

SHIV NADAR UNIVERSITY CHENNAI
Kalavakkam – 603110
(A State Private University of Tamil Nadu)
REGULATIONS 2026 (R2026)
CHOICE BASED CREDIT SYSTEM (CBCS)
MASTER OF BUSINESS ADMINISTRATION
Full-time – 4 Semester program
(With Effect from the Academic year 2026 – 2027)

1. SHORT TITLE AND COMMENCEMENT

As per the Shiv Nadar University Ordinances,

- 1.1 The “Executive Council” and “Management Committee” shall mean the Executive Council of Shiv Nadar University and Management Committee of the Trust respectively.
- 1.2 These Ordinances shall come into force on the date of passing hereof by the Executive Council, subject to approval hereof by the Management Committee.
- 1.3 The Ordinances shall be applicable to all the programmes offered by the University.

Words and expressions defined in the Act or Statutes but not defined in the Ordinances shall have the meaning assigned to them under the Act or Statutes.

2. DEFINITIONS

In these Regulations, unless the context otherwise requires:

- 2.1 “Academic Calendar” means the calendar notified by the Executive Council;
- 2.2 “Academic Council” means the committee of the University which is responsible for all academic activities for the implementation of relevant Rules and Regulations.
- 2.3 “Academic Term” means the term for the courses as determined by the Academic Council.
- 2.4 “Admissions Committee” means the Committee set up in accordance with Article 6.9 of the Statutes of the University below.
- 2.5 “Act” means the Shiv Nadar University, 2018 (Tamil Nadu Act 41 of 2018).
- 2.6 “Board of Studies” (BoS) means the committee of a department constituted to design programme curriculum, outline syllabus, frame criteria for evaluation and to provide overall direction to the academic courses and programmes offered by the department or School. It will have representation from the industry and academia apart from internal faculty members.
- 2.7 “Center” means regional campuses, additional campuses, and study centers, including that of interdisciplinary studies and special studies and research centers, as well as specialized laboratories and distance learning centers declared and maintained by the University.

- 2.8 “CGPA” means cumulative grade point average. The Academic Council shall prescribe the guidelines based upon which all grading systems, including, the semester grade point average (SGPA) and CGPA shall be computed.
- 2.9 “Class” means a meeting of a group of students for specific Courses which includes the whole series of scheduled meetings or just one meeting and also includes a Lecture, a Tutorial or a Practical.
- 2.10 “Competent Statutory Authority” means the University Grants Commission, the All India Council for Technical Education and other such statutory authorities relevant to the University under the Act or any other applicable law.
- 2.11 “Convocation” has the meaning given to such a term in Article 6.3 of the Ordinance.
- 2.12 “Course” means a prescribed set of topics and instructions in a subject offered as a unit of studies within an academic programme, carrying a distinctive code number and specific credits assigned to it.
- 2.13 “Department” means the department of studies of a School conducting teaching and research in a specific field of specialisation.
- 2.14 “Executive Committee” refers to the executive committee created under the Statutes.
- 2.15 “Institution” means a School/ College/ Institution of the University as declared from time to time.
- 2.16 “Programmes” means the Academic Programmes offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Programme.
- 2.17 “Ragging” shall have the meaning given to such a word under the Tamil Nadu Prohibition of Ragging Act (Act No. 7 of 1997).
- 2.18 “School” means an institution created for monitoring, supervising and guiding, teaching and research activities in broadly related programmes or fields of studies. The various schools in the University shall be as determined by the Executive Council.
- 2.19 “Section” means duly numbered sections of the Ordinances.
- 2.20 “Statutes” means the Statutes of the University as framed by the Executive Council of the University.
- 2.21 “University” means the Shiv Nadar University Chennai established under the Act.
- 2.22 “Vice Chancellor” means the vice chancellor of the University.

3. ELIGIBILITY FOR ADMISSION

3.1 Regular Admission

The admission, enrolment, and registration of Students shall be governed by the Statutes and the admission policy in force established by the University authorities and the office of the Registrar and as approved by the Executive Council.

4. PROGRAMMES OF STUDY

The Department of Management Studies under the School of Commerce and Management, offers the following postgraduate programme:

Master of Business Administration

5 STRUCTURE OF THE PROGRAMMES

5.1 Categorization of Courses

All MBA programme shall have a curriculum with syllabi comprising theory, theory-cum-practical, practical courses and activity-based learning with well-defined Programme Outcomes (PO) and Programme Educational Objectives (PEO) as per the Outcome-Based Education (OBE) model. The content of each course is designed based on the intended Course Outcomes (CO).

The curriculum will specify the class hours as 60 / 90 minutes based on the nature of course in each of the semesters.

The courses shall cover:

i. Foundation Core (FC)

These provide the basic knowledge that is necessary to pursue management education.

ii. Professional Core (PC)

These provide the student with the basic knowledge about different functional areas of management in an organization. They provide the width of knowledge on which students can build depth in their chosen area(s) of specialization.

iii. Professional Electives (PE)

These electives provide in-depth conceptual and practical knowledge in subjects related to a student's chosen specialization. They may also include electives outside the core areas, enabling students to broaden their understanding and apply concepts across related domains.

iv. Employability Enhancement Courses (EEC)

These are courses that enhance the employability of students. These will include courses that address specific skills such as courses like MS Excel / Business Communication / Project work / Summer Internship / Industry Internship Project / Professional Skills Enhancement / Horizontals etc. These courses will have credits assigned to them.

