C.V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR
(An Autonomous Institute Affiliated to BPUT, Odisha)

Academic Information Booklet

For MBA Programme

ACADEMIC YEAR 2015 - 2016

C.V. RAMAN COLLEGE OF ENGINEERING,
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FOREWORD

The C.V. Raman College of Engineering (CVRCE), after receiving the Autonomous status from the academic session 2011 – 12, has been working very hard to implement student centric schemes. The objectives kept in mind are:-

1) Overall personality development of the student

2) Inculcate self study culture amongst students

3) Multi-disciplinary approach

4) Choice based courses/credits

5) International exposure

6) Enhance the effectiveness of teaching – learning process

7) Internationally compatible academic calendar

8) Develop the Students, not Examinees

9) Well planned Formative and Summative assessments

10) Reforms in Examination process

11) Publication of results within 15 days of last Examination

12) Involvement of industry in curriculum design and teaching – learning process

To achieve the above objectives, several out-of-the-box innovative practices are being implemented, such as:-

1) GP / PD/ SD / HSS Courses

2) Home Assignment for all subjects

3) Semester wise mini project for B.Tech

4) Communication and Soft Skill courses

5) Three semester major project for B.Tech

6) Introduction of Honors / Minor Schemes

7) Proposed to reduce class strength of around 40 per section

8) Need based remedial teaching

9) End-Semester Examination as per Bloom's Taxonomy

10) Online Test for every course covering all years

11) Implementation of ERP system

This booklet contains all the important and useful information necessary for a student to understand the teaching – learning and assessment systems. I hope that the students will go through it and take maximum benefit.

Prof. (Dr.) K.C. Patra
Director

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ACADEMIC RULES AND REGULATIONS FOR MBA COURSE

I) Preface
a) Information about CVRCE:

The C.V. Raman College of Engineering was established in 1997 under the aegis of Raman Education Society, a registered society under the Society Registration Act, 1860, to promote access and to provide the state of the art Engineering and Management education with human values to those who have had no access to such programs previously.

The institution aims at moulding a new breed of technocrats with a competitive edge to match national and international standards. The institution hopes that its students will become not only successful professionals but also excellent human beings who will contribute significantly to the welfare of the society and enrich the quality of life.

The institution is approved by All India Council of Technical Education (AICTE) and affiliated to Biju Patnaik University of Technology (BPUT) for Eight B.Tech Programs, Eight M.Tech Programs and MBA, and affiliated to Indian Maritime University (IMU), Chennai for Marine Programs. The institute is accredited by NAAC, UGC and NBA, New Delhi. It is also an ISO 9001-2008 certified institute. The college sits on a beautifully landscaped area situated at the outskirts of Bhubaneswar by the side of NH5.

The vision and mission of the college are borne out by the following statements:

VISION:
To emerge as a global leader in the area of technical education commensurate with the dynamic global scenario for the benefit of mankind.

MISSION:
To provide state-of-art technical education at the undergraduate and postgraduate levels. To work collaboratively with technical Institutes/ Universities/Industries of National and International repute. To keep abreast with latest technological advancements to enhance the R and D activities.

The Institute runs 09 Under-graduate Programmes and 09 Post-graduate Programmes. They are as follows:

Under- Graduate Programs:

Sl. No	Branch/Discipline	Intake Capacity
01	Electronics and Instrumentation Engineering	60
02	Chemical Engineering	60
03	Civil Engineering	120
04	Computer Science and Engineering	120
05	Electrical Engineering	120+60
06	Electronics and Tele-communication Engineering	180
07	Information Technology	60
08	Mechanical Engineering	120+60
09	Marine Engineering	40

Post-Graduate Programs:

Sl. No	Branch/Discipline	Intake Capacity
01	Master in Business Administration	60
02	M.Tech in Chemical Engineering	18
03	M.Tech in Food Technology	18
04	M.Tech in Heat Power Engineering	18
05	M.Tech in Computer Science and Engineering	18+18
06	M.Tech in Electronics and Communication Engineering	18+18
07	M.Tech in Power System Engineering	18
08	M.Tech in Mechatronics	18
09	M.Tech in Information Technology	18

Research Programs:

Sl. No	Name of the Program
1)	Ph.D. Mechanical Engineering
2)	Ph.D. Chemical Engineering
3)	Ph.D. Industrial Engineering
4)	Ph.D. Electronics & Instrumentation Engineering
5)	Ph.D. E & TC Engineering
6)	Ph.D. Computer Engineering
7)	Ph.D. Information Technology
8)	Ph.D. Management
9)	Ph.D. Humanities and Social Sciences
10)	Ph.D. Physics
11)	Ph.D. Chemistry
12)	Ph.D. Mathematics

The Institute obtained Academic Autonomy since October 2010 and has implemented it with good effect. The Institute has designed 'A Joyful Learning Model' which emphasizes on the overall development of the student as a responsible Engineer as well as a good human being, rather than producing a mere technocrats.

