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ACADEMIC REGULATIONS GOVERNING MBA/MHA/MHTM PROGRAMME

1. Introduction:

1.1 The provisions contained in these Regulations will govern the conditions for imparting courses of instructions, conducting examinations and evaluation of students' performance leading to the following degrees:

- (a) 2 year course in Management leading to award of MBA degree.
- (b) 2 year course in Hospitality & Tourism Management leading to award of MHTM degree
- (c) 2 year course in Hospital Administration leading to award of MHA degree.

These regulations are effective from academic session 2008-09.

1.2 Duration of MBA/MHA/MHTM Programs,

MBA/MHTM/MHA Program is of two years duration and is spread over six trimesters. Each Trimester is of approximately three months duration. The Academic year consists of three trimesters. The academic year commences with an Orientation Program for the newly admitted students. Regular classes for them begin immediately after Orientation Program. The ordinary schedules of these Trimesters are as follows.

Trimester	Time of Commencement	Time of Completion	Duration
First Trimester	1 st August	31 st October	3 Months.
Second Trimester	1 st November	31 st January	3 Months.
Third Trimester	1 st February	30 th April	3 Months.
Summer Training	1 st May	30 th June	2 Months.
Fourth Trimester	1 st July	30 th September	3 Months
Fifth Trimester	1 st October	31 st December	3 Months
Sixth Trimester	1 st January	31 st March	3 Months

2.1 Academic Calendar:

The Academic Calendar for the first year MBA/MHTM/MHA Program is supplied to each admitted student along with his / her University Registration Card. The Academic Calendar for second year is supplied to all eligible students at the time of registration for fourth trimester.

2.2 Curriculum and Syllabus.

The two years MBA/MHTM/MHA Program consists of 120-130 credits. There are 25 compulsory and

11 electives courses, Each 3 credits have 30 contact hours. In addition, 18 credit points are assigned for Lab-Practices, Summer Project Presentation, and Seminar Presentation etc. The Trimester wise credits should be approved by Academic Council from time to time.

2.3 The Board of Management may, on the recommendation of the Academic Council (A.C), change any or all parts of these Regulations at any time considered appropriate by the Academic Council.

3. Admission

3.1 Admission to different programs will be made through a National Level Siksha O Anusandhan Admission Test (SAAT) conducted by the University every year.

3.2 Besides the successful SAAT candidates a specified % of students to be admitted to a course may be admitted through CAT/MAT/XAT/other State Level/National Level Examination as approved by A.C. & B.M.

3.3 In special cases the University may admit students to a course on transfer from other University. Such admission may be made at any level considered appropriate by the Academic Council except at first year level.

3.4 Provisions of this Regulation do not prevent the University from allowing students enrolled in a University in India or abroad to attend specified subjects in one or more trimesters without leading

to any degree on certain terms and conditions to be specified by the Academic Council and approved by the Board of Management.

3.5 All students admitted to any of the courses including those accepted under clause 3.4 above shall be required to pay at the time of joining and also in subsequent trimesters prevalent tuition and other fees as prescribed by the University till they are on its rolls.

3.6 The University reserves the right to cancel the admission of any student, and ask him/her to

discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

- 3.7 The University reserves the right to fill up the vacant seats, if any in any discipline on a suitable basis as approved by the competent authority.

4. Residence:

- 4.1 The University is essentially a residential one and unless otherwise exempted/permitted, every student shall be required to reside in, and be a boarder of a Hostel to which they are assigned.
- 4.2 The terms and conditions that a student must fulfill during his/her stay in a Hostel of the University are mentioned in **Appendix-I**.

5. Attendance:

- 5.1 Attendance in all classes (lectures, tutorials, laboratories, seminars, etc.) is compulsory. A student may be debarred from appearing at an examination on ground of unsatisfactory attendance.
- 5.2 Absence from classes without prior permission will be considered as an act of indiscipline.
- 5.3 Detailed rules regarding attendance in classes etc., are given in **Appendix – II**.

6. Conduct and Discipline:

- 6.1 Students shall conduct themselves within and outside the premises of the University in a manner befitting the students of the University.
- 6.2 Detailed rules regarding conduct and discipline are given in **Appendix – III**.

7. Choice of Electives

- 7.1 The students are required to give their tentative choice of list of electives towards the end of the first year before leaving for summer training in May.
- 7.2 The criteria for admission of students to the different electives are determined by the faculties concerned in consultation with HOD & Dean.

8. Course Structure:

- 8.1 The duration of courses leading to Postgraduate degrees to be awarded under these Regulations are as follows:

(i) MBA	2 years
(ii) MHTM	2 years
(iii) MHA	2 years

A student would be conferred the MBA/MHTM/MHA Postgraduate Degree on successful completion of six Trimesters of study.

- 8.2 The curricula for the different degree programs as proposed by the respective Board of Studies (BOS) and recommended by the Board of Faculty (BOF) shall have approval of the Academic Council. The Board of Studies would prepare the syllabus

of each core & elective subject containing the scope of studies and detailed instructions to be imparted which must have the approval of the Board of Faculty.

- 8.3 All subjects would have a lecture-tutorial-experiment/design component (L-T-P) to indicate the contact hours. 'T' and 'P' components of a subject may be void. Separate pure laboratory subject (0-0-P) may also be provided.