For these courses, valuation will only be on a continuous basis and a grade will be awarded and included in the computation of CGPA. The framework for these courses, assessments with well – defined rubrics will be informed and published to students in the beginning of the semester.

v. Summer Internship (SI)

This is to provide a student with a real-life experience of working in an external organization, understanding how it functions and seek to apply the knowledge gained in the program. Students will do this internship after the first year of the program. This the student can start from the summer vacation after Semester 2. The credits are awarded as below:

Duration of Industrial Training / Internship	Credits
4 weeks	1

So, 12 weeks of Summer Internship of 3 credits.

vi. Capstone Project (Final Company Internship Project / Rural Engagement Internship / Incubation Project / Internal Research Project)

The Capstone Project is the final project in the MBA programme and enables students to apply classroom learning to a real-world managerial, social, entrepreneurial, or research problem. It may be undertaken as a final company internship project, rural engagement internship, incubation project, or internal research project. The Capstone builds practical skills such as problem-solving, decision-making, and professional competence, and shall be aligned with the student’s area of specialization.

vii. Theory Course

A course that involves learning of concepts and their applications including quantitative problem solving.

viii. Practical Course

A course that involves learning of software tools and packages that aid in solving problems pertaining to management.

ix. Theory-cum-Practical Course

A theory course that has practical sessions as a part of the course work to enhance the learning outcomes in the course.

x. Audit Courses (AUC)

A student may like to acquire additional knowledge by attending a course but may not be interested to go through the normal evaluation process. In such cases, he/she can choose to 'Audit' a course. To audit a course, the student should get the approval from the course instructor and from his/her Head of the Department. To complete the 'Audit' course, the student should earn a minimum of 75% attendance.

xi. Bridge Courses

Bridge Courses are offered at the beginning of the program to establish a common academic foundation for students entering from diverse educational and professional backgrounds. These courses are intended to address variations in prior knowledge and to prepare students for the academic rigor of the core curriculum. Bridge Courses do not carry any credit.

xii. Prerequisite Course

Prerequisite Courses are mandatory courses prescribed to ensure that students possess the essential foundational skills required for the successful commencement of the MBA curriculum. These courses must be completed as specified at the beginning of the program. Prerequisite Courses carry credit, and the credits earned shall be included in the computation of the CGPA for the program.

xiii. Online Courses

Students will be permitted to do online courses from Swayam-NPTEL certification courses from first semester onwards. The Head of the Department can constitute a committee to recommend the list of online courses to be approved by Board of studies. The students can fulfil their credit requirements by registering for the online courses offered under Swayam-NPTEL certification courses. Students shall enroll in Swayam-NPTEL courses only after prior approval from the department. After enrolling in the Swayam-NPTEL portal, the student must successfully complete the course by appearing for the evaluation conducted by Swayam-NPTEL at the end of the course.

The marks obtained in that evaluation will be converted to a percentile, based on a relative grading system. This percentile will eventually be recorded as the final marks, and an equivalent grade will be assigned in the official mark sheets of SNU Chennai issued by the CoE's office. However, if the students' strength is less than or equal to 30, then the fixed grading shall be followed.

The credit mapping of such Swayam - NPTEL certification courses is as follows:

Sl. NO	Swayam-NPTEL Course type	Credit mapping to SNU Chennai courses
1	12 Weeks	3 credits
2	8 Weeks	2 credits
3	4 Weeks	1 credit

As listed in the clause below, they can avail themselves of these credits against three requirements.

The students may enroll for online courses in lieu of any of the courses listed under the following three categories:

Course Type	Remarks
Value Added Courses	The Department has mapped specific value-added courses (VAC) to Swayam-NPTEL courses, allowing students to register with Swayam-NPTEL and take the evaluations conducted by Swayam-NPTEL. For a three-credit course, students are required to participate in the 12-week courses on Swayam-NPTEL, and the grades published by Swayam-NPTEL will be mapped to the curriculum requirements.
Waiver for Specialization Courses	Students can take extra courses in advance from Semester I onwards to obtain waivers for higher-semester credit requirements. In such cases, students may register for Swayam-NPTEL courses and appear for the evaluations conducted by Swayam-NPTEL. For a three-credit course, a waiver may be obtained by successfully completing either one three-credit course or a combination of one two-credit course and one one-credit course or three one-credit courses, as per the credit structure given above. To avail a waiver for a course prescribed in Semester IV, the student must have completed the relevant Swayam-NPTEL course in an earlier semester and submitted the certification to the Class Advisor before registering for Semester IV. The courses chosen must align with the specialization opted in Semester III and must be selected only from the list approved by the Head of the Department. In exceptional cases, if a student is unable to complete the prescribed Swayam-NPTEL course, an equivalent subject may be offered, and the end-semester examination for that subject may be conducted in Semester IV.

If the Department faculty members are offering courses at SNU Chennai, which is also listed in Swayam-NPTEL, students are expected to attend the courses at the University and appear for the evaluations conducted by the CoE, SNU Chennai, to avail credits to meet the requirements in all of the above three categories.

xiv. Value Added Courses (VAC)

The students may optionally undergo value-added courses offered by experts from Industry / Foreign / Indian Professors from reputed Universities in specific area of demand. Every 15-period course will be awarded 1 credit. If the value-added course is a Theory, then the contact hours in a day shall not exceed four periods. The courses shall be conducted without affecting the regular academic schedule.

1. Students can complete such one credit courses during 1st to 4th semesters as and when these courses are offered by the departments.
2. Students will also be permitted to register such one credit course offered by other departments provided they have fulfilled the pre-requisites (if any) of the course being offered subject to the approval by both the Heads of the Departments.
3. The Department / Course in-charge concerned shall conduct one assessment at the end of the course.
4. The Head of the Department shall form a three-member committee to monitor the progress of the course and to recommend the grades for the students based on their relative performance. The results should be sent to the Controller of Examinations after the approval by the Head of the Department.
5. Students can take a maximum of one VAC per semester during the entire duration of the program.
6. The credits earned will be over and above the total credit requirement prescribed in the curriculum for the award of the degree.

xv. Industrial Visit

Every student is expected to undergo one industrial visit every year for not more than three days starting from the first year of the program with the approval of the Head of the Department and the Head of the Institution.