Unique Academic Features implemented since Autonomy

The Institute has emphasized on experiential learning and consciously designed its curriculum to allow students to carry out extra academic activities and stay academically pre-occupied on the campus throughout the day. To that effect, the Institute has designed novel courses such as General Proficiency (GP), Professional Development (PD), Skill Development (SD), Mini Project (MP), Comprehensive Viva- Voce (CVV), Communication and Soft Skill Courses, Technical and General Seminars, Technical Report Writing, Foreign Languages, Open Electives (OE) based on legal, commercial aspects as well as some courses emphasizing on Ethics, Philosophy, etc. The Institute also offers optional inter-disciplinary courses under the Minor Stream and optional super specialization courses under the Honors Stream. Both the optional streams receive a warm response from the students. 80% of the students opt for the courses under these streams. The details of the courses along with the objectives are covered later in III (f).

II)   Introduction

a)   Composition of courses: - The Institute has maintained a critical balance and sufficient representation of Humanities and Social Sciences (HSS) courses and Management courses.

The Institute follows a Credit Based Choice System (CBCS) and Grade Point Averages (GPA) are calculated in every semester.

b)   Phases of Study

Students shall choose two Specialization streams consisting of four papers each as given in syllabus to obtain dual specialization in the MBA program. In the 3rd Semester they shall take 2 papers from one specialization stream and rest two papers from the other specialization stream so chosen. Similarly, they would take the rest four papers in the 4th Semester in the same specialization streams.

c)   Academic Administration

The Academic Council of the Institute is the apex academic body that takes decisions about the implementation of academic practices in the Institute. The Director/Principal is the Chairman of the Academic Council. For policy making and implementation of program specific academic initiatives, Board of Studies (BOS) are formed in the Nine Degree awarding departments – BOS MBA, BOS Electronics and Instrumentation Engineering, BOS Chemical Engineering, BOS Civil Engineering, BOS Computer Science and Engineering, BOS Electrical Engineering, BOS Electronics and Tele-communication, BOS Mechanical Engineering and BOS Information Technology along with non program offering Department viz. Departments of Physics, Chemistry, Mathematics, Humanities and Social Sciences and Management.

The Head of the Department is the Chairman of the respective Board of Studies. The Academic Council policies are implemented at the program level through respective Board of Studies.

For redressal of academic grievance of a student, the Institute has a mechanism in place.

A Faculty member is appointed as a Proctor for a group of 20-25 students. The Dean Students Welfare (DSW) / Proctor work as counselor to address the issues reported by the students. Based on the gravity of the grievance, the issue is handled and resolved by the college authorities in a bottom up approach as indicated below:

d)   Academic Calendar

The Teaching – Learning for each Semester is carried out for minimum 90 working days a Semester as per the stipulations of the University Grants Commission (UGC), All India Council for Technical Education (AICTE) and BPUT, Odisha norms. The Institute plans its academic calendar for the forthcoming academic year well in advance and adheres to it. The academic calendar typically covers the following activity details:-

1.   College re-opening after summer vacation
2.   Students' registration and Director's / Principal's / Dean Academic's address
3.   Teaching Learning activities – inclusive of Remedial teaching
4.   Examination and Assessment Schedule
5.   Student Activity Details
6.   Schedule of various meetings / Audits etc.
7.   Vacations and holidays

The academic calendar is designed so as to provide maximum 8 week Summer break, 1 week Winter break and 1 week Durga Puja Holidays.

During the summer break, the students will undergo an intense Summer Internship Project for a minimum period of 6 – 8 Weeks.

The student activities such as annual Athletic meet, cultural activities, national level holidays/local holidays, Annual Social Gathering, the Inter-Departmental student fest etc. are all included in the academic calendar.

iii)   Curriculum / Program details
   a)   Structure and Syllabus for program of study:-

The typical structure for a semester in any program of study consists of the following minimum courses:-

i)   There are 6 – 8 Theory subjects in each semester consisting of
      a.   Departmental Core and
      b.   Interdepartmental

ii)   There are 2-3 lab sessions in each semester consisting of
      a.   Departmental Core

b. Skill Development / Professional Development lab
c. General Proficiency lab
d. Major Project (3rd Semester)
e. Dissertation with Comprehensive Viva Voce (4th Semester)
iii) 2 – 3 Theory courses will have Tutorials depending on the need of the subject
iv) General Proficiency courses, Communication & Soft Skill Development courses, Professional Development courses, and Seminar in different Semesters

The year-wise breaks up of credits are as under:-

PATTERN	1ST YEAR. MBA	2ND YEAR MBA
A-15	51	49

For every program, Program Educational Objectives (PEO) are defined by the respective Boards of Studies. Program Educational Objectives are the broad statements that describe the career and professional accomplishments that the program is preparing the graduates to achieve.

