereafter. Such a student shall not be permitted to take ESE of that course.

- "XX" grade may be awarded to a student if A student eligible for ESE remains absent for ESE of a course with no written intimation to Exam Cell within four days after the respective ESE is over and/or
- A student is guilty of any academic malpractice in examination (Such cases shall be dealt by Complaint Redressal Committee).

In the second case "XX" grade in that course shall be declared after Complaint Redressal Committee confirms the academic crime.

In above two cases "XX" grade shall be treated as "FF" for the purpose of calculation of Semester Performance Index (SPI) and Cumulative Performance Index (CPI). Refer Sec. 9 for calculation of performance indices.

A student shall be declared with "XX" grade for all courses of a semester if

- A student has any disciplinary action against him/her.
In this case Academic Council Standing Committee after confirming the level of seriousness of the case from Grievance Redressal and Discipline Committee will punish him/her by debarring for a minimum period of six months to the extreme level of expelling from the institute.

Following rules apply to the student who has obtained grade "XX" in a regular semester :

- A student obtaining "XX" grade in only one course in a regular semester shall be allowed to appear for 100% examination conducted alongwith the ESEs of subsequent semester. Such student shall be eligible to obtain only "CC" as passing grade or "FF" or "XX".
- A student obtaining "XX" grade in two or more than two courses in a regular semester shall be detained for that semester and shall not be allowed to appear for any of the ESEs of that semester. His/her ISE and MSE evaluations for all courses shall be treated as null and void. He/She will have to re-register for all courses of that semester in the next academic year and undergo all evaluations along with fresh regular students.
- A student obtaining "XX" in two or more than two courses during examination (either due to absenteeism for ESE without intimation or with invalid reason or due to use of unfair means during examination) shall be awarded "XX" in all courses of that semester. His/her ISE and MSE evaluations for all courses shall be treated as null and void. He/She will have to re-register for all courses of that semester in the next academic year and undergo all evaluations along with fresh regular students.

8.1.7. Grade "II" shall be awarded in a lecture/laboratory course if a student has satisfactory in-semester performance and has fulfilled the 75% attendance requirement, but has not appeared for ESE due to genuine reason mentioned in Sec. 6. Such students shall be eligible for a makeup examination of the ESE only on medical grounds/ valid reasons AND on production of authentic medical certificate

or other supporting documents (as required by the institute) to the Exam Cell within ten days after the respective examination is over. The examination form with requisite amount of fees must be submitted to the Exam Cell before the last date of filling such examination forms for make-up examinations. These make-up examinations may be clubbed with ESEs of subsequent semester for both theory and laboratory courses.

A student with "II" when appears for the make-up examination shall be eligible to obtain a regular performance grade ("AA" to "FF") as per Table I depending on his/her overall performance in ISE, MSE and make-up examination. If a student fails to appear for the make-up examination too, a grade "XX" shall be given to him/her. Thus "II" shall be only a temporary grade and shall be replaced by a valid grade only after make-up examination.

8.1.8. As mentioned in Sec.2.3, there shall be a few audit courses as per the policies of the institute or as decided by DPC of respective program. The grade "PP" (Passed)/ "NP" (Not Passed) shall be awarded for such courses depending upon the satisfactory performance as decided by the faculty in-charge. No grade points shall be associated with these grades and performance in these courses shall not be taken into account in the calculation of the performance indices (SPI, CPI). However, the award of the degree shall be subject to obtaining a "PP" grade in all such courses.

8.2. Award of Grade (Full Examination or Re-registration)

8.2.1. A student obtaining "FF" grade anytime in a course shall try to get a passing grade by following one of the two options viz.

- Registration for 100% examination or
- Registration for the next regular semester whenever it is offered.

In both cases the performance of a student in ISE and MSE of regular semester shall be treated as null and void.

Award of Grade (100% Examination)

8.2.2 If 100% examination is offered by the institute and opted by a student then his/her ISE and MSE performance for regular semester shall be treated as null and void. He/She shall be awarded a grade between "BB" to "DD" or "FF" or "XX" as given in Table II below based on his/her performance only in 100% examination conducted on entire syllabus. Thus a student has to suffer a grade penalty by accepting lower grade as compared with the regular grade.