5.2 Definition of Credit

Contact Period per week	Credits
1 Lecture (L) Period	1
1 Tutorial (T) Period	1
2 Practical Periods (also for EEC courses like Seminar / Project work / Summer Internship / Soft Skills, etc.)	1

5.3 Number of courses per semester

The curriculum for each semester shall typically consist of a blend of theory courses, theory-cum-practical courses and skill development courses, with the total number not exceeding 11 (and total credits not exceeding 29). The courses are programme-specific will be of theory, theory-cum-practical courses, practical courses and EEC courses and the syllabus is designed to ensure that these courses emphasize practical knowledge aligned with industry standards.

5.4 Medium of Instruction

English shall be the medium of instruction and examination, provided that Executive Council shall have the power to conduct any courses or classes, either temporarily or on a longer-term basis, in other languages. Braille may be used, optionally, for visually impaired students.

6 DURATION OF THE PROGRAMME

6.1 The University will have at least 180 working days a year.

6.2 In a year, the Academic Calendar will have 36 weeks of study. Of the remaining period, 7 weeks may be devoted to administrative activities (such as the conduct of examinations etc.), and non-instructional days for co-curricular activities, sports, college day, etc. The remaining period shall be divided between public holidays and vacations. 7 weeks may be attributed to vacations and 2 weeks may be attributed to various public holidays.

6.3 The program will consist of **85 total credits** as outlined in the curriculum.

6.4 The maximum period for completion of the MBA programme shall be the prescribed duration approved by the Academic Council, plus one additional year.

6.4.1 Provided that, in exceptional circumstances, a further extension of one more year may be granted by the Academic Council.

6.5 The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Program	Prescribed Credit Range
MBA	85 to 90

6.6 The enrolment of the student who fails to complete the requirements for awarding a degree of extended duration will be cancelled, and no degree will be awarded.

For the purpose of regulations, the academic year will be divided into two semesters, the odd semester normally spanning from June to November and the even semester spanning from December to May.

7 COURSE REGISTRATION

- 7.1 Every student shall register himself/herself for the courses that he/she wishes to pursue in the next semester.
- 7.2 The Head of a Department or Dean of the School will issue the list of courses to be offered during the semester well before the Registration dates specified in the Academic Calendar.
- 7.3 Registration for each semester has to be done on the dates notified in the Academic Calendar. It will involve:
- Clearance of all dues of the University
 - Properly registering himself/herself with the University
- 7.4 A student who fails to duly register himself/herself, will be deemed as an unregistered student, and will not be allowed to attend courses or classes or take examinations, even if he/she has paid the fees.
- 7.5 A student must satisfy the pre-requisites, if any, for each course he/she registers for.
- 7.6 A student will not be allowed to undergo academic registration if he/she will, by the time of commencement of any course, have exceeded the maximum time permitted by the University, for completion of such course.
- 7.7 A student will not get any credit for a course for which he/she has not registered or has registered without being eligible.
- 7.8 A student has to earn the minimum number of total credits specified in the curriculum of the chosen programme of study in order to be eligible to obtain the degree. However, a student can earn more than the minimum number of credits if he/she wishes. In such cases, the minimum number of credits required for the completion of the programme alone would be considered for CGPA calculation.
- 7.9 From second semester onwards, each student has to register for all courses to be undergone in the curriculum of a particular semester and from third semester with the facility to drop courses to a maximum of 6 credits for full time. The dropping of courses shall be decided as per prerequisite requirements in consultation with the Faculty Mentor. The student can also register for courses in which the student had failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses for which the attendance requirement is not compulsory. However, if a student has failed in a professional elective, he/she has the option to take up the same or some other subject of the category concerned. The courses that a student registers, in a particular semester may include (i) Courses of the current semester, (ii) The core (Theory/Lab /EEC) courses that the student has not cleared in

the previous semesters and (iii) Elective courses which the student had failed to clear (either the same elective or a different alternative elective of the same category).

7.10 After registering for a course, a student should attend classes, satisfy attendance requirements (vide clause 8.5 attendance clause), earn continuous assessment marks and appear for the End Semester Examinations.

For an elective to be offered, the department will specify the minimum number of students required, if any.

7.11 Reappearance Registration

If a student fails in a course, he/she can appear for a supplementary examination of 100 marks with a penalty of one grade. The internal assessment and Mid semester marks obtained in the first appearance will be valid for the supplementary exam.

From the second reappearance onwards, internal assessment and Mid semester marks are not valid, and the passing requirement shall be 40% marks and above in the end-semester examinations alone. The grade will be calculated based solely on the marks obtained in the end-semester examinations.

If at the end of the year, after the supplementary exams, the student has 5 or more arrears, he/she will not be able to move into the higher semester but will have to re-register and retake all the pending courses and earn all the three components of assessments.

Reappearance Registration is applicable for the following cases:

- 7.11.1 If a student fails to secure a pass in a course, the student shall do reappearance registration in the subsequent semesters.
- 7.11.2 If the theory course, in which the student has failed, is a professional elective and if the student chooses to opt for the same professional elective or open elective course, then the student shall do reappearance registration in the subsequent semesters whenever it is offered next.
- 7.11.3 If a student has applied for withdrawal from writing the end-semester examination of a course (theory/laboratory/elective) the student shall do reappearance registration for the exam, whenever it is offered next.