For every theory, practical, tutorial course, the course objectives are defined. It is ensured that the course objectives are in synchronization with the Program Educational Objectives.

The typical syllabus for a theory course consists of 5 units – Unit I to Unit V. Each unit is divided into the core conceptual part with some applications as one part and the applied part or some additional applications as the other part. The Core part is to be taught in class and the other Part is designed for learning beyond syllabus. **Students are expected to submit Home Assignments, which focuses on teaching – learning beyond the syllabus, as scheduled. To take cognizance of the learning beyond syllabus, 10% – 15% question in ESE are reserved for this Part.**

The structure and syllabi for the programs offered by the Institute are available on the Institute website:

http://www.cvrce.edu.in/academics/curriculum

b) Patterns:-

It is proposed to review the structure every 4-5 years. The initial autonomous structure was implemented in July 2011 by adopting the BPUT Syllabus. No major revision could be taken up in the BPUT syllabus till July 2014. The new revised syllabus is now adopted from the academic session 2015-16. For ease of examination, assessment, transcripts and other relevant purposes, every incoming batch will be assigned a pattern which is a unique identifier for the structure and syllabus to be implemented for the said batch during the four years of engineering course. The patterns effective for academic year 2015 – 16 is as under:-

Year of Study	Pattern
(First Year) F. Y. MBA.	A-15

In the next academic year, students admitted in First Year will be under pattern B-16 while the students of SECOND YEAR MBA would be in pattern A-15.

c) Coding Scheme:-

The Institute offers diverse types of courses. In order to distinguish the courses, while maintaining their uniqueness, an alphanumeric coding scheme is designed. It is as under:-

Consider a 7 character alphanumeric entry XX12345 where first two characters (XX) represent BOS name; third character (1) indicates year of course; fourth character (2) indicates subject category; fifth character (3) indicates subject sub-category and last two characters (45) indicate subject number.

The abbreviations for the various BOS are as under:-

Code	BOS
CE	Civil Engineering
CH	Chemical Engineering
CS	Computer Science and Engineering
EE	Electrical Engineering

EC	Electronics and Tele-communication Engineering
EI	Electronics and Instrumentation Engineering
IT	Information Technology
ME	Mechanical Engineering
HS	Humanity and Social Science
MA	Mathematics
CY	Chemistry
PH	Physics
MB	MBA
IN	Institute Level

Year of course is:-

NUMBER	YEAR
1	First Year of B.Tech. – UG
2	Second Year of B.Tech. - UG
3	Third Year of B.Tech. - UG
4	Fourth Year of B.Tech. - UG
5	First Year of M.Tech./MBA - PG
6	Second Year of M.Tech./MBA - PG
7	Third Year of M.Tech./MBA. (applicable for Part-time programs)
8	Course work for Ph.D. program (As applicable)

Various subject categories are:-

Number	Subject Category
0	Department Courses
1	MD / Multidisciplinary courses
2	EL / Department Elective Courses
3	Institute Level Elective Courses
4	Skill Development (SD) courses
5	General Proficiency (GP) courses
6	Open Elective (OE) / HSS courses
7	Seminar & Project Work
8	Honors Courses
9	Minor Courses

The subject sub-category coding is as shown:-

Number	Subject Sub-Category
0	Sit-through (Guest Lecture)
1	Theory
2	Tutorial
3	Laboratory
4	Comprehensive Viva Voce (CVV) / Oral

5	Audit course
6	Group Credits

d) Minimum credit requirements and individual academic planning (Fast Learner, Slow Learner, etc.)

The minimum credits to be earned to acquire a Master of Business Administration (MBA) degree by a student admitted **is 100.**

Maximum number of credits offered per semester is 24-26. The meritorious student having excellent academic performance at the end of First Semester can **register for 8-12 additional credits each in the subsequent two semesters** as per the advice of Chairman – BOS / Faculty advisor and *meet with the minimum credit requirements.* The last 8 weeks may then be used for industrial project by the candidate. Such student is considered as **'FAST TRACK'** student. However, the degree is awarded at the end of two academic years only.

