



RAJU SHROFF ROFEL UNIVERSITY, VAPI

FACULTY OF MANAGEMENT

(GIDC Rajju Shroff ROFEL Institute of Management
Studies) - MBA

ACADEMIC YEAR- 2023-24

Academic Rules and Regulations

Faculty of Management Studies

1. Short title and commencement

- 1) These regulations may be called Academic Regulations for Faculty of Management (MBA)
- 2) They shall come in to effect from the Academic Year 2023-24.
- 3) These regulations are based on the "The Revised Regulations for the MBA PG Degree Program- Credit Based Semester System (CBSS) of the All India Council for Technical Education (AICTE), New Delhi, which was made into effect by the AICTE from 2022-23.
- 4) The regulations framed are subject to modifications from time to time.

2. Abbreviations:

- 1) **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 2) **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 3) **Credit based Semester System (CBSS):** The system of awarding a degree in terms of number of credits to be completed by the students.
- 4) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (Core as well as Elective).
- 5) **Course:** Usually referred to as 'papers/ subject' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise of lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/seminars/term papers/assignments/presentations/self-study etc. or a combination of some of these.
- 6) **Credit Point:** It is the product of grade point and number of credits for a course.
- 7) **Credit:** A unit by which the course work is measured. It determines the number of hours of learning activities required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 8) **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 9) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A, B, C, D, F.
- 10) **Programme:** An educational programme leading to the award of a Degree, Diploma or a Certificate.
- 11) **Cumulative Performance Index (CPI):** The cumulative performance of the student is indicated by a Cumulative Performance Index (CPI) which is calculated

essentially by the same formula as SPI but for the sum being over all the courses taken in the current semester as well as the preceding semesters.

- 12) **Semester Performance Index (SPI):** The SPI is the weighted average of the grade points obtained in all the courses by the student during the semester.
- 13) **Continuous and Comprehensive Evaluation (CCE)-** component which is under sole discretion of the course coordinator.
- 14) **Semester End Evaluation (SEE):** It means an examination conducted by the University at the end of year/semester/trimester as prescribed in Scheme of Evaluation of a programme.
- 15) **Examination Centre:** It means any institution, or part thereof, or any other place, fixed by the University for the purpose of holding its examinations.
- 16) **Board of Examination:** It means the Committee constituted by the Academic Council to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.
- 17) **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SPI of that semester and CPI earned till that semester.
- 18) **Re-checking:** Marks obtained in each question & total of marks will be verified.
- 19) **Reassessment:** All the attempted questions will be re-evaluated.

3. Course Evaluation

- The Medium of Examinations shall be 'English or as prescribed in the scheme of examination of concerned Course.
- All Courses offered at the University shall be evaluated under two heads:
 - A. **Continuous and Comprehensive Evaluation (CCE)** component which is under sole discretion of the Director / Principal / Dean. It is expected that the continuous evaluation should consist of Unit Test / Weekly Test / Fortnightly Test / Class Test /Presentations/Project Work/Assignment/Group Discussion/Quiz/Seminar/Debate etc.

The marks of CCE component should be submitted by Director / Principal / Dean to University Exam Section in the format prescribed by the University.

The Director / Principal / Dean shall submit the answer sheets along with the final marks after showing the same to the students within 07 days of the Examination.

The Continuous and Comprehensive Evaluation (CCE) for all Courses shall be as under:

Component	For 2 credit	For 4 credit	For 6 credit dissertation
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	course / Project (Marks)	course (Marks)	(Marks)
Internal Exam (Theory/ Practical)	--	30	--
Academic Activities e.g., Assignment/ Project/ Presentations/Quiz/ open book exam/ Group Discussion/ Seminar/ field work/Case Study/Class Participation/ Company visit/ Project Report. Any other relevant componentBased on Practical records, regular viva-voce	50	70	100
TOTAL	50	100	100

* NUE: Non- University End Semester Examination is to be conducted at Institute level

In case a student fails to secure the minimum 40 % in any theory or practical course taking CCE and SEE component together, then he/ she shall reappear for the end semester examination of that course. However, his/ her marks of the internal assessment (CCE) shall be carried over and he/ she shall be entitled for grade obtained by him/ her on passing.