7.12 Repeating the Course

When the Student repeats the course, the student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks afresh and then appear for the end-semester examinations.

Repeating the Course is applicable for the following:

Core courses

- If a student is prevented from writing the end-semester examination of any course due to lack of attendance in more than 2 courses (theory/laboratory) in a semester, and these courses are core courses (theory/laboratory), the student has to register for that course (theory/laboratory) again, when it is offered next, and repeat the course.
- In this case, the student shall attend the classes and fulfil the attendance requirements.

Professional Elective

- The student may opt for the same Professional elective and register for that course again, if the course is offered, and repeat the course.
- In case the course is not offered, the student may opt for any other course that is offered in that elective group.
- In either case, the student shall attend the classes and fulfil the attendance requirements.

For both core and elective courses, the student with shortage of attendance, can at the discretion of the Department, appear for the end semester exam for the course whenever it is offered next. The student shall register for a maximum number of courses in a semester as decided by the Department, including the repeat courses.

8 REQUIREMENTS FOR APPEARING FOR THE END-SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for appearing in the end-semester examination of a particular course.

- 8.1 Ideally, every student is expected to attend all periods and earn 100% attendance. However, the student shall secure a minimum of 75% attendance in each of the registered courses taking into account the number of periods conducted for that course.
- 8.2 Students who do not satisfy the attendance requirements and who secure less than 75% attendance in a course will not be permitted to write the end-semester examination of that course.
- 8.3 A student shall normally be permitted to appear for the end-semester examination of the course if he/she has satisfied the attendance requirements and has registered for examination in those courses of that semester by paying the prescribed fee.

If a student secures attendance less than 75% in any course in the current semester due to medical reasons (hospitalization/accident/specific illness) or due to participation in the College/University/State/National/ International level Sports events with prior permission from the Head of the Department concerned and the Physical Director of the University, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end-semester examination of that course with approval from the Vice Chancellor. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.

8.4 In the case of re-registration in the examination for a course, the student has to register for examination in that course by paying the prescribed fee.

8.5 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

The percentage of attendance for a particular course is calculated as follows:

Percentage of course-wise attendance =

$$\frac{\text{Total No. of periods attended by the student for the course in a semester}}{\text{Total No. of periods conducted by the faculty for the course in a semester}} \times 100$$

9 FACULTY STUDENT MAPPING

9.1 FACULTY ADVISOR

There shall be a faculty advisor for each class and he/she will be associated as faculty advisor for all the years till the students graduate. He / She will be appointed by the Head of the Department concerned. The faculty advisor is the ex-officio member of the multiple course committee. The responsibilities for the faculty advisor shall be:

- To act as the channel of communication between the Head of the Department and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the coordinator of the multiple course committee in planning and conduct of the meetings.
- To monitor the academic performance of the students including registration, counselling attendance and to inform the multiple course committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

9.2 FACULTY MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students (Maximum 30) to each Faculty member of the Department. He/she shall function as Mentor for these students throughout their period of study. The faculty mentor shall:

- Advise the students in registering and reappearance registering of courses.
- Monitor their attendance, academic progress and discipline of the students.
- Counsel periodically or during the faculty mentor meeting scheduled in the class time table.
- Inform the students about the various facilities and activities available to enhance their curricular and co-curricular activities.
- Inform the parents about the academic progress of the students, in consultation with the Faculty Advisor, through the Head of the Department.

10 ACADEMIC COMMITTEES

10.1 Course Committee for Common Courses

A theory course handled by more than one teacher shall have a “Common Course Committee” comprising all teachers teaching that course and some students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the Head of the Department concerned. The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The components of the continuous assessment and their weightages shall be decided in the first meeting, within the framework of the regulations.

Two or three subsequent meetings may be held at suitable intervals during the semester. During these meetings, the student members shall meaningfully interact and express the opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. The student representatives are responsible for conveying the proceedings of these meetings to the whole batch. In addition, the “Common Course Committee” (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments.

The common course committee (without the student representatives) shall prepare a common question paper for the continuous assessment tests also. The question paper for the end-semester examination is common and shall be set by the Course Coordinator in consultation with all the teachers.

10.2 MULTIPLE COURSES COMMITTEE

The “Multiple Courses Committee” comprises faculty members handling various courses for a class in a semester and student representatives. One of these faculty members, nominated by the Head of the Department, shall coordinate the activities of this committee. The functions of this committee are similar to that of the common course committee, which are as follows:

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of the commencement of the semester. The components of the continuous assessment and their weightages shall be decided in the first meeting, within the framework of the Regulations.

Two or three subsequent meetings may be held at suitable intervals during the semester. During these meetings, the student members shall meaningfully interact and express the opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

10.3 Performance Assessment Committee

The Performance Assessment Committee comprises the course coordinators / IQAC representative / course faculty members and the Programme coordinator nominated by the Head of the Department. The committee shall meet to assess the attainment of Course Outcomes and Programme Outcomes, progress and status of the students of the semester concerned at the beginning and end of the semesters. The committee can invite Faculty mentors and students as invitees.

11 SYSTEM OF EXAMINATION

11.1 Performance in each course of study shall be evaluated for a maximum of 100 marks based on one of the following:

(i) **Continuous Assessments throughout the semester, mid-semester examination, and End Semester Examination: (theory only)**

For Theory courses, the continuous assessment will carry **20 marks**, the mid- semester examination will carry **30 marks**, and End Semester Examinations will carry **50 marks**.

The other continuous assessments will include Quizzes / Individual or Group Assignment / Case Study / Individual or Group Presentation / Seminar / Activities / Mini Project which will be conducted for 100 marks and converted to 20 marks.