Course drop facility is also provided for less performing students. As per the advice of Chairman – BOS / Faculty Advisor, such student may register for the backlog courses instead of regular courses so as to enhance the academic performance in future. Such student can earn the minimum credits in a span of maximum three academic years.

e) Objectives of various courses and their implementation details –
i) General Proficiency (GP)

Institute offers General proficiency courses in the First Semester MBA. The objectives are:-
- Improve the overall personality of the student
- Inculcate other personality traits such as street smartness, Communication skills and General awareness etc.
- Introduce courses which complement Engineering learning
- Release mental stress
- Contribute to social issues through group dynamics courses
- Large numbers of options are available to the students to choose subjects from four

categories viz Soft Skills, Hobby, Health and International Languages.

The list of courses under General Proficiency is attached in Appendix A.

ii) Skill Development (SD)

Skill Development courses are offered in First and Second Year MBA. The objectives are:-
- To enhance the analytical and psychometric skills of the students as per current Industrial Trends.

iii) Professional Development (PD)

Professional Development courses are offered in the 2nd year MBA. Expert resource persons from industry are invited as visiting faculty for these courses. Faculty from the Institute with additional professional knowledge also contribute in these subjects.
Objectives are:
- Bridge the gap between industry and institute.
- Study subjects as per current industrial trends.

iv) Choice of Electives
Our Institute offers four papers in each of the 03 electives areas, such as Marketing, Finance and Human Resource.

v) Communication & Soft Skill (CSS)
Institute offers Communication & Soft Skill courses in First and Second year engineering.
Objectives are:
- To understand the basics involved in communication.
- To improve speaking, reading, writing and listening skills.
- To develop the overall personality of the student.
- To inculcate organized reference search and presentation of summary in an effective manner.

The list of courses offered under Communication and Soft Skill is as follows:-

i) Communication Skill
ii) General Seminar
iii) Technical Writing etc.

vi) Dissertation and Comprehensive Viva-Voce (DCVV)

Each and every student has to write a dissertation paper on his subject of interest from the Electives chosen by hem/her in consultation with the faculty of the college (who shall act as the project guide). He/she shall register the project topic with the college authority in the beginning of the 4th semester and shall undertake the project work under the guidance of the project guide. **The project shall not be carried in group.** The candidates must complete the project work and submit the dissertation report to the college well in advance before the 4th semester end term test.

The college principal shall form a committee comprising the project guide and an external expert in the field to conduct Viva and evaluate the dissertation. Each candidate must appear before the committee for making presentation on the dissertation paper and Viva Voce. The principal shall forward the marks secured by the students in the dissertations and Viva to the Director (Examinations) before the commencement of the end term Test.

vii) Major project: Summer Internship Program (SIP)
Each student ahs to undergo a Summer Internship Training Program in a business concern for duration of 6 – 8 Weeks on completion of the 1st Year studies. On completion of the Training he/she has to prepare a project report and submit the same to the respective college during the 3rd semester.

Each student shall be required to make a presentation on the project to the committee and must appear before the committee for evaluation.

The committee comprising of HOD, Faculty members and an Expert from any other department of the Institute will evaluate the work done by the student during the Summer Internship Training.

f) Summer term facility for students

For all students an additional make-up semester facility, known as Summer quarter, is tentatively conducted during May-June. Makeup classes are conducted for all subjects of both even and odd semesters.

Students opting for such makeup classes shall have to pay Rs.3000/- only per Semester towards such classes (irrespective of the no. of subjects) over and above the registration fees.

Eligibility Criterion:
I)   *The students falling short of attendance in the preceding two semesters*
II) *The students who failed in the end term examinations of the preceding two semesters.*
III) *The students who failed to appear at the examinations of the preceding two semesters on Medical ground with submission of valid medical certificates (with regards to serious illness of himself or a calamity in the family).*
IV) *The students who fall short of attendance in the preceding two semesters must compensate by attending makeup classes conducted during the summer quarter to be able to appear at the examinations of the summer quarter.*

The entire teaching-learning- assessment and other academic activities are as follows:-

g) International Relations Cell activities for students

The Institute provides unique opportunity to deserving students to attend one semester in leading engineering institutes in India and abroad under Student Exchange Program. *The Institute is in the process of a tie-up with different Institutes and Universties in India and abroad for this purpose.*

A thorough procedure is carried out for the selection of students on the basis of academic performance, personality, international exposure, aptitude, willingness and adaptability, etc. An academic equivalence is set up by respective Board of Studies and the students register for recommended audit courses before the departure or upon arrival. The student performance during the Semester abroad is also scrutinized and on that basis, the requisite credits applicable for the semester are transferred to the student.

The Institute has established an *International Relations Cell through* which conscious efforts are taken to seek academic partnership with internationally reputed universities.

The Institute plans to establish an Incubation Centre and Post-Graduate research facility.