8.2.3 If a student takes more than two chances (including the first regular chance) to clear a

course through 100% examination, then he/she shall get "DD" as the maximum pass-grade.

Table II: Grade Table for 100% Examination

Letter Grade	Marks Obtained %	Grade Point
BB	>=90	8
BC	80-89	7
CC	65-79	6
CD	50-64	5
FF	<50	0
XX	—	0

8.3. Award of Grade [Re-Registration (Only for a student)]

- Who has obtained grade "FF" in regular semester course and has not opted for 100% examination or
- Who has obtained grade "FF" in 100% examination or
- Who has obtained grade "XX" at any time during the semester, vacation examination or evaluation:

Following rules apply while treating such student when he/she re-registers a course during regular semester.

8.3.1 The ISE and MSE performance of a student for a course in which he/she has been awarded "XX" or "FF" grade shall be treated as null and void.

8.3.2 A student shall undergo all evaluations consisting of ISE, MSE and ESE.

8.3.3. A student who had obtained "FF" grade previously and has re-registered for that course in a regular semester, he/she has to suffer a grade penalty and shall be eligible to acquire a grade as per Table III given below:

Table III: Grade Table for Re-registration And Delayed Dissertation Submission

Letter Grade	Marks Obtained %	Grade Point
AB	>=90	9
BB	80-89	8
BC	70-79	7
CC	60-69	6
CD	50-59	5
FF	<50	0
XX	—	0

8.3.4 A student who had obtained grade "XX" previously and has re-registered for that course in a regular semester shall be eligible to get grades as per Table II above.

8.3.5 If a student eligible for ESE remains absent for ESE due to valid genuine reason as mentioned in Sec. 6, then he/she shall be treated in a similar way as "II" cases of regular semester by giving a chance to appear for make-up examinations held along with ESEs of subsequent semester with grade Table III being applicable to him/her.

9. PASSING A COURSE :

A student must secure minimum 40% marks in ISE , MSE and ESE each with minimum 50% aggregate to pass that particular course.

10. CALCULATION OF PERFORMANCE INDICES:

Semester Performance Index (SPI) represents the performance of a student in a semester for which it shall be computed while Cumulative Performance Index (CPI) represents the performance of a student cumulated over all semesters including the semester for which it is computed. Both performance indices shall be on a scale of 10.

10.1. Semester Performance Index (SPI):

10.1.1 The performance of a student in a semester shall be indicated by a number called SPI.

10.1.2 SPI shall be the weighted average of the grade points obtained in all the courses registered by the student during the semester.

10.1.3 If G_i is a grade with numerical equivalent as g_i obtained by a student for the course with credit C_i then, SPI for that semester shall be calculated using formula.

$$SPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

where summation is for all the courses registered by a student in that semester. SPI shall be calculated and is rounded off to two decimal places.

10.1.4 SPI shall get affected because of the grades "XX" and "FF" obtained by the student in any of the courses.

10.1.5 For the students acquiring "II" grade (which is only a temporary grade) in any of the courses, SPI, CPI shall be calculated only after make-up examination (This make-up examination shall coincide with ESEs of subsequent semester).

9.1.6 SPI once calculated shall never be modified.

10.2. Cumulative Performance Index (CPI):

10.2.1 An up-to-date assessment of the overall performance of a student for the courses from the first semester onwards till completion of the program shall be obtained by calculating a number called CPI.

10.2.2 CPI shall be the weighted average of the grade points obtained in all the courses registered by a student since the beginning of the first semester of the program

$$CPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

Where summation shall be for all the courses registered by a student till that semester. The CPI shall be calculated at the end of every semester to two decimal places and shall be rounded off.

10.2.3 CPI shall reflect all courses done by a student including courses where he/she has

failed. Thus, similar to SPI, "FF" grade and "XX" grade will affect the CPI of a student.

10.2.4 If a student shall be awarded with a passing grade after re-registration for a course in which he/she was awarded previously "FF" or "XX" grade then CPI shall be calculated by replacing corresponding Ci and gi in both numerator and denominator of the above formula. Thus a course shall be included only once in CPI calculation. The latest performance of a student in a course shall be considered for CPI.

11. Supplying Photocopy of the Evaluated End Semester Answer Paper, Re-Evaluation, and Period of Retention:

11.1 A student having doubt regarding the grade declared in a course can apply for getting the copy of his/her evaluated ESE answer book by remitting the prescribed fee and an undertaking. The undertaking shall mention that the photocopy issued shall not be used for any kind of legal matters and no external faculty shall be involved for sorting out the discrepancies (if any) observed in the assessed answer book. A student can also apply for re-evaluation of his/her ESE answer book.

11.2 Evaluated answer papers should be preserved by the Academic Office for a period of minimum two semesters.

12. ACADEMIC PROGRESS RULES:

12.1 A student shall register for the next semester of a program as per the rules in Section 3.1.5.

12.2 The opportunities for clearing backlogs may become available through regular courses offered in respective semesters. The departmental program committee may advise such students to register for the courses in which they have failed.

12.3 The maximum duration for getting MBA degree shall be eight semesters (Four academic years) from the date of admission. The maximum duration of the program includes the period of withdrawal, absence and different kinds of leaves permissible to a student but excludes the period of rustication of a student from the institute. However, genuine cases on confirmation of valid reasons may be referred to Academic Council for extending this limit by additional two semesters.

12.4 Depending upon the academic progress of a student, Academic Council may take a decision regarding the continuation or discontinuation of his/her registration with the institute.

13. SEMESTER GRADE REPORT:

13.1 The semester grade report reflects the performance of a student in that semester through SPI as well as the cumulative performance cumulated from the first semester till that semester through CPI.

13.2 The semester grade card issued at the end of each semester to each student will contain the following.

- The credits for each course registered for that semester.
- Any audit course undertaken by a student in a semester
- The letter grade obtained in each course.
- The total number of credits earned by the student.
- SPI, CPI.
- A list of backlog courses, if any.

- Remarks regarding eligibility of registration for the next semester.

13.3. Semester grade card will not indicate class or division or rank; however a conversion from grade point index to percentage based on CPI shall be indicated on the final grade card of the program.

14. AWARD OF DEGREE:

Following rules prevail for the award of degree :

14.1 A student has registered and passed all the prescribed courses under the general institutional and departmental requirements.

14.2 A student has obtained $CPI \geq 5.5$

14.3 A student has paid all the institute dues and satisfied all the requirements prescribed.

14.4 A student has no case of indiscipline pending against him/her.

14.5 Institute authorities shall recommend the award of MBA degree to a student who is declared to be eligible and qualified for above norms. However the final degree shall be conferred by Shivaji University, Kolhapur.

15. CPI IMPROVEMENT POLICY FOR AWARD OF DEGREE:

An opportunity shall be given to a student who has earned all the credits required by the respective program with CPI greater than or equal to 5.00 but less than 5.50 (Refer Section 14.2), to improve his/her grade by allowing him/her to appear for 100% examinations of maximum two theory courses of first and second semester. Such examinations shall be scheduled along with End Semester examinations of the subsequent semester. However, CPI shall be limited to 5.5 even though the performance of a student as calculated through modified CPI becomes greater than 5.5.

16. CONCLUSIONS:

The academic policies regarding conduct of MBA program in autonomous RIT, Rajaramnagar are published in this document. The Academic Council shall reserve the right to modify these policies as and when required from the point of view of achieving academic excellence. In special and abnormal cases (i.e. the cases not covered through above rules) the decision of Director (Chairman, Academic Council) shall be final and shall be binding on all concerned. For the latest updated version, stake holders are requested to visit <http://www.ritindia.edu> and to refer the academic folder there in.

DIRECTOR

RIT, Rajaramnagar

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