Mid Semester Examination will be conducted for 50 marks and converted to 30 marks (as detailed in 11.2).

End Semester Examination for all theory courses will be conducted for 100 marks and 50 marks will be weightage considered for calculating the award of grades.

(ii) Continuous Assessment and End semester evaluation (practical courses):

For practical courses, the continuous assessment will carry 80 marks and the end semester evaluation will carry 20 marks. Appearance in the end semester evaluation is mandatory for award of grades.

(iii) Continuous Assessment only (EEC courses and activity-based learning courses only):

All EEC courses and activity-based learning courses shall be evaluated for 100 marks through continuous assessment only. Appropriate evaluation rubrics shall be formulated and communicated to students in advance.

(iv) Continuous Assessments throughout the semester, Mid Semester for the theory part alone and an End Semester Examination: (Theory + Lab)

For Theory-cum-Practical courses, the continuous assessment for the theory will carry 10 marks, mid-semester will carry 20 marks and end semester will carry 30 marks for theory part and the practical part will carry 40 marks in the end- semester only.

OR

The continuous assessment will carry 20% weightage, the mid-semester examination will carry 30% weightage and End-Semester Examinations will carry 50% weightage. Each of these examinations will consist of both theory and practical components depending on the credit composition of the course.

11.2 Mid–Semester Examinations

The mid–semester examination (for theory, theory-cum-practical courses) of two - hour duration will be conducted by the Controller of Examinations in September during the odd semesters and in February during the even semesters.

11.2.1 The mid-semester examination will be for 50 marks.

11.2.2 Mid-semester examinations will not be conducted for practical subjects.

11.2.3 The Mid-semester examinations maybe in closed book pattern or based on prescribed open-book materials, handwritten or non-digital notes, or designated research articles. The assessment mode for each course will be decided by the faculty with a priori approval from the Head of the Department obtained at the start of the academic session. This should also be intimated to the Office of the Controller of Exams at the start of the academic session.

11.2.4 The mid-semester examinations in the open-book pattern may be based on assessment exams conducted in the Learning Management Tool as prescribed by the Department. This assessment mode will be considered based on the course type, by faculty with a priori approval from the Head of the Department obtained at the start of the academic session and intimation to the Office of the Controller of Exams. The exam will then be conducted by the Department on behalf of the Controller of Exams.

11.2.5 Course Content Coverage for Mid-Semester Examination: At least 30% of the course content may be considered for the preparation of assessments or examination papers for the mid-semester examinations.

11.3 End-Semester Examinations

11.3.1 The end-semester examinations (theory, theory-cum-practical) of three hours' duration will be conducted by the Controller of Examinations between November and December during the odd semesters and between April and May during the even semesters.

All practical examinations will be conducted and evaluated at the Department itself on behalf of the Controller of Examinations.

11.3.2 The end-semester examinations (theory, theory-cum-practical) will be conducted for a maximum of 100 marks.

11.3.3 The end-semester examinations may be conducted in closed book pattern or based on prescribed open-book materials, handwritten or non-digital notes, or designated research articles. This assessment mode will be considered based on the course type, faculty with a priori approval from the Head of the Department obtained at the start of the academic session and subsequent intimation to the Office of the Controller of Exams.

11.3.4 The end-semester examinations in the open-book pattern may be based on assessment exams conducted in the Learning Management Tool as prescribed by the Department.

This assessment mode will be considered based on the course type, faculty with a priori approval from the Head of the Department obtained at the start of the academic session and intimation to the Office of the Controller of Exams. The exam will then be conducted by the Department on behalf of the Controller of Exams.

11.3.5 The end-semester examination may be based on major project-centric assessment, where the student might be given an individual or group project(s) as an end- semester assessment. The marks awarded shall be based on the course instructors' evaluation of the project.

11.3.6 As stated earlier in part **11.2.5**, the course content coverage for mid-semester examinations is set to be approximately 30% of the syllabus prescribed in the curriculum. The end-semester examination question paper/assessment will cover the full prescribed syllabus. with

approximately 70% weightage given to those portions covered after the mid-semester examination.

- 11.4 For all practical courses, students shall obtain the bonafide certificate for completion of the record from the faculty in-charge and the Head of the Department before the day of the practical examinations. Students who have not obtained the bonafide certificate shall not be permitted to appear for the practical examination.
- 11.5 Students should obtain bonafide certificate for the Internships from the project guide and Head of the Department, at the end of the semester. Students who have not obtained the bonafide certificate are not permitted to appear for the project Viva Voce examination. Students who are not able to complete the project work at the end of the semester can apply for extension to the Head of the Department, with the recommendation from the project guide for a period of maximum two months. For those students who extend the Internships for two months, Viva Voce will be carried out and results will be declared separately. If the project report is not submitted even beyond the extended time, then students are not eligible to appear for Project Viva Voce Examination.
- 11.6 The final examination for project work will be evaluated based on the final report submitted and a viva voce conducted by an external examiner and internal examiner.
- 11.7 If a student indulges in malpractice in any mid-semester, end-semester examination or internal tests or examinations, he/she will be liable for punitive action as prescribed by the University from time to time.
- 11.8 Students should wear the university-issued identity card during the continuous assessment, mid-semester, and end-semester examinations.

12 PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT

12.1 Theory Courses

The award of marks for continuous assessment is based on the following:

- Quizzes / Individual or Group Assignment / Case Study / Individual or Group Presentation / Seminar / Activities / Mini Project or any assessment mode decided by the faculty for each course.
- Minimum two assessments may be conducted as per schedule given in the academic calendar. Duration of the assessments and their weightages will be decided for each course by the faculty.
- The total continuous assessment marks covering all the different assessment modes will be 20 marks.