The Institute has taken conscious efforts to train its promising faculty and aspiring students under the tutelage of faculty of international repute during the summer and *winter breaks.*

h)   Issue of Transcripts

Transcripts are usually issued when the graduating students seek admission for higher studies in India and abroad.

It is a reflection of the University, Institute information, the salient features of the program of study; teaching and examination scheme applicable for the student under the Autonomous format, etc. It is supplemented by certified Grade Sheets of the candidate. The transcripts, at times, are used to procure scholarships as an authentic document.

The Institute has a policy of issuing transcripts to all graduating students upon request as per the office procedure.

iv)   Assessment and Examination

a)   Formative Assessment -

As a part of the Joyful Learning Model, the Institute has designed an assessment scheme that ensures regular studies during the course of semester. This formative assessment mechanism is to ensure:-

i) Continuous Teaching – Learning Assessment

ii)   Obtaining regular feedback from students

Continuous assessment is carried out as Teacher's Assessment and Mid-Semester Examination. The Teacher's Assessment component focuses on the students' performance in Class Test based on Unit I, Home Assignments on self study components of all 5 units and an objective type online Mid Semester Examination on Unit II and Unit III.

For laboratory courses, the performances of each experiment are assessed on a weekly basis.

b)   Summative Assessment -

The overall understanding of the theory course is assessed by means of the conventional 3 hour End-Semester Examination paper of 100 marks for all applicable courses. Here, paper is set up on all 5 units and, it is ensured that an equal overall emphasis is given on all 5 units, considering **Class Test and Mid-Semester Examination.** Based on the nature of theory course, instead of setting up memory recall type questions, Bloom's Taxonomy guidelines are used and an appropriate paper which tests design, analysis, simulation, application, logic, reasoning, quantitative skills, abilities of student, etc. is set up. Such careful in-depth thinking and thorough preparation for the summative assessment is another unique academic feature of the Institute.

For laboratory courses, the overall understanding is assessed at the end of the term by setting up a practical or oral examination for the given course.

c)   Mode of evaluation for theory course

For a typical theory course, the student earns an appropriate grade based on the marks scored during the Semester. The formative and summative assessment components are combined to generate the total marks out of 100.

The breakup is as under:-

Parameter	Marks
i) Teacher's Assessment	20
ii) Mid Sem. Examination (Online / Offline Test)	20 (1 Hour)
iii) End Semester Examination	60 (3 hour)
TOTAL	**100**

i)   The Teacher's Assessment marks are based on the student's performance in tutorial, Home Assignments and Class Test. The breakup is as follows:-

Parameter	Marks
Class Test	30 (1 Hour)
Home Assignment	30
Tutorial (if applicable)	10
TOTAL	**60 or 70**

The mode of conduct of the class test is decided by the faculty / group of faculties teaching the course. The mode of such class test could be a multiple choice based objective exam, a quiz, an online examination, etc.

Five **Home Assignments** from **Self Study** part of each Unit, worth 6 marks each, is set up by the faculty and is assessed regularly.

Tutorials are carried out in a batch size of 15 to supplement the theory course and to ensure one to one interaction with the student. This exposure and informal interaction with the faculty boosts the students' confidence. Tutorials are evaluated and at the end of the semester, a net score out of 10 is calculated.

The total 60 or 70 marks thus obtained, are converted to 20 in the final calculations.

ii)   The Mid Sem. Examination (Conducted either Online / Offline). In the online objective type Examination, multiple choice based questions with varying degree of difficulty are set up. Proportionate number of questions with variable degree of difficulty is selected from the pool of questions set up by the faculty. Incase offline Examination, GATE Type questions will be prepared by the faculty.

The total number of questions for Unit II and Unit III is 10 each. Each of the 20 questions is worth 1

mark.

iii) The End Semester Examination paper is a typical 3 hour - 100 marks question paper. As mentioned earlier, references from Bloom's Taxonomy are taken to challenge the various engineering skills appropriate for the said course while setting the paper. The score out of 100 is converted to an equivalent score out of 60.

d) Mode of evaluation for laboratory course

For a typical laboratory course, the student earns an appropriate grade based on the marks scored during the course of the Semester. The formative and summative assessment components are combined to generate the total marks out of 100. The breakup is as under:-

Parameter	Marks
i) In Semester Assessment	70
ii) End Semester Assessment	30
TOTAL	**100**

i) The In Semester Assessment (ISA) is the formative mode used for assessment of performances in each laboratory assignment. A typical laboratory course contains 10 experiments. Assessment out of 10 marks is carried out for each experiment.