Improvement of Continuous Comprehensive Evaluation: A student shall have the opportunity to improve his/ her performance only once in the Sessional exam component of the internal assessment. The re-conduct of the SessionalexamshallbecompletedbeforethecomencementofnextRemedial SEE Examinations.However, the marks obtained on the basis of Attendance, Academic activities and Practical records in the CCE component can't be improved and shall carry over the same marks obtained at first appearance.

The Seminar/ Assignment, Journal Club, Research Proposal Presentation in PG programs shall have only **Continuous and Comprehensive Evaluation (CCE)component**.

Evaluation of Dissertation:For dissertation, the evaluation shall be as follows:

Dissertation	Evaluation Method
Post Graduate Level	50% of Internal Evaluation+ 50% of external evaluation

In PG programme, Dissertation (6 credits) shall be of 6 hrs duration, the Skill Enhancement (ASIC) of 2 credits shall be of 2 hrs duration.

- B. **Semester End Evaluation (SEE)** carries 33% of the marks assigned to a course. SEE shall be of 2 hours for 4 credit courses and 1 hour exam for 2 credit

courses. The Controller of the Examination will conduct these examinations. This examination shall be conducted as per a schedule which shall be notified in advance at least 15 days prior to the start of examination. The Non- University Examination shall be conducted at the Institute level and the marks so obtained by the students shall be submitted to the Examination Section by the Dean/ Principal/ Course Coordinator.

Appearance in all the evaluations is mandatory and no exemption can be granted. The examination fee once paid shall not be refunded in any case.

4. Attendance Criteria

- Every student shall be required to achieve 100% attendance in all the lectures, tutorials and practical and participate in seminars arranged in the Institutes during the programme. However, to account for late joining or other contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 35% can be granted. Thus, the attendance requirement for appearing at the examinations shall be a minimum of 75% of the classes actually held in each course units.
- Attendance at NCC/NSS camp, seminars/workshops organized by other Institutions/Universities as approved by the University or any such other training organized by the University during the session shall be taken as full attendance at lectures/practical/ tutorials on each such day of camp/ training and the days of journey to such camp/ training (excluding the period of holidays/vacations).
- Participation as a member of the University/ Constituent Unit team in any inter-University competition games & sports and/or other extra-curricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about her unauthorized absence under intimation to her guardian/parents. If he still remains absent without authorized consent for another 15 days after the date of issue of the notice, the name of such student(s) shall be struck off from the rolls. Such a student may, however, apply for re-admission which may be considered by the Dean/ Principal as per prescribed procedure, and only after her permission, the student shall be re-admitted on payment of prescribed re-admission fee, under intimation to the University.
- A student with less than 65% of attendance in the lectures, seminars and practical, separately in each course-unit in a semester, shall be detained from appearing at the examinations of relevant course unit(s). The Provost may, however, consider written requests made on very genuine grounds for the condonation of deficiency in attendance up to 5% on the recommendations of

the Dean/ Principal before the commencement of the examinations. Under no circumstances, the student shall be allowed to sit for the examination of relevant Course Unit(s) if her attendance in concerned course unit is below 70% by approval of Provost.

5. Eligibility Criteria to appear in SEE

In order to be eligible to appear in SEE, the student must

- have at least 75% of attendance in all the courses individually considering theory and practical courses separately
- not have any disciplinary proceedings pending against him/her
- have no pending fees

6. Grace Marks

- A student who has appeared in any regular Semester End Evaluation shall be entitled to maximum 04 (five) grace marks in maximum 03 courses and up to cumulative 10 grace marks enabling the student to obtain minimum Pass marks.
- The result of an examination after tabulation shall be placed before the Board of Examination for moderation of results (if any). The Board may suggest necessary moderation required in the result for approval of the Provost, whose decision shall be final.

7. Re-Checking & Re-Assessment

In order to conduct the error-free examination at RSRU, the Exam section shall provide the provision of '**Rechecking**' & '**Reassessment**'. The procedure of the same shall be as under following terms:

- **Re-checking:** Marks obtained in each question & total of marks will be verified.
- **Reassessment:** All the attempted questions will be re-evaluated.
- The student shall apply for Re-checking/ Re-assessment by filling up the prescribed form alongwith prescribed fee per subject.
- Any student irrespective of the result can apply for Re-checking/ Re-assessment.
- The Re-checking/ Re-assessment provision is applicable for the Theory courses of Semester End Evaluations only.