12.2 Practical Courses

12.2.1 All practical courses shall have only continuous assessments and the student shall be evaluated for performance for each experiment/lab session the student attends.

The total assessment marks shall be awarded as follows:

Assessment Type	Frequency of assessment	Max Marks	Guidelines
Continuous assessment during every lab session/experiment	Weekly	80	The marks obtained during evaluation of individual experiments/lab sessions shall be consolidated and given a weightage of 80%.
Viva Voce / Practical / Both	End of Semester	20	An oral / written / practical / LMS evaluation may be conducted and shall be given a weightage of 20%. ESE will be conducted for 100 marks and converted to the weightage of 20%.

The student is awarded a grade, if the student secures at least 50% of marks in the consolidated evaluation over 100 marks as per the table in **12.2.2**. However, appearance in the end semester evaluation is mandatory for award of grades.

12.2 Theory-cum-Practical Courses

- There will be continuous assessments, 1 mid-semester and 1 end-semester examination for the theory component.
- The Continuous assessment which comprises only theory part will be rounded off to 10 marks.
- Mid-semester examination for theory will be for a maximum of 50 marks and rounded off to 20 marks which will also contain only theory part.
- The end-semester theory examination will be for a maximum of 100 marks and rounded off to 30 marks.
- The end-semester examination will also include practical examination from which 40 marks will be considered to calculate the final score in that course.

(or)

- There will be continuous assessments, 1 mid-semester and 1 end-semester examination for the theory component.
- The Continuous assessment which comprises only theory part will be rounded off to 20 marks.

- c) Mid-semester examination for theory will be for a maximum of 50 marks and rounded off to 30 marks which will also contain only theory part.
- d) The end-semester theory examination will be for a maximum of 100 marks and rounded off to 30 marks.
- e) The end-semester examination will also include practical examination from which 20 marks will be considered to calculate the final score in that course.

12.3.1 Continuous Assessments

Continuous Assessments may include any combination of quizzes, individual or group assignments, case studies, individual or group presentations, seminars, activity-based assessments, and mini projects, with a minimum of two assessment components to be conducted for each course.

The course faculty shall finalize the Continuous Assessment components and the assessment plan for the course and communicate the same to students before the commencement of the semester.

12.3.2 End Semester Examination

The End-Semester Examination shall include both practical and application-oriented components. Both practical and application – oriented components end semester examination will be conducted for 100 marks.

- a. **End semester practical examination** will be in the form of lab exam, case study presentation, mini project evaluation, project/report evaluation, viva voce examination or other approved modes relevant to the course. It will be evaluated for 100 marks and be converted accordingly to the composition to calculate the final score in the respective course.
- b. **End semester theory component** will be in the form of closed book pattern or based on prescribed open-book materials, handwritten or non-digital notes, or designated research articles or other approved modes relevant to the course. This assessment mode will be considered based on the course type, faculty with a priori approval from the Head of the Department obtained at the start of the academic session and subsequent intimation to the Office of the Controller of Exams. It will be evaluated for 100 marks and be converted accordingly to the composition to calculate the final score in the respective course.

12.4 Evaluation of Summer Internship

1. The duration of the Summer Internship shall be for 12 weeks.
2. A commitment letter from the external organization at the commencement of the internship

and a certificate of completion at the end of the internship are mandatory requirements.

3. The responsibility for identifying and finalizing external opportunities shall rest primarily with the student.
4. All internships / projects shall be treated as full-time engagements, and students shall be required to be actively engaged throughout the stipulated duration.
5. For most students, the Summer Internship will serve as their first exposure to an external organization, focusing primarily on organizational study, problem identification, and analysis. Where relevant, the internship may also involve limited fieldwork or primary data collection. Each student shall be assigned an organizational guide and shall also be linked to a faculty guide.

6. Evaluation for Summer Internship:

The evaluation shall be carried out for 100 marks on the following basis:

Continuous Assessment (50)	Final Assessment (50)			
Weekly Review System	Report Evaluation (20)		Viva-voce (30)	
	Internal (Guide)	External	Internal (Guide)	External
50	10	10	10	20

7. The rubrics for the weekly review system shall be communicated to the students at the commencement of the internship, after approval by the Head of the Department.
8. Review panels shall be constituted by the Head of the Department and shall comprise faculty members. Reviews and continuous assessment components shall be conducted by the Faculty Guide and/or the Review Panel, as prescribed.
9. An External Examiner shall be appointed for the final assessment of the internship. The final report evaluation and viva-voce shall be carried out with internal and external components as specified in the evaluation scheme.
10. In the case of the Summer Internship, if there is irregularity in progress or inability to complete the internship, the student shall undertake a special project in the subsequent semester under the guidance of a faculty member. The decision regarding such cases shall be taken by a committee constituted by the Head of the Department. The evaluation pattern for the special project shall be communicated to students at the commencement of the internship. The grade sheet shall indicate failure in the Summer Internship, and the grade for the special project shall be shown separately.

12.5 Evaluation of Capstone Project

1. The Capstone Project will be in the form of Final Company Internship Project / Rural Engagement Internship / Incubation Project / Internal Research Project which shall enable students to apply learning acquired during Semesters I–III, aligned with the relevant specialization, to gain professional, social, entrepreneurial, or research-oriented experience.
2. The Capstone Project may be carried out in an external organization, NGO, or incubation environment, as applicable. In such cases, the project work shall be jointly supervised by a faculty member (Guide) of the department and a company guide from the organization. The student shall report the progress periodically and shall attend the project reviews for evaluating the progress. The student shall produce a certificate of attendance from the organization/NGO/incubation centre where the student is undergoing the Capstone Project, wherever applicable.