The total 100 marks thus obtained, are converted to 70 in the final calculations.

ii) **The End-Semester assessment is carried out by means of practical examination** or oral examination appropriate to the nature of laboratory course. Typically, the student performance is evaluated out of 100 marks.

The total 100 marks thus obtained, are converted to 60 in the final calculations.

e) Mode of evaluation for Major project: Summer Internship Program (SIP)

The summer project will be evaluated based on the following parameters:

Parameter	Marks
Scope of the Project & Understanding	10
Analysis & it's relation to Literature	10
Interpretation of Results & recommendations	20
Presentation	30
Viva Voce	30
TOTAL	**100**

f) Mode of evaluation for Dissertation and Comprehensive Viva-Voce (DCVV)

Evaluation of the Dissertation Project will be done on the following points:

Parameter	Marks
Relevance, Scope & Dimension of the Project	10
Relation to Literature/Applications	10
Methodology	10
Quality of Analysis and results	10
Interpretations & Conclusions	10
Report	30
Viva Voce	20
TOTAL	**100**

Minimum score for a PASS in Project Item is 50% points.

g) Grading Scheme

The marks obtained by the student in various courses as per the assessment scheme mentioned above are graded relatively. The Institute offers the following 7 passing grades and 2 failure grades along with some specific grades for detention, absenteeism, etc. The grading system is as follows:-

Letter Grade	Grade Point	Performance	Score on 100 percentage point
O	10	Outstanding	90 and above upto 100
E	9	Excellent	80 and above but less than 90
A	8	Very Good	70 and above but less than 80

B	7	Good	60 and above but less than 70
C	6	Fair	50 and above but less than 60
D	5	Pass	37 and above but less than 50
FR	0	Fail (Permitted to repeat **ESE**)	Below 37 at the end of End Semester Examination (ESE)
FF	0	Fail (Re-register the course)	Below 37 at the end of the Summer Quarter
AP	0	Audit Course Passed	
S	0	Absent	
M	0	Malpractice	
XX	0	Detained (Re-register the course)	
PP	0	Passed (Only for Non-Credit courses)	
NP	0	Not Passed (Only for Non- Credit courses)	

The students are given XX grade on account of non-compliance to the **attendance** norms set up **by affiliating University**.

h)   Calculation of Semester Performance Index (SPI) [SGPA]

Based on the grade obtained and its mapping with the Grade Point Average (GPA) as mentioned above, a Semester Performance Index (SPI) is calculated. A student having earned all the credits gets the SPI applicable for the performances in that semester. It is shown in the statement of grades provided to the student at the end of Semester

Case Study
Consider the performance of a student as under:-

Subject	Type	Credits	Letter Grade	Grade Point	Type
S1	TH	3	O	10	TH
S2	TH	3	E	9	TH
S3	TH	3	A	8	TH
S4	TH	3	E	9	TH
S5	OE	2	B	7	OE
P1	Lab.	1	E	9	Lab.
P2	Lab.	1	A	8	Lab.
T1	TU	1	O	10	TU
T2	TU	1	E	9	TU
GP3	GP	1	B	7	GP
CVV1	CVV	2	C	6	CVV
MP3	Proj.	2	A	8	Proj.

SPI is calculated as :

$$SPI = \frac{(GP_1 \times C_1) + (GP_2 \times C_2) + ... + (GP_n \times C_n)}{C_1 + C_2 + ... + C_n}$$

Therefore, for the case mentioned above, SPI would be

$$SPI = \frac{30 + 27 + 24 + 27 + 14 + 9 + 8 + 10 + 9 + 7 + 12 + 16}{23}$$

$$= \frac{193}{23} = 8.39$$

i)   Calculation   of   Cumulative Performance Index (CPI) [CGPA]

Based on the SPI obtained in each semester, a Cumulative Performance Index is calculated as the running average of SPI obtained till that Semester. The CPI obtained at the end of the 4th Semester is considered as the final CPI.

For the student admitted in First Year of MBA, it is the running average of 4 SPIs from 1st Semester MBA to 4th Semester MBA.

Case Study
Consider the performances of a graduating student as under:-

Semester	SPI	CPI
1st Semester MBA	8.46	8.46
2nd Semester MBA	8.74	8.60
3rd Semester MBA	9.02	8.74
4th Semester MBA	8.84	8.77
FINAL CPI	**8.89**	

A consolidated Statement of Grades is provided to the student upon completion of minimum credit requirement at the time of post-graduation. The consolidated statement of grades shows the performance of the student in all courses registered for during the 4 semesters.

This unique document helps the student showcase the overall performances, the subject studied along with other details.

J) Measures to control Academic Malpractices

Every student during the term of the examination is under the disciplinary jurisdiction of the competent authority that takes appropriate action in case of indiscipline or misconduct on part of student.