All subjects would have a credit count 'C' Teaching of subjects would be reckoned in terms of credits.

Every subject would have a list of subjects (may be void) as it's pre-requisite. A student who has qualified in all the subjects in the pre-requisite would be allowed to register in the subject. The department concerned would have the prerogative to waive the prerequisite for a student if it is satisfied through a test that the student otherwise has gained sufficient proficiency to take up the subject.

8.4 Summer Internship:

The curricula for MBA/MHTM/MHA programs would include compulsory summer internship of eight weeks carrying 6 credits, to be carried out in the summer vacation at the end of Third Trimester.

9. Additional Credits:

- (i) If a student has a Cumulative Grade Point Average (CGPA) equal to or greater than 7.50 without any backlog, he/she would be allowed to take additional subjects within and/or outside his/her own discipline to earn additional credits up to 33% of his/her requirement for the program. A student would be allowed to register in an additional subject only if he/she satisfies the pre-requisite, there is no clash in the time table and the class size permits.
- (ii) For computing the CGPA the student has to declare his/her contributing subjects at the beginning of a Trimester.
- (iii) Once a student has registered in an additional subject, the grade obtained (including F-grade) in that subject would invariably be recorded in his/her grade card. The credit contribution of these additional subjects to the computation of CGPA, however, would be considered as nil.
- (iv) For allowing a student to register further in additional subjects at any point of time, he/she has to maintain a grade point average of 7.00 in additional subjects taken up by him/her so far.

10. Registration:

- 10.1 Every student of the MBA/MHTM/MHA is required to be present and register at the commencement of each Trimester on the day fixed for and notified in the Academic Calendar.

- 10.2 Registration of students for the First Trimester will be centrally organized by the Institute. For all other trimesters the registration will be organized at institute level under the supervision of the Dean.
- 10.3 A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the specified working days on payment of a prevalent additional late fee as prescribed by the University. Normally no late registration shall be permitted after the specified working days from the scheduled date.
- 10.4 Only those students will be permitted to register who have:
- Cleared all University and Hostel dues of the previous trimesters,
 - Paid all required prescribed fees for the current trimester, and
 - Not been debarred from registering for a specified period on disciplinary or any other ground.
- 10.5 To be able to register in the second year and continue his/her study in the Institute at the end of the first year a student must
- Obtain a Grade Point Average (GPA) of not lower than 6.00 calculated on the basis of some combination of the best grades obtained by him/her to attain the minimum 70% of the total credits

Note: The GPA for a set 'p' subjects will be calculated as follows:

$$\text{GPA} = \frac{\sum_{i=1}^p c_i g_i}{\sum_{i=1}^p c_i}$$

Where 'c_i' is the number of credits allotted to a particular subject 'i' in the set and 'g_i' is the grade point (vide clause 12.1) carried by the letter grade awarded to the student in that subject 'i'.

10.6 From the Fourth Trimester onwards in any Trimester:

- Students who have passed in all the subjects of previous Trimesters shall register for subjects as specified in the curricula of the concerned discipline.
- Students who have failed in one or more subjects (henceforth called backlog subjects) in the previous Trimesters must first register in as many of these backlog subjects as are offered in that trimester provided the time table permits before registering in any new subject. However, total contact hours would not be allowed to exceed 24 hours except for Seminar & Project.
- Students who have obtained CGPA lower than 6.00 may be allowed, on the recommendation of the Head of the Department and the

approval of the Dean, to re-register in one or more subjects in which he/she received 'P' grade(s), so as to improve his/her CGPA to 6.00 or above, provided that the subjects (s) is/are otherwise being offered in that trimester and there is no clash in the time table. The grade will be revised and recorded only if there is an improvement.

- If necessary classes for backlog papers and for improvement will be held after regular class hours. Additional fees will be charged for arranging such classes.
- 10.7 A student who has been debarred from appearing at an examination either (i) as per recommendation of the subject teacher for unsatisfactory attendance or (ii) by the faculty as a measure of disciplinary action or (iii) for adopting malpractice at an examination, and consequently awarded a grade 'X' may re-register for the subject(s) after the term of the debarment expires, provided that other provisions of this regulations do not prevent him do so.
- 10.8 With the concurrence of the Faculty Adviser and Head of the Department a student may be allowed to change his/her registration of subjects within one week from the day of registration.
- 10.9 If eligible (vide Section 9) a student may be allowed to register in additional subjects, with the concurrence of the Faculty Adviser, Head of the Department and Dean, within one week from the day of registration.
- 10.10 A pre-registration of the students in all the subjects for the ensuing trimester would be conducted in the current trimester during a time slot to be fixed in the academic calendar. All pre-registration would be confirmed during the normal registration time.

11. Grading system:

- 11.1 As a measure of students' performance a 7 scale grading system using the following letter grades and corresponding grade points per credit, shall be followed:

<u>Performance</u>	<u>Letter grade</u>	<u>Grade Point per Credit</u>
Excellent	Ex	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0

In addition, there shall be two transitional grading symbols which can be used by the examiners to indicate the special position of a student in a subject:

I – for 'Incomplete assessment'

X – for 'Debarred'