3. Evaluation for Capstone Project:

The evaluation shall be carried out for 100 marks on the following basis:

Continuous Assessment (50)			Final Assessment (50)			
Review 1	Review 2	Review 3	Project Report (20)		Viva-voce (30)	
			Internal (Guide)	External	Internal (Guide)	External
15	15	20	10	10	10	20

4. The rubrics for the Capstone Project shall be communicated to the students at its commencement, after approval by the Head of the Department.
5. Review panels shall be constituted by the Head of the Department and shall comprise faculty members. Reviews and continuous assessment components shall be conducted by the Faculty Guide and/or the Review Panel, as prescribed.
6. An External Examiner shall be appointed for the final assessment of the Capstone Project. The final report evaluation and viva-voce shall be carried out with internal and external components as specified in the evaluation scheme.
7. In the event of a student being unable to secure an opportunity in an external organization, NGO, or incubation environment, an approved internal project shall be assigned under the guidance of a faculty member. Such internal projects shall be termed Internal Research Projects.
8. Students undertaking Internal Research Projects shall adhere to the attendance norms of the Institution.

9. Internal Research Projects shall aim, wherever feasible, at joint publications in conference proceedings or journals by students and faculty guide.
10. In the case of failure to obtain a pass mark in the Capstone Project, the student shall be required to undertake a new project in the subsequent semester. The project may be an internal project and shall include primary data collection wherever possible. The student shall register afresh for the project and pay the prescribed course fee.
11. A copy of the approved project report, after completion of the viva-voce, shall be made available in the library of the Institution.
12. If the project report is not submitted on or before the specified deadline, an extension of time up to a maximum of two months will be given to the students for the submission of project work with due approval obtained from the Head of the Department. However, the student will not be awarded the degree if the whole process of report submission and viva-voce is not completed at least 15 days before the approval of the final results.
13. The project report will be an original effort by the students and will be checked for plagiarism. If the plagiarism count exceeds 30%, the student will be asked to rework the project report, and the committee may advise a change of project if necessary.

13 Attendance and Assessment Record

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory/ laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. This should be submitted to the Head of the Department periodically (at least thrice a semester) to check the syllabus coverage and the records of assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the Dean/Associate Dean will affix his/her signature. The course instructor should keep this document in safe custody (for five years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

14 ELIGIBILITY FOR PASS IN EACH COURSE

- 14.1 A student who secures not less than 40% of the total marks (continuous assessment marks + mid-semester examination marks + end-semester examination marks) prescribed for the courses with a minimum of 40% marks in the end semester examination for theory courses, theory-cum-practical courses, and project work shall be declared to have passed the examination.

14.2 If a student fails to secure a pass in a particular course, it is mandatory that he/she reappears for the examination in that course during the subsequent semester when examination is conducted in that course. Further, the student should continue to register and reappear for the examination till a pass is secured in such arrear course.

The internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for one subsequent reappearance (ie supplementary exam). For all the subsequent reappearances, the pass requirement shall be as follows for subsequent attempts: The student should secure 40% marks and above, in the end-semester examination. The grade will be calculated based only on the marks obtained in the end-semester examination.

14.3 A student who secures minimum 40% of the total marks in the courses which are evaluated using continuous assessment only (vide 11.1) shall be declared to have passed the examination. If a student fails to secure a pass grade, he/she shall register and repeat the course when it is offered next. He/she should continue to register and repeat the course till he/she secures a pass grade.

14.4 Award of Grades

Range of Total Marks (TM) (Continuous Assessment + Mid-Semester + End-Semester Examinations)	Letter Grade	Grade Point
$91 \leq TM \leq 100$	O	10
$81 \leq TM \leq 90$	A+	9
$71 \leq TM \leq 80$	A	8
$61 \leq TM \leq 70$	B+	7
$51 \leq TM \leq 60$	B	6
$41 \leq TM \leq 50$	P	5
$0 \leq TM < 40$	RA	0
Shortage of Attendance	SA	-
Withdrawal from End Examination	W	-
Absent	AB	0
Audit Course	AU	-

RA- Re Appear

The Semester Grade point is calculated as follows:

$$\text{SGPA} = \frac{\sum(\text{Course Credits} \times \text{Course Grade point})}{\sum \text{Course Credits}} \quad \text{for all the courses in that particular semester.}$$

Cumulative Grade points are calculated as follows:

$$\text{CGPA} = \frac{\sum(\text{Course Credits} \times \text{Course Grade point})}{\sum \text{Course Credits}}$$

for all the courses from the first semester.

Whenever a student reappears for a course in which he/she has been awarded 'RA' or 'AB' grade, the CGPA computation shall be done based only on completed credits and shall not include unsuccessful attempts.

14.5 Provision for Personal Observation and Revaluation of End-Semester Examinations

In case of any conflict, the student may request for personal observation of his/her answer scripts through the department. The answer scripts of end-semester theory examinations can then be observed in the presence of the faculty members and representatives of Office of the Controller of exams as per the guidelines issued by the Office of the Controller of Exams.

In case of exams conducted through Learning Management Systems, the student may observe the responses in the system in presence of concerned faculty/Head of the Department.

If necessary, these students can further apply for revaluation of the answer scripts of end-semester theory examinations on payment of a prescribed fee.

Revaluation is not permitted for practical courses, mini-project, seminar, comprehension, and project work.

14.6 Supplementary Examination

A supplementary examination will be conducted in the summer of every year to enable the students to reappear for one or more courses as applicable. Students with genuine reasons with prior approval of Dean/Vice Chancellor can appear for the supplementary examinations and will be awarded the actual grade.

However, other students who wish to apply for supplementary examinations will be awarded one grade lesser than what they score in that examination.