The competent authority during the actual conduct of examination appoints a junior supervisor, senior supervisor & flying squad and ensures that examinations are conducted as per the laid down norms. It also checks the students trying to take resort to malpractice at the time of examination. The squad also ensures that only the duly authorized candidates have appeared for the *concerned examinations.*

A Malpractice (MP) Committee handles the cases of malpractice reported by the supervisors or flying squad. The Committee handles various types of malpractices resorted to by the students such as possession of copying material, actual copying from the copying material, possession of another student's answer book, mutual copying, etc. A reasonable opportunity including oral hearing is given to the student in his / her defense before the Committee. The Committee then submits its recommendation to the competent authority which, in turn, issues final orders with regards to suitable penal action such as annulment of performance of the student in full or in part in the examination, debarring the student from appearing for any examination, imposing fine as an additional punishment, etc.

k) Answer script retention

Answer scripts for subjective examination are stored for a period of **One Academic Year** after the examination by the Examination Section

l) Re-evaluation

Re-evaluation requests are accepted for subjective type examinations conducted by the Examination Section. An examinee may apply for re-evaluation after paying the fees, within the period given in the notice after the declaration of the ESE result. Answer scripts are re-evaluated by another examiner. After re-evaluation, grades are declared and are displayed for students, in case of no change or otherwise.

m) Class Improvement

CPI improvement will be allowed subject to :

(1) (a) Student who has earned all prerequisite credits as applicable and are otherwise eligible to be awarded the Bachelor's Degree and declared pass.
(b) Student: with CPI < 6.75
(c) has submitted previous Grade Sheet and Degree Certificate to College Office.
(d) has minimum 75% attendance for all Theory Courses considered for CPI improvement.
(e) has satisfactorily completed teaching – learning process for every registered course and has undergone all In Semester and End Semester Assessments.
(f) has appeared for FINAL YEAR MBA Theory Courses adding upto minimum $1/3^{rd}$ credits of Theory Courses rounded upto next integer.
(g) has submitted undertaking to College Office about CPI Improvement Rules.

(2) CPI improvement will be permitted **within** 3 **years** after completion of post graduation.

(3) Maximum 3 attempts will be allowed for CPI improvement.

(4) The Student has to **re-register** for minimum number of credits equal to $1/3^{rd}$ of the total Theory Credits for First Year and Second Year Courses offered by Board of Studies at the time of Class improvement attempt taken together, rounded off upto next integer.

(5) One attempt is equal to registration for minimum number of credits as mentioned above.

(6) For every attempt the student must register for the minimum number of credits.

(7) Student CPI improvement will be considered for :

Case- 1 : Student having previous CPI <
6.25 and after improvement CPI is equal to or more than 6.25 or otherwise the performance for this attempt will be made Null & Void.

Case- 2 : Student having previous CPI <
6.75 and after improvement CPI is equal to or more than 6.75 or otherwise the performance for this attempt will be made Null & Void.

n) Examination and assessment policy for unsuccessful students

i) In case of "FR" grade, the option is given to the student about retaining in-semester assessment marks or re-registration for the entire course, as and when the course is offered.

ii) In case of "FF" grade, re-registration for the entire course, as and when the course is offered.

o) Extra Credits

A student planning to take extra credits may be considered under following categories:

(a) *A student carrying a backlog and re-registering for the previous course – Re-registration charges as applicable. Consideration of all courses registered for during that Semester of Academic Year for SPI calculation.*

(b) Student planning to take extra courses as a **fast track opportunity** – Administration, processing and examination charges will be considered. In any case the student has to pay the college fees for four years. This **fast track** facility would enable the student to undergo an industrial training, an exchange programme, research contribution in any National level Institute without any academic compromises for **credit transfer.** The phase wise development and completion of project activity cannot be considered at an accelerated pace under fast track scheme. **The registration under fast track is subject to having a CPI 8.0 or above and no backlog for consideration of registration to an additional course**.

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APPENDIX – A

List of General Proficiency Courses offered to F.Y. MBA. AY 2015-16

Course Code Name of Course

MB55320	Flute
MB55321	Guitar
MB55322	Tabla
MB55323	Bharat Natyam
MB55324	Odishi
MB55325	Classical Vocal
MB55326	Yoga
MB55327	Pranayam
MB55328	Aerobics
MB55329	Photography
MB55330	Digital Photography
MB55331	Film Appreciation
MB55332	Volleyball
MB55333	Chess
MB55334	Taekwondo
MB55335	Swimming
MB55336	Fundamentals of Banking
MB55337	Nutrition and Fitness
MB55338	Business English Certificate (BEC)

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List of Choice Electives

MARKETING (MB621)