Declaration of the Re-checking and Re-assessment result:

- In case, the deviation between the original marks and marks after reassessment is less than or equal to 5% of the maximum marks, then the result shall be declared as "**No Change**".

- In case, the deviation between the original and reassessment is more than or equal to 10% OR 05 marks (whichever is less), then the result shall be declared accordingly.
- In case of change in the result after Re-checking/ Re-assessment, the revised result only shall be considered final and binding to the student.
- There will **NOT** be any refund of the Re-checking/ Re-assessment fees irrespective of the changes in the result.
- The final result of Re-checking/ Re-assessment shall be declared by the University Exam Section.

8. Grading System

- The University shall follow the absolute system of grading.
- After declaration of results of every semester, the student shall be awarded a Letter Grade and marks in each Course prescribed for the semester depending upon her performance in the Continuous and Comprehensive Evaluation and Semester End Evaluations taken together.
- The level of students' academic performance as the aggregate of Continuous Comprehensive Evaluation and Semester End Evaluation shall be reflected by letter grades on a ten points scale according to the connotation as per table given below:

For Post Graduate Management Program

LetterGrade	Percentageof MarksObtained	GradePoint	Performance
O	90.00 –100	10	Outstanding
A	80.00–89.99	9	Excellent
B	70.00 –79.99	8	Very Good
C	60.00 –69.99	7	Good
D	50.00 –59.99	6	Fair
E	40.00 – 50.00	5	Average
F	Less than 40	0	Fail
AB	Absent	0	Fail

- a. The SPI is the ratio of 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.
- b. $SPI (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- c. The CPI is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme. It is a measure of overall cumulative performance of a student over all semesters.
- d. $CPI = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SPI of the i th semester and C_i is the total number of credits in that semester.
- e. The SPI and CPI shall be rounded off to 2 decimal points and reported in the transcripts/ grade sheets.
- f. The formula for converting the CPI into Percentage shall be:
- g. Percentage (%) = (Obtained CPI / 10) X 100
Example: if the CPI is 6.88 the percentage will be: (6.88/10) X 100= 68.8%
- h. The SPI and CPI shall be rounded off to 2 decimal points and reported in the grade-card& transcript.
- i. In order to earn the credit in a course a student has to obtain grade other than F or AB.
- j. A student, who remains "Absent" in University Exam will be awarded AB grade.

9. Backlog/ Remedial Exam

- A student who fails in the SemesterEnd Evaluation (SEE) shall reappear in the respective Course(s) in subsequent semester(s). To appear in the Backlog Exam, the student shall submit the Backlog/ Remedial Examination Form along with prescribed fee.
- Re-examination of endsemester examination shall be conducted as per the schedule given in following Table. The exact dates of examinations shall be notified from time to time.

Table: Tentative schedule of Semester End Evaluation (SEE)

Semester	For Regular Candidates	For Failed Candidates
I, III	November/December	May/June
II, IV	May/June	November/December

- A student, who obtains F or AB grade, after Backlog/ Remedial **Exam** of Semester End Examination (SEE), has to repeat the SEE of the same course(s) scheduled in the subsequent semester(s) till he/she obtains grade other than F or AB.

10. Promotion Rules

No student shall be admitted to any examination unless he/she fulfills the norms of attendance given in Sr. No. 4.

Academic progression rules are applicable as follows:

- A student shall be eligible to carry forward all the courses of I&II semesters till

these semester IV examination. He/she shall be eligible to attend semester IV examination only after successfully completing all the exams of semester I & II.

- Any student who has given more than 4 chances for successful completion of semester courses and more than 3 chances for successful completion of II semester courses shall be permitted to attend III & IV semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.
- Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.
- Credit transfer to the students shall be done from NPTEL / SWAYAM Platform or/and university COE promoted courses on successful completion and submission of the certificate as follows: -

	6 weeks	8 weeks	10 to 12 weeks	16 weeks
No. of credits	1	2	3	4

11. Promotion and Award of Grades:

A student shall be declared PASS and eligible for getting grade in a course of MBA., is he/ she secures at least 40% marks in that particular course/ subject including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 40 marks in each head of examinations.