14.7 Deficient Students

A deficient student is one who has either not registered himself/herself or has registered but not completed successfully one or more courses of the previous semester(s) or has a CGPA less than the minimum CGPA of 6.000 required for the award of a Degree or a Diploma.

In such circumstances, the student should register for one or more courses, as applicable, after completion of the degree programme and complete the requirement.

15 PROVISION OF A SCRIBE

The University will provide for a scribe to students who are in genuine need as per the guidelines issued by the Government of Tamil Nadu.

16 ISSUE OF GRADE SHEET

The Grade sheets will be issued, through the Department, every semester after the publication of results and a consolidated grade sheet will be issued after a student successfully completes all courses and becomes eligible for the award of degree.

17 ELIGIBILITY FOR THE AWARD OF DEGREE

17.1 A student shall be declared to be eligible for the award of the degree if he/she has satisfied the following:

- A student seeking MBA Degree shall be required to undergo the prescribed courses of study and evaluation in the college for the specified duration and to pass all the examinations prescribed therefore.
- He/she should register for all the courses prescribed in the curriculum of the respective degree programme and earn the minimum number of credits specified in the curriculum of the chosen programme of study.
- No disciplinary action should be pending against the student.

17.2 Convocation, for the purpose of conferring degrees and other distinctions of the University, will be held annually on such date as the Chancellor may fix.

18 CLASSIFICATION OF THE DEGREE AWARDED

18.1 First Class with Distinction:

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the four semesters
- Withdrawal from examination (vide clause 7.11.3) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- One year's authorized break of study (if availed of) is included in the two years (for award of First Class with Distinction).
- Should NOT have been prevented from writing the end-semester examination due to lack of attendance in any semester.

18.2 First Class:

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- Should have passed the examination in all the courses of all four semesters within two years.
- One year's authorised break of study (if availed of) or prevention from writing the end-semester examination due to lack of attendance (if applicable) is included in the duration of two years for award of First class.
- Should have secured a CGPA of not less than 7.00.

18.3 Second Class:

All other students who qualify for the award of the degree with a minimum CGPA of 6.00 shall be declared to have passed the examination in Second Class. Students who pass all the courses but fail to score a CGPA of 6.0, will have to register for a few courses to earn a CGPA of at least 6.0 for the award of the degree.

18.4 A student who is absent in the end-semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

19 PROVISION FOR AUTHORISED BREAK OF STUDY

19.1 A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the programme (not more than a year in a single spell) in the middle for valid reasons (such as accident or hospitalisation due to prolonged ill health) and to re-join the programme, he/she shall apply in advance to the Dean/Vice Chancellor, through the Head of the Department stating the reasons, in any case, not later than the last working day (of the semester), provided he/she fulfils the requirement in clause 7.

19.2 The student who is permitted to re-join the programme after the break shall be governed by the curricula and regulations in force at the time of re-joining.

19.3 The authorised break of study will not be counted for the purpose of classification of award of degree.

19.4 The total period for completion of the programme reckoned from the commencement of the 1st semester to which the student was admitted shall not exceed the maximum period specified in clause 6.3 irrespective of the period of break of study in order that he/she may be eligible for the award of the Degree.

- 19.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and the clause 18.3 is not applicable for this case.
- 19.6 If the student has not reported back to the department, after the break of study, his/her name shall be deleted permanently from the college enrolment. Such students are not entitled to seek readmission under any circumstances.

20 PROVISIONS FOR WITHDRAWAL FROM THE END-SEMESTER EXAMINATIONS

A student may be permitted to withdraw from appearing for the end-semester examination in any course or courses for valid reasons (medically unfit/unexpected family situations/ sports approved by the Physical Director and HOD). This privilege can be availed ONLY ONCE during the entire programme. Valid documents, for medically unfit/unexpected family situations, shall be submitted by the student within seven days before the commencement of the examination in that course or courses and also be recommended by the Head of the Department and approved by the Dean/Vice Chancellor with intimation to the Controller of Examinations

- 20.1 Notwithstanding the requirement of mandatory seven-day-notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 20.2 Those students who withdraw from any course or courses during the programme are eligible for the award of first class and first class with distinction as per the requirement in this regard. However, he/she is not eligible for the award of ranking.
- 20.3 Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in clause 7 as requirements for appearing in the end-semester examination.
- 20.4 Withdrawal is permitted for the end-semester examinations in the final semester, only if the period of study for the student concerned, does not exceed 5 years as per clause 17.
- 20.5 The final approval for withdrawal will depend on the merit of the case and will be decided by the Vice Chancellor.

21 Migration of Students from other Universities

In the event of students from other universities seeking admission to SNU Chennai, the migration committee will receive the course equivalency certificate and credit transfer from the previous University where the student studied earlier. After rigorous processing of the applications and validating the eligibility, the committee may recommend the migration.

22 **DISCIPLINE**

- 22.1 Every student is required to observe discipline and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University.
- 22.2 In the event of an act of indiscipline being reported, the Vice Chancellor shall constitute a disciplinary committee to enquire into the act of indiscipline.
- 22.3 If a student indulges in malpractice in any mid-semester or end-semester examination or continuous assessment test, he/she shall be liable for punitive action as prescribed by the University from time to time.
- 22.4 Ragging is not at all allowed. Punitive actions will be taken against the students who involve in ragging as per the government norms.

23 **REVISION OF REGULATIONS AND CURRICULUM**

The Standing committee/Academic council of the University reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

24 **SPECIAL CASES**

In the event of any clarifications required in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/clarifications/amendments required for any special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

The Vice Chancellor is authorised to make exceptions in the above regulations based on the merit of the case. All such exceptions will have to be ratified at the next meeting of the Academic Council.