PAPER CODE	PAPER NAME
MB62130	CONSUMER BEHAVIOUR
MB62131	SALES & DISTRIBUTION MANAGEMENT
MB62132	BRANDING & MARKETING COMMUNICATION
MB62133	RETAIL MANAGEMENT

FINANCE (MB621)

PAPER CODE	PAPER NAME
MB62140	CORPORATE RESTURUCTURING & VALUATION
MB62141	SECURITY ANALYSIS & PORTFOLIO MANAGMENT
MB62142	FINANCIAL SERVICES
MB62143	FINANCIAL DERIVATIVES

HUMAN RESOURCE (MB621)

PAPER CODE	PAPER NAME
MB62150	COMPENSATION MANAGEMENT
MB62151	INDUSTRIAL RELATIONS
MB62152	LABOUR LAWS
MB62153	PERFORMANCE MANAGEMENT

APPENDIX – B

Glossary of Terms

Academic Flexibility	Choice offered in the curriculum offering
Admission Process	Process of admitting students by a transparent well established and administered mechanism complying with all Government norms
Academic Calendar	The schedule of the Institute for the Academic Year giving details of all academic and other events
Curriculum Design and Development	Process of designing and developing appropriate curricula through a need assessment process and consultation with expert groups based on the feedback from the stake holders, resulting in the development of relevant courses to meet the professional and personnel needs of the students
Choice Based Credit System	Envisages facilities created for a learner to augment the credits by maximizing performance within a given time frame or outside. Only a wide range of course choice makes it feasible. Such a system is called Choice Based Credit System or a Cafeteria model.
Elective Options	A choice available to students to select from among a large number of courses
Formative Assessment	Frequent or ongoing evaluation during courses, programs and learning experiences that gives an early indication of what students are learning as well as their strengths and weaknesses. It is used as a diagnostic tool for students and faculty to make real time improvements in instructional methods, materials, activities, techniques and approaches
Horizontal Mobility	The option for movement of students within and across the disciplines
Learning	Acquisition of new knowledge or skills through evaluation, study, experience and innovation
Mission	It refers to the overall function of the organization. Mission answers the question "What is the Institute attempting to accomplish?" Mission defines students, stake holders, distinctive or core competencies
Summative Assessment	Formal and comprehensive analysis of the learning and performance of students covering global subject matter, typically conducted at the conclusion of course or program and used for determining final grades
Teaching – Learning	Learner centered education through appropriate methodologies to facilitate effective teaching and learning
Vision	It refers to the desired future state of the Institution. It describes what the Institute intends to be and how it wishes to be perceived in the future.

Reference :- 1) NAAC Manual for Self Study – Autonomous Colleges

2) Indian Merchants Chamber Ramakrishna Bajaj National Quality Award Education Sector Information Brochure – 2010 - 2011

APPENDIX – C

List of Abbreviations

Sr.No.	Abbreviation	Full Form
1.	A.B.	Academic Board
2.	B.Tech.	Bachelor of Technology
3.	B.O.M.	Board of Management
4.	B.O.S.	Board of Studies
5.	C.B.S.	Credit Based System
6.	C.P.I.	Cumulative Performance Index
7.	C.V.V.	Comprehensive Viva Voce
8.	D.E.S.H.	Department of Engineering, Sciences and Humanities
9.	E&T	Engineering and Technology
10.	E&TC	Electronics & Telecommunication
11.	EL	Elective
12.	E.R.C.	Engineering Research Centre
13.	F.Y.B.Tech.	First Year Bachelor of Technology
14.	G.E.M.	Groupe Des Ecoles Des Mines
15.	G.P.	General Proficiency
16.	G.P.A.	Grade Point Average
17.	H.S.S.	Humanities and Social Sciences
18.	M.C.A.	Master of Computer Applications
19.	M.D.	Multi-Disciplinary
20.	M.Tech.	Master of Technology
21.	MoU	Memorandum of Understanding
22.	M.P.	Mini Project
23.	NP	Not Passed
24.	O.E.	Open Elective
25.	O.M.G.	Ontario-Maharashtra-Goa
26.	P	Passed
27.	P.D.	Professional Development
28.	P.E.O.	Programme Educational Objectives
29.	P.G.	Post Graduate
30.	Ph.D.	Doctor of Philosophy
31.	S&M	Sciences and Mathematics
32.	S.D.	Skill Development
33.	S.Y.B.Tech.	Second Year Bachelor of Technology
34.	SEDA	Second Year Direct Admission
35.	S.P.I.	Semester Performance Index
36.	T.Y.B.Tech.	Third Year Bachelor of Technology
37.	U.G.	Under Graduate