12. Carry forward of marks:

In case a student fails to secure the minimum 40% in any theory or practical course, then he/ she shall reappear for the end semester examination of that course. However, his/ her marks of the internal assessment shall be carried over and he/ she shall be entitled for grade obtained by him/ her on passing.

13. Declaration of Class

The class shall be awarded on the basis of CPI (irrespective of number attempts in any examination):

First Class with Distinction	= CPI of 7.50 and above
First Class	= CPI of 6.00 to 7.49
Second Class	= CPI of 4.00 to 5.99

14. Dissertation/ Projectwork (MBA)

All MBA students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one of the subjects opted by the student in semester III & IV.

Sales project / Comprehensive Project (CP) / Summer Internship Project (SIP):
in the group of 2.

Multidisciplinary Action Project (MAP) : in the group of 5.

Wherever not specified should be carried out in the group of 2.

Evaluation of Summer Internship Project:

The marks will be awarded on the following aspects (equal weightage to internal & External Evaluation):

i) Study of Functional Departments: Clear understanding and study of functional departments; understanding of the organization/unit/field. **-20 marks.**

ii) Introduction of problem/topic: Clear understanding of the topic/subject; conceptual / theoretical framework of selected topic (if any). **-20 marks.**

iii) Literature Review: Published studies, review of similar studies. **-20 marks.**

iv) Details about the study: Objectives, formulation of the problem, scope, and rationale of the Study. **-20 marks.**

v) Methods / Methodology adopted for the study: Survey, Field Work, Interview, Observation, etc. methods with appropriate justification and reasoning. **-20 marks.**

vi) Analysis and conclusions: The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc. **-20 marks.**

vii) Contribution and learning from the project: Details of the contribution of the study, the benefits to the organization, the learning from the study for the student, etc. **-20 marks.**

viii) Acknowledgements: References/Citations and Bibliography and help, if any, received from other individuals/organizations. **-20 marks.**

ix) Presentation of the report, format of the report, flow of the report, style, language, etc. **-20 marks.**

x) Performance during VIVA: Substance and treatment of the topic, style of presentation, Performance in the question answer session, time management, language, etc. **-20 marks.**

Note: The students may use any Qualitative or Quantitative methods of data analysis depending upon the selected problem and scope of study. The examiner must focus on the work done by the students rather than the statistical tests/tools used by students in their project report.

- Please refer SIP guidelines for more details.

Evaluation of Multidisciplinary Action Project:

The marks will be awarded on the following aspects (equal weightage to internal & External Evaluation):

i) Diagnosis Phase: -**70 marks**.

ii) Design & Analysis Phase - **60 marks**.

iii) Implementation Phase -**70 marks**.

Note: The students may use any Qualitative or Quantitative methods of data analysis depending upon the selected problem and scope of study. The examiner must focus on the work done by the students rather than the statistical tests/tools used by students in their project report.

- Please refer MAP guidelines for more details.

Evaluation of comprehensive Project

The marks will be awarded on the following aspects (equal weightage to internal & External Evaluation):

i) Introduction of problem/topic: Clear understanding of the topic/subject; conceptual / theoretical framework of selected topic (if any). - **30 marks**.

ii) Literature Review: Published studies, review of similar studies, objectives, formulation of the problem, scope, and rationale of the study. - **30 marks**.

iii) Methods / Methodology adopted for the study: Survey, Field Work, Interview, Observation, etc. methods with appropriate justification and reasoning. - **35 marks**.

iv) Analysis and conclusions: The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc. - **35 marks**.

v) Presentation of the report, format of the report, flow of the report, style, language, etc. - **30 marks**

vi) Performance during Viva: Substance and treatment of the topic, style of presentation, Performance in the question answer session, time management, language, etc.- **40 marks**.

- Please refer CP guidelines for more details.

15. Award of Ranks

Ranks and Medals shall be awarded on the basis of final CPI. However, candidates who fail in one or more courses during the MBA program shall not be eligible for award of ranks. Moreover, the candidates should have completed the MBA program in minimum prescribed number of years, (two years) for the award of Ranks.

16. Award of Degree

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

17. Duration for completion of the program of study

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

18. Re-admission after break of study

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee. No condonation is allowed for the candidate who has more than 2 years of break-up period and he/she has to rejoin the program by paying the required